Student and Parent Page

I have read and understand the contents of the Priceville High School Student Handbook.

(Grade)	(Homeroom Teacher)
(Student Name-Please Print)	
(Stadent Name 1 loase 1 line)	
(Student Signature)	
(Parent Signature)	
(Date of Signatures)	

Priceville High School 317 Hwy. 67 South Decatur, AL 35603

Phone: (256) 353-1950 Fax: (256) 353-2802 www.pricevillehigh.org

Welcome to the 2014-2015 school year at Priceville High School. I am looking forward to working with students and parents during the new school year. As we anxiously await our new school, I hope we can take pride in making this one of the best years ever on this campus. The faculty and staff at PHS look forward to working with you and your child throughout the school year.

The material presented in this handbook provides students and parents with information concerning policies and rules at PHS as well as safety procedures to insure a successful school year. **This handbook is intended to be used as a supplement to the Morgan County Schools Student Handbook.** Please read the PHS Student Handbook AND the MCS Student Handbook.

I welcome an open line of communication with students and parents. I am looking forward to a successful school year.

Sincerely,

Mark Mason, Principal

Alma Mater

Praise to thee dear Priceville High School We will honor thee, True and faithful to thy teachings, We will ever be.

Bring we now our hearts devotion Not do we withhold. Pledge allegiance to thy colors To thy black and gold.

Ever onward, ever upward We will never fail. While we treasure this our motto. Priceville High, All Hail!!

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STUDENT CODE OF CONDUCT

The student should:

- 1. Have good school spirit and support school activities.
- Apply him/herself to the betterment of our school by setting and fulfilling high standards.
- 3. Practice good sportsmanship by winning with humility and losing with dignity.
- 4. Be mindful of school property.
- 5. Show respect and courtesy toward everyone.
- 6. Endeavor to study and maintain high scholastic standards.

ATTENDANCE

Absence from School

To receive an **excused absence** by the administration, the student, **within the first (3) days of returning to school,** must submit a written explanation to the office by the first bell with:

- a. Student name
- b. Date of absence
- c. Reason for absence
- d. Signature of parent and/or doctor

When an absence is honored by the school administration as an excused absence, it is the <u>full responsibility</u> of the student and/or parent to obtain the assignments and arrange for <u>any make-up tests</u>.

If an <u>extended illness</u> is the reason for an excessive number of absences, the student should report to the office and discuss the matter with the principal or the assistant principal.

Vacations should be scheduled when school is not in session. We understand that situations might arise requiring all members of a family to leave town. Please contact the school administration at least one week in advance to receive permission and to make arrangements for your child's make-up assignments.

NOTE: All excused and unexcused absences will count towards exemption status. Approved school sponsored field trips do not count as an absence, but all rules for making up assignments and missed work apply.

Any student who has accumulated <u>in excess of twenty (20) unexcused</u> <u>absences in a full year course or ten (10) unexcused absences in a semester course</u> is subject to loss of credit for the work in that course or subject.

Students who are truant from school are subject to disciplinary action.

Absence from Class

Attendance is checked in each class period. Any student who is absent from class without approval of the teacher and is not designated as absent in STI is marked absent in STI, which notifies the office that the student is missing from class. If the office personnel does not have record of the student checking out, the student is considered absent from class without authorization (skipping class) and is subject to disciplinary action.

Excuse from Class

If a teacher requests that a student miss another class for any reason, the student must:

- 1. Obtain a written request from that teacher indicating the date and time you are needed **prior** to missing class time.
- 2. Take the written request to the teacher whose class you will miss. That teacher will determine whether or not to grant you permission to miss class. Your scheduled teacher has authority and responsibility of you. Do not appear with a note after you have already missed the class or you will be considered skipping and subject to disciplinary action and the absence will be counted as an unexcused absence.

