

# SYLACAUGA HIGH SCHOOL

STUDENT HANDBOOK



***Home of the Aggies***

*Sylacauga, Alabama*

[www.sylacauga.k12.al.us](http://www.sylacauga.k12.al.us)

**2015 - 2016**

### **Equal Education Opportunity Statement**

It is the official policy of the Sylacauga City Board of Education to provide all students, including language minority students, migrant students, and homeless students, with meaningful and appropriate educational programs. No person shall on the grounds of race, color, disability, sex, religion, creed, national origin, age, or economic status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. The Board of Education assures that any barriers to enrollment and education of students will be eliminated.

**Title IX of the Education Amendments of 1972** is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX) Sex discrimination includes sexual harassment and sexual violence.

### **Career and Technical Education Nondiscrimination Policy**

The Sylacauga City School District offers career and technical education programs at Sylacauga High School and Nichols-Lawson Middle School. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers.

All career and technical education programs within SCS does not discriminate on the basis of race, color, religion, national origin, sex, age, and disability. The programs and activities provide equal access to the Boy Scouts and other designated youth groups. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:

Career and Technical Administrator  
701 North Broadway Avenue  
(256)249-9011

Inquiries regarding non-discrimination policies should be directed to:

Superintendent, Title I, II, and VI Coordinator; Title IV, IV, and IX and Grievance Officer; or  
Special Education and Section 504 Coordinator  
43 North Broadway Avenue  
(256)245-5256

## **PRINCIPAL'S MESSAGE**

Sylacauga High School students have set strong traditions throughout the years in areas of courteousness, respect for others, pride, and great school spirit. Sylacauga High School students have also set a strong tradition in self-discipline, one of the most important goals in education. Strive to uphold these traditions as you participate in all phases of the school program.

## **ADMINISTRATIVE STATEMENT**

It is impossible that any student handbook can cover every situation that might arise during the course of a school year. Therefore, the school administration reserves the right to make any necessary decision on any and all matters affecting the schools smooth running of the educational process, that is, to alter, add to, or delete any part or parts of this student handbook as deemed necessary. Such decisions will be made through proper procedures, and parties affected will be afforded full due process. Such decisions will be made in an impartial and unbiased manner.

\*Note: "He" is used in a generic sense throughout this handbook. It is not used to show gender.

## **ALMA MATER**

*Our Alma Mater we will raise  
To Sylacauga High  
Loyal, true, we all will pledge  
Our best to you.*

*When our days have ended here,  
And good friends have to part,  
We'll always cherish our high school  
Deep within our hearts.*

## **SYLACAUGA CITY SCHOOLS**

### OUR MISSION

The mission of the Sylacauga City Schools, in partnership with families and the community, is to prepare graduates who are ready for college, career, and community success.

### BELIEFS

In order to accomplish our mission, the Sylacauga City School System is committed to these beliefs:

- ✓ High expectations are necessary to achieve goals and expand opportunities for all
- ✓ Education is a responsibility shared by families, schools and the community
- ✓ Safe, innovative, student-centered schools optimize student success
- ✓ Exemplary teachers, leaders, and staff who are well resourced and supported are essential for effective schools
- ✓ Rigorous, relevant curriculum and diversified instruction maximize student achievement
- ✓ Effective schools operate with equity, accountability, and fiscal responsibility
- ✓ Effective schools inspire trust, invite collaboration, and are valuable assets to our community

### **SHS Beliefs:**

- Student learning is the chief priority for the school.
- A safe and physically comfortable environment promotes student learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- Faculty, staff, parents, students, and community members share this responsibility to advance the school's mission.

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SYLACAUGA HIGH SCHOOL  
701 North Broadway  
Sylacauga, Alabama 35150  
Office: 249-0911 • Fax 208-0966

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Mrs. Barbara Murphree.....Administrative Secretary.....[murphreeb@sylacauga.k12.al.us](mailto:murphreeb@sylacauga.k12.al.us)

Bandroom ..... 245-2506  
Business Education..... 245-0376  
Career Tech ..... 249-2881  
Field House ..... 245-7249  
Guidance Office..... 245-4416  
Library ..... 245-8864  
Lunchroom ..... 245-6431  
Stadium ..... 245-7212

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**Construction Note:**

*Sylacauga High School will be undergoing major construction with new classroom additions during the 2015-2016 school year. The safety and security of all persons on campus is our top priority. All safety and security precautions will be taken to protect all persons on campus. Please adhere to all work zone signs and warnings. Anyone entering work zones without authorization will be dealt with accordingly.*

### **CODE FOR THE STUDENTS OF SYLACAUGA HIGH SCHOOL**

I realize that, as a student of Sylacauga High School, I owe an obligation to the following:

My parents or relatives whose sacrifices have given me the foundation upon which I am building, my school which offers me the opportunity to develop my abilities, my community which makes my educational advantage possible, my country which gives me liberty under law, and my own future as an individual and a citizen.