Checking In/Tardy

- 1. Any student arriving to school after 7:50 A.M. must check in through the main office. The student will be considered **tardy to school**, unless he/she presents appropriate written documentation. Also, any student arriving in his/her assigned 1st period class after 7:50 A.M. must report to the main office and will be considered tardy to school.
- The student will receive an excused check in slip or a tardy slip for admittance into class.
- 3. The student must then report immediately to class and give the slip to the teacher.

Any student arriving on campus <u>at any time</u> is considered in attendance and <u>must check in</u> and attend class. Failure to check in will result in disciplinary action. A student who is absent or checked out may not be on campus to drop off or pick up other students.

Students are considered **tardy to class** if they are not in the classroom at the ringing of the tardy bell for that class.

Upon the third and following tardies, the student will be disciplined.

Checking Out/Leaving Campus

For the safety of our students, we adhere strictly to the following:

- A student checking out must report to and sign out in the office EVERY TIME he/she leaves campus.
- Student may only be checked out by a parent/guardian or persons designated by the parent/guardian on the student's checkout card. Person checking out a student must provide valid picture identification. PHS Faculty and Staff ARE NOT authorized to check out a student unless he/she is listed on the student's checkout card.
- NOTES, PHONE CALLS, AND FAXES ARE NOT ACCEPTED FOR CHECKOUTS.
- Student is to leave campus immediately upon checking out.
- Any student who checks out and returns to campus before the end of the school day is required to check in at the office.
- Any student who does not feel well and thinks he/she needs to go home must
 first see the school nurse. Student must not call his/her parents or anyone on
 his/her checkout card to come check him/her out. In order for the absence
 to be excused, the school nurse must contact a parent/guardian.
- A student who leaves school grounds without permission is subject to disciplinary action.

ADMINISTRATION REGULATIONS

Disciplinary Procedures

Referral of a student to the administration is used as a last resort after teachers have exhausted all other appropriate preventive and corrective measures. Once a student reaches the administrator's office, the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly and as fairly as possible. Any time a student is suspended from school, a parent must have a conference with an administrator. Any student found cheating, gambling, stealing, using profane, indecent language or defacing school property is subject to disciplinary action.

OUT-OF-SCHOOL SUSPENSION means the student may **NOT:**

- 1. Attend classes.
- 2. Participate in or attend any school activities (including but not limited to home and away athletic or competition events).
- 3. Visit the school campus.

Dress Code and General Appearance

In addition to the Morgan County Handbook Dress Code Policies, Priceville High School students are prohibited from wearing clothing with holes above the knee and are prohibited from wearing pajamas. Males are allowed to wear stud earrings only. They MAY NOT wear loop earrings, which includes horseshoe earrings. Skirts can be no more than three inches above the top of the knee cap. Elastic/stretch pants must be covered by a garment that meets dress code (three inches or less above the knee cap). Dress

code violations will be written up as Class 1 offense. Students demonstrating a pattern of dress code offenses will be considered defiant, which is a Class 2 offense and subject to more severe disciplinary action.

If you have any doubt or question about whether your clothing is acceptable, it probably is not. Please do not wear it to school.

The Administration of Priceville High School maintains the ABSOLUTE authority in making subjective judgments concerning your dress and personal appearance, and whether or not such apparel is disruptive, distractive or in violation of health and safety rules.

Lockers

A locker with a combination lock is assigned to each student at the beginning of the year. Locker combinations are changed each year and issued only to the student responsible for the locker and possessions. Priceville High School is not responsible for stolen items.

Locker rental is \$10.00.

Lockers should be closed at all times unless possessions are being taken out or replaced.

Each student will be held responsible for damage to his/her locker. **Rigging lockers is prohibited.** Any student whose locker is found rigged is subject to disciplinary action.

Any problems concerning lockers should be referred to the school administration.

The lockers are the property of Priceville High School and are subject to inspection by authorized school personnel. Therefore, **the school reserves the right to enter any locker when necessary**.

All backpacks must be placed in the locker immediately upon arrival at school and must remain in the locker until school dismisses.

Make-up Tests/Assignments

Arrangements for making up missed tests/assignments lies solely with the student. Make-up tests are by appointment with the teacher(s). It is suggested that make-up tests be given in the morning before school or in the afternoon after school.