As a token of my determination to honorably discharge this obligation, I promise the following:

That I will use the facilities offered by the classroom to enlarge and broaden my interests, to increase my knowledge, to bring me closer to the truth, and to cultivate habits of industry and sound thinking.

That I will broaden my sympathies and practice the arts of sociability, true friendliness and helpfulness in my home, in the school, and in all my associations, avoiding disrespectful behavior in my conduct and condemning it in others.

That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state, and nations.

That I will carry on discussions in and out of the classroom, not to overcome opponents and gratify my pride, but to grow in knowledge and wisdom.

That I will avoid every form of cheating and dishonesty and will undertake to discharge all dishonorable practices.

That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and laws constructively but respecting them so long as they prevail.

That I will use my abilities and influences for the common good.

That I will pursue happiness for myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, my country and the world.

### **SHS STUDENT COUNCIL**

The purpose of the student council is to promote understanding between students and faculty as well as to encourage team work and harmony among all students of Sylacauga High School. The student council's chief interest is the progress of the school and its inhabitants. The council will endeavor to promote any worthwhile project and strive to make our school a better school in which to work and play. You are a part of SHS; therefore, any suggestions on how to promote or encourage any of the above statements are invited. Please make use of the students you elected to represent you on the council.

### **INTERCLUB COUNCIL**

Interclub Council consists of Presidents of other clubs and organizations at Sylacauga High School. The purpose of Interclub Council is to promote and correlate the various activities of the school clubs; to enforce the regulations of the Student Council; and to oversee the completion of one major project per semester by each club.

### **REGULATIONS**

1. Any group of students wishing to organize a new club must submit a request and the constitution of the new club to the Student Council. If approved, a charter will then be granted.
2. The President and Vice-President of the Student Council may hold no other major office in any club or organization.
3. A student may hold only one major office (President or Vice-President) in school clubs.

### **GENERAL PRINCIPLES**

1. All clubs shall be chartered by the Student Council
2. Clubs should exist for the purpose of improving the school program.
3. Clubs should maintain close conformity to school policy and their projects should grow out of the school, the community, and the pupils.
4. Clubs should perform an educational as well as a social function.
5. Means of raising revenue for desirable projects must be approved by the administration.
6. A general emphasis shall be placed on service to the community, rather than social activities.
7. A teacher shall sponsor only one club, but may co-sponsor one other club.

8. When a club ceases to be useful, to fulfill the needs of its members, to accomplish its objectives, or to abide by club rules, its charter shall be suspended or revoked.
9. An Interclub Council has been organized. A club president or some other representative from every club must attend each meeting.

#### **CLUB/ORGANIZATION MEMBERSHIP**

1. Membership in all organizations shall be open to those who meet the qualifications and desire to join.
2. Rejection should occur only after the person is found to fall below the standards adopted by the organization. Rules and regulations of the organization must be followed by the members. Failure to follow the rules and regulations shall be grounds for rejection.
3. Any student who desires to resign from an organization must present his/her resignation in writing.
4. Every club/organization must have a constitution on file in the office.
5. Every club/organization member must be given a copy of the constitution/rules.
6. Every club/organization member must sign a "Commitment Contract".

#### **CLUB/ORGANIZATION PROJECTS**

1. Each club/organization must complete one major project per semester. The InterClub Council shall make a study of available projects and make suggestions to the different organizations.
2. Each club/organization shall submit to the InterClub Council each semester's proposed project during the first month of the semester.
3. Project reports stating completion or failure to complete proposed projects must be submitted to the Inter-Club at a designated date. Failure to comply with this rule may result in suspension or revoking of the organizations charter.

#### **ACADEMIC AWARDS/HONOR ROLLS**

**Academic Awards:** A student is eligible to receive an Academic Award at the Academic Awards Program if he/she maintains a grade of B or better in each course attempted during the current school year as determined on April 15 each year.

**Academic Honor Rolls:** A student is eligible for the respective honor roll if he/she receives a grade of B or better in each course attempted during each semester.

#### **RULES AND REGULATIONS**

##### **ATTENDANCE**

The Alabama School Compulsory Attendance Law requires all students to attend school until the age of seventeen (17). All student absences shall be designated as either excused or unexcused. In accordance with the Alabama Administrative Code, a parent or guardian must explain in writing the cause of every absence of students under his/her control or charge. Written excuses must be returned to school within 3 days of the student's initial return to school. All written excuses shall be retained for the remainder of the school year in the principal's office or other approved locations.

If a student accumulates more than five (5) excused absences per high school semester, any additional absences will be coded unexcused unless the student produces a written legal or medical statement explaining the reasons for the student's absence. Five (5) unexcused absences during any semester may result in no credit being granted to the student. It is the parent/guardian's responsibility to ensure that a written note is delivered to the appropriate school personnel.

##### **Court/School Truancy Early Warning Program**

Parents will be notified of unexcused absences by letter, per the following:

1. First unexcused absence - a letter will be mailed to the student's home. Letter will be sent to the address on record at school. **If a student's address changes during the school year, parents must inform school officials immediately.**
2. Third unexcused absence - a letter will be mailed to the student's home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.



3. Fifth unexcused absence - School officials will file a truancy complaint with juvenile court officials. Juvenile court officials will send a letter to the student's home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.
4. Seventh unexcused absence - School officials will sign a warrant on parents of students in elementary school through grade 6. School officials will file a petition in juvenile court on students in grades 7-12.
5. Ten or more unexcused absences will result in contributing to the delinquency charge being filed against the parent(s) or guardian(s) of all students.

### **ABSENCES**

All students who are absent must have hand written documentation from the parent or guardian within three days of the students' absence.

Except in emergency situations, parents should arrange doctor and dental appointments after school whenever possible.

### **ABSENCES – Excused and Unexcused**

An "excused" absence is an absence from campus approved by the school. An "unexcused" absence is an absence not approved by the school. Refer also to the sections on MAKE-UP and PENALTY.

### **ABSENCES FOR PART OF THE DAY**

Should a student need to be excused from classes for one or more periods in the day the parent, guardian or a person designated by the parent/guardian on the student enrollment form must appear in person in order to initiate the procedure. In such instances, the office will issue an Early Dismissal form which must be signed by the person authorizing the dismissal and by all teachers whose classes will be missed and then returned to the office. Students sign out when leaving campus. Refer to CHECK-OUT PROCEDURES.

### **ABSENCE FROM EXAMINATIONS**

Absence caused by illness from regularly scheduled exams should be reported by a parent and approved by the administration. Unless this is done prior to absence from exams, a doctor's certificate of illness will be required in order to take it at a later time. Student educational trips will not be approved during end of course test.

### **ABSENCES – Errands**

School employees shall not send a student from campus on errands **under any conditions** according to section JGFC of the Sylacauga Board of Education policy manual. Also, students will not be excused from classes to do errands for family members, themselves, or anyone else.

### **ABSENCE WITHOUT LEAVE (Truancy)**

A student is AWOL if he/she is absent from campus unknown by parents and/or unapproved by the school. Students seen off campus by school officials during school hours in places other than doctors' offices, etc., will be considered truant. After ten consecutive or fifteen days total unexcused absences during a single semester a student may be withdrawn.

### **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and/or the office. For insurance purposes the student should see that a Student Accident Report is filed in the office by a teacher or sponsor. Refer to JGCD-R of Board Policy Manual.

### **ALCOHOL AND DRUGS**

Any possession, use, or sale of drugs (includes copycat or look alike drugs) or alcoholic beverages on the school grounds, at school functions (in or out of town), or on school buses is prohibited at all times. Breaking of this rule will result in immediate discipline and may cause local law enforcement personnel to become involved. Refer to PENALTY section.

### **ANNOUNCEMENT SHEET**

The announcement sheet is issued via email daily by the office and delivered to classrooms as early as possible in the second period. It carries announcements of interest and activities. Teachers read the announcements for students at the beginning of second period and use the absentee list, which it contains, to check attendance in the classes for the day. The announcement sheet must contain only announcements regarding school affairs; it cannot be

used to disseminate information for individuals or organizations in the community (Churches, Scouts, etc.). All announcements must be written out, signed by a staff member who authorizes them, and turned over to the office secretary by 3:25 p.m. the afternoon before they are to appear on the announcement sheet. Reporting of school events taking place after school may be turned in before 7:45 a.m. for that day's announcement sheet.