For tests/assignments missed due to an <u>excused</u> absence, tests must be taken and assignments turned in within the first five days of returning to school to receive full credit.

Per board policies JBD and JDD, students may earn a maximum of 70% on tests/assignments missed due to <u>unexcused absence or suspension</u>. Tests must be taken and assignments turned in within the first five days of returning to school to receive 70% credit.

Moving in the Halls

When classes are in session, any student in the hall is expected to move quietly and promptly and must have a hall pass. Students in the hallways **without a hall pass** will be subject to the appropriate disciplinary action for a violation of this regulation.

Non-school Organizations and Activities

Groups or organizations that are not school sponsored may not carry on any activity, including, but not limited to, selling, soliciting money, or posting of announcements or meetings, within the school without permission from the school administration. School administration is the final authority on use of school facilities by groups or organizations not sponsored by the school.

Parking Lot Rules

- 1. All students must register their vehicle in order to park on campus. The cost is \$20.00. The decal must be displayed on the rear view mirror facing the front of the car.
- 2. To register a car you must have:
 - a. A valid drivers license,
 - b. A valid tag receipt,
 - c. Proof of insurance,
 - Make and model of EACH car you may wish to drive, (Each car must belong to the student or their immediate family.)
 - e. Proof of being in the 10th, 11th, or 12th grade (no one below 10th grade can drive)
- 3. No one will be allowed to purchase more than one decal, nor will they be allowed to purchase one for another student.
- 4. Students will obey all traffic rules while entering, leaving, and driving on the school campus and will always give the right of way to pedestrians and buses.
- 5. All traffic must enter through the West entrance.
- 6. The campus speed limit is 10 mph. Anyone who violates the speed limit or otherwise drives recklessly is subject to suspension of driving privileges.
- 7. All students must park in the student parking lot. The student's decal number will be the same as the parking space in which they are to park.
- 8. After the student parks, he/she will immediately leave his/her vehicle and lock the vehicle doors. Students will be allowed to return to their car three times only, during the school year. They must get a pass from Mr. Heard. Students in the parking lot without proper permission will be subject to disciplinarian action:

1st offense: 1 day ISS 3rd offense: 3 days ISS

2nd offense: 2 days ISS 4th and subsequent offenses: Suspension

- 9. Students who receive a parking violation will have 5 school days to pay the fine. If the fine is not paid by the end of the 5th day, the student's parking privilege will be lost until the fine is paid.
- 10. Parking tickets will be given for:
 - Decal not in place, or visible (the decal must be readable from the front of the car)
 - b. Parking improperly,
 - c. Parking in the incorrect space,
 - d. Parking an unregistered vehicle,
 - e. Loud music in the parking lot
 - f. Any other inappropriate parking lot behavior.
- 11. Should a student lose their decal, another one can be purchased for \$3.00.
- 12. In the event that a student arrives at school and realizes that they left their decal in another car, they can come before school and be issued a temporary decal for that day only.
- 13. Any student who parks in the faculty parking lot will receive a parking ticket and parking privileges will be lost for five school days. Student vehicles parked in the faculty parking lot are subject to being towed (at the owner's expense).
- 14. PHS is not responsible for any damages incurred while on school property.
- 15. These rules are subject to change as deemed necessary by the school administration.

Personal Property

Personal possessions, such as money, clothing, jewelry, etc. are the responsibility of the individual student. These articles should be kept in your possession or locked in your locker at all times. It is recommended that students not bring large sums of money or valuable personal property to school.

Physical Facilities

Students should take pride in the school facilities. School property is public property; students share the responsibility for its proper treatment.

Tobacco Products

Students in the Morgan County School System are not permitted to smoke, use tobacco, or have tobacco in any form in their possession on school grounds, buildings, bus stops or on school buses. Students shall not be permitted to smoke or use tobacco in any form at school functions or activities. Tobacco/nicotine alternatives will be treated as if they are tobacco, i.e. electronic cigarettes and synthetic tobacco/snuff. **Parental permission** to possess, smoke or otherwise use tobacco **does not exempt** a student from this policy.