### **ASSEMBLIES**

Assemblies are scheduled on the school calendar. Attendance at assembly is compulsory. Students sit with their homeroom teacher in seats assigned to the group. Notification of an assembly should be made three days in advance to the instructor who is in charge of the auditorium. Students are expected to give their undivided attention to the program and to enter the auditorium quietly and quickly. ***There must be no talking, reading, or writing while speakers are on the platform.*** Religious programs (songs, talks, prayers and benedictions) should not be applauded, but should be attended quietly and calmly. Hand clapping is the acceptable form of applause for other talks and entertainment. ***Whistling and cat calls are strictly forbidden; therefore, teachers will report students engaging in this type of behavior to an administrator for immediate disciplinary action. Teachers will accompany students to assemblies***

#### **Assembly Preparation:**

1. The Student Council will open assemblies.
2. All club or school organizations wishing to use the school auditorium for night rehearsals must notify the principal a week in advance. Night rehearsals should be kept to a minimum.
3. The sponsor of the group conducting a rehearsal will be responsible for the building and will see that only those pupils in the rehearsal are permitted inside the building. The instructor who is in charge of the auditorium must be present. Each group is responsible for paying the instructor.

### **BOY-GIRL RELATIONS**

Boys conduct themselves as gentlemen and girls as ladies. They should be courteous and considerate and show respect for one another. Hand holding, arm around one another, and other displays of affection are unacceptable.

### **BOOK BAGS/PURSES**

Book bags/purses are not allowed except to transport books to and from school. Book bags/purses must be stored in locker during the school day. No book bags/purses will be allowed in any classroom. Lunch boxes should remain in student locker until lunch block.

### **BUILDINGS AND GROUNDS**

The buildings and grounds of our campus are our school home. All members of the school family are expected to cooperate in their care. We do not throw paper on the floor or campus, mar or disfigure walls, furnishings, etc. Willful and thoughtless destruction is punishable by replacement and/or restoration of the damaged items. Refer also to Damage in PENALTY section. Refer to construction notes at the end of the Table of Content.

### **BUILDING AFTER SCHOOL**

After the bell has rung ending the school day, students who have not been instructed to remain at school after dismissal time should leave the building and campus as soon as practical.

### **BUS STUDENTS**

To insure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies also apply to conduct on school buses. Students shall not conduct themselves on a bus in such a way as to distract the bus driver or to show disrespect to fellow students. Refer to SCHOOL BUS CONDUCT section. Students will not leave buses after boarding them until reaching school. Then, after unloading the bus, bus students will not be allowed to leave the immediate campus without a permit from the office. Also, bus students are not allowed to leave the campus in the afternoon and come back on the campus and ride the bus home.

### **CHANGE OF ADDRESS**

Report any change of address or telephone number to the office in order to update your school records and in case it is necessary to locate your parents in an emergency.

## **CHECK-IN/CHECK-OUT PROCEDURES**

Students are allowed a combination of five (5) excused check in/out per semester. After receiving a combination of five (5) excused check in/out, all check in/check outs will be coded unexcused unless the student has a doctor/dental/or legal excuse.

The consequences for excessive unexcused check in/check outs are as follows:

- 1<sup>st</sup> offense: 1 day detention hall
- 2<sup>nd</sup> offense: 2 days detention hall
- 3<sup>rd</sup> offense: 3 days detention hall
- 4<sup>th</sup> offense: 1 day ISS and parent conference
- 5<sup>th</sup> offense: 2 days ISS

Each additional unexcused check in/check out will result in additional ISS days.

- A. The procedure for a check-in or check-out when need is known in advance,
  - 1. If checking out, parents, guardians, or persons designated by the parent/guardian on the student enrollment form must appear in person to the office asking for a check-out giving the date and time. The student will be given an intended absence form to be coordinated with the affected teachers and filed in the office.
  - 2. When checking in, upon arrival to school, students must report to the office. A note from the parent/guardian must be presented when the student checks-in, in order to determine if the check-in is excused or unexcused. If a student forgets to bring a note he/she has until 8:05 a.m. the next morning to bring in the note. Failure to bring a note by 8:05 a.m. the next day will result in an unexcused check-in.
  - 3. The student will sign in or out in the office upon arrival or departure.
- B. The procedure for check-in or check-out when need is not known in advance.
  - 1. Parent/guardian or persons designated by the parent/guardian on the student enrollment form must appear in person to initiate check-out procedures.
  - 2. Student will be called to the office to check-out. The check-out form will be signed at that time.
  - 3. Student will sign in or out upon arrival or prior to departure.
- C. Emergency Situations
  - 1. If a student is sick or injured the parent will be notified, and the student will remain in a designated area until the parent/guardian or person authorized on the student enrollment form can come to pick them up, or authorize other transportation means.
  - 2. If the nature of the illness or injury dictates, the student may be transported to a location where treatment can be rendered. An adult will remain with the student until the parents can be notified and respond to the location to which the student has been transported.
  - 3. An incident report will be initiated for injury, serious illness, or when an unusual situation is encountered.