Students who violate this policy will be suspended for 3 days.

SCHOOL PROCEDURES

Advisory/Mentoring Program

Each student at Priceville High School will be assigned an advisory teacher. The student will stay with that advisory teacher throughout their entire high school career. The purpose of this program is to provide each student with an advocate here on campus. The expectation is that each advisor will strive to build a strong personal relationship with each student in their group. We hope that each student will work to build that relationship with their advisor so that if a crisis occurs, they have someone on campus to which they can turn for guidance.

Advisory groups will meet daily. In addition to being the child's advocate, the advisor is also a point of contact for parents. Parents are encouraged to contact their child's advisor if they have questions or concerns about their child's progress. Parents should expect to be contacted monthly by their child's advisor

Assemblies

The following guideline is for students when assemblies are held:

- 1. Leave books and belongings in the room until after assembly.
 - Teachers are to lock their rooms and accompany students to the assembly.
- 2. Enter and leave in an orderly, quiet manner.
- 3. Be seated as soon as possible.
- 4. Give courteous attention at all times.
- 5. Applaud when appropriate for the occasion.

Bell Schedule

Den Schedule	
7:45	Warning Bell
7:50-8:40	1 st Period
8:44-9:34	2 nd Period
9:41-10:31	3 rd Period
10:35-11:25	4 th Period
11:29-12:19	Advisory/Lunch
• 11:31-11:53 .	1 st Lunch (9 th & 10 th grade)
• 11:55-12:17 .	2 nd Lunch (11 th & 12 th grade)
12:23-1:13	5th Period
1:20-2:10	6 th Period
2:14-3:04	7 th Period

3:00 – Bus riders only.

3:04 - Student drivers and car riders.*

^{*}Student drivers and car riders who leave class before the 3:04 bell are subject to disciplinary action.

Bulletins/Posters

The school administration/event sponsor must approve all advertisements, posters, bulletins, etc. before they are placed within the school or on the school campus.

Cafeteria and Lunch Period

The cafeteria is operated daily during the school year for the convenience of the students and faculty. Students should:

- Go <u>quietly</u> and <u>quickly</u> to the cafeteria without distracting students who are in class.
- Make lunch pleasant for all by waiting his/her turn in line and leaving his/her table free of food and spills.
- Take trays to the proper area after lunch, and deposit paper, along with other trash, in the cans provided.
- Stay in the cafeteria until the bell rings to dismiss your lunch period.

Students are NOT ALLOWED in classroom buildings during their lunch period.

A student may bring his/her lunch to school, but should bring it when he/she comes to school. The school office staff will not be responsible for delivering lunches to students during school. All outside lunches should be in a suitable lunch box/bag or plain bag.

Field Trips

The responsibility and authority for planning field trips rests with the classroom teacher and must be approved by the Principal.

Fire Drills

The sounding of the fire alarm or a series of short bells will signal a fire drill. Fire drills will be held periodically and students should follow this procedure:

- 1. Stop all work immediately.
- 2. Remain silent for instructions from the classroom teacher.
- 3. Follow the direction plan given by your teacher.
- 4. Move quietly and promptly in a single file out of the classroom.
- 5. Proceed to the area directed to you by your teacher.
- 6. Remain in line until an all clear signal is given to return.
- 7. Return to the classroom in the same manner and path as departure.

Lost and Found

Lost and found articles will be turned in to the office.

School Property

Students who destroy or mar the appearance of any school property in any way will be responsible for any payment of the damage and will receive proper disciplinary action.

Telephone Calls

Office phones should be used for student emergency calls and <u>then only with</u> permission from an administrator or the office secretary.

Textbooks

Textbooks will be issued to all students for each class which requires one. The number and condition of each book issued will be recorded at the time it is issued to a student. Students are responsible for lost or damaged books. Full payment will be required for lost books and for those damaged beyond use. Payment for lesser damage will be in accordance to the damage. Books are considered damaged if they have received more than normal wear. Books are not to be marked or written in and are considered a part of school property.

Tornado Drills

An extra long ringing of the bell will be the signal for a tornado drill. Students should follow the directions of their teacher and immediately proceed to the assigned location, sit on the floor with their faces toward the wall, and place their bodies in a protective position.

Visitors

All visitors to the school must be cleared through the main office before making visits on campus. Students are <u>not</u> allowed visitors unless there is sufficient need to warrant the visit. Only Priceville High School students, faculty, staff and parents are permitted to eat in the cafeteria. All exceptions must be approved by school administration. Students are expected to extend appropriate courtesy at all times as well as aid visitors in any manner possible.

GUIDANCE

Grading Periods/Report Cards

Report cards are distributed four times during the school year (every nine weeks). See below for the dates that Progress Reports and Report Cards will be distributed to students during Advisory. Parents are encouraged to call or e-mail the teachers concerning their child's progress or to make an appointment for a conference. Parents are encouraged to meet with teachers on Parent-Teacher Conference Day, which is scheduled for September 30th from 2:00 p.m. – 7:00 p.m.

Grading Period	<u>Dates</u>	Progress Reports	Report Cards
1 st 9 weeks	August 7-October 10	September 5	October 17
2 nd 9 weeks	October 13-December 19	November 14	January 9
3 rd 9 weeks	January 6-March 6	February 6	March 13
4 th 9 weeks	March 9-May 21	April 17	Will be Mailed

Grading System

Priceville High School grading scale:

97-100A+	77-79C+
93-96A	73-76C
90-92A-	70-72C-
87-89B+	67-69D+
83-86B	63-66D
80-82B-	60-62D-
	Below 60 F

I = incomplete, which indicates that a student has not completed all assignments for the grading period.

E = exempt, which indicates that a student exempted his/her exam.

Honor Students

Honor Student selection is based on criteria set forth by the Morgan County Board of Education.

Scholarship Information

Scholarship information can be found in the counselor's office and on the Guidance section of the school website.

Transcripts

A complete transcript will be sent free to any college, business, or place of your choice. In order to get a transcript processed, complete a transcript request form that can be found in the counselor's office or under Forms in the Guidance section of the school website.

ATHLETICS

Basic Eligibility Rules

Basic Eligibility Rules may be obtained from the Alabama High School Athletic Association website at www.ahsaa.com.

NCAA Requirements for College Sports

NCAA Requirements may be obtained online at www.eligibilitycenter.org.

NOTE TO STUDENTS

The Administration of Priceville High School maintains the ABSOLUTE authority in interpreting the rules within this handbook and determining the appropriate course of action concerning any situations not covered in this handbook.

DISCIPLINE LADDERS

Cell Phone Violations (per Morgan County Schools Student Handbook)

1st Offense - Student may pick up phone after school the next school day (24 Hours). If the occurrence is on Friday, student may pick up phone on Monday after school.

2nd Offense - Parent may pick up phone after school the next day. If the occurrence is on Friday, parent may pick up phone on Monday after school. Student will receive one day of in-school suspension.

3rd Offense - Parent may pick up phone after seven days and the student will receive 2 days of in-school suspension.

4th Offense - The principal will retain the phone until the last day of school for student in May and the student will be suspended for defiance of authority.

Phones that are not picked up by June 1st will be donated to a cell phone recycling organization or disposed of.

Tardy to School/Tardy to Class

1st Offense – Documentation only

2nd Offense – Documentation only

3rd Offense - Conference

 4^{th} - 9^{th} Offense - 5 Page writing assignment **or** 1 day of detention* **or** 2 Corporal 10^{th} and subsequent Offenses - 1 day of ISS

*7:00 a.m. - 7:50 a.m. **or** 3:10 p.m. - 4:00 p.m.

If violations persist, the principal has the prerogative to change the disciplinary actions except for electronic device violations.