NOTE: No student will be checked out of school unless the parent, guardian, or persons designated by the parent/guardian on the student enrollment form appear in person to initiate the check-out procedure. Failure to complete the requirements of this policy may result in disciplinary action. Deviation from this policy will be made only with permission of the principal or his designated representative.

**PLEASE NOTE THE FOLLOWING:** Instructional time is provided for you to have the maximum amount of time for education during each school day; therefore, all time should be used completely whenever possible. For instance, if your doctor's appointment is in Sylacauga or some other approximate place, you will be allowed 15-30 minutes to get there from school. If your appointment is in Birmingham or some other approximate place, you will be given one to one and one half hours to get there from school. IF YOUR APPOINTMENT IS DURING THE SCHOOL DAY, YOU ARE EXPECTED TO ATTEND SCHOOL AND TO CHECK OUT AT THE APPROPRIATE TIME OR TO CHECK IN SCHOOL AFTER YOU RETURN FROM THE DOCTOR. Doctor or dental excuse must be presented upon return to school. Failure to do so may result in d-hall. The above procedure allows you, the student, to use the greatest amount of time provided for your education, to prevent excessive makeup work, and to relieve you and the teacher of the burdensome tasks of makeup work, test, etc. Any student found in violation of the above will be given an unexcused absence for the instructional time that he/she could have used.

### **CLOSED CAMPUS**

Sylacauga High School operates under a closed campus policy. This means that from the time a student arrives at school he/she is not permitted to be in unauthorized areas or to leave campus until he/she completes his/her last scheduled class. Also, visitors must obtain a pass from the office.

### **CITIZENSHIP**

Good citizenship in the school community consists of many things: courtesy, integrity, cleanliness, consistent effort to do the best one can, respect for public property, consideration of the rights of others, and personal responsibility. Whatever a student learns is of little value to him unless he learns these also. All students can strive to become good citizens regardless of any handicap they may have in achieving other goals.

### **COLLEGE ENTRANCE TESTS**

***Testing information is put on the announcement sheet several times before the registration deadline.***

#### **PSAT/NMSQT**

The PSAT/NMSQT is a practice test for the Scholastic Aptitude Test and is the qualifying test for the National Merit Scholarship Program. Eligibility - sophomores and juniors

Test Date - Wednesday, October 14; 8:00 -11:00

#### **SAT**

The SAT is a college entrance test. The areas tested are verbal and mathematical reasoning.

Eligibility - all students

Cost - approximately \$52.50

Registration deadline - approximately 1 month before test

Registration process - pick up application in guidance; mail completed application and fee to SAT

Test Dates - Oct. 3, Nov. 7, Dec. 5, Jan. 23, Mar. 5, May 7, June 4

#### **ACT**

The ACT is a college entrance test. The areas tested are English, mathematics, reading and science reasoning.

Eligibility - all students

Cost - approximately \$34.00 (NO writing) and \$49.50 (writing)

Registration deadline - approximately 1 month before test

Registration process - pick up application in guidance; mail completed application and fee to ACT

Test Dates - Sept. 12, Oct. 24, Dec. 12, Feb. 6, April 9, June 11

ACT for Juniors – Tuesday, April 19, 2016

### **COLLEGE VISITATION (Juniors and Seniors only)**

College Visitation is not a free day out of school. It is designed for those students who have not been accepted by a college. It gives them an opportunity to meet with the Dean of Admissions, advisors, and department heads. This day is only for those who are definitely interested in attending college the summer or fall following their senior year. If a day is needed to decide on the preferred college, we will be glad to grant excuses providing that the following steps are taken:

1. Write or call the college and make an appointment well in advance.
2. If possible have the college send us a notice one or more days in advance of your appointment, stating your name, time and date of appointment, and with whom you have the appointment. Remember this must come to us at least a day in advance of your appointment.
3. School leave for college visits will only be granted by submitting a "Request for Student Educational Trip" form. A parent must either pick up the form or return the form to the office. Forms may be downloaded from the school website.
4. Also schedule this away from your exams, etc.
5. Return notification of your visit to the ***Principal, Sylacauga High School, 701 North Broadway, Sylacauga, AL 35150.***

### **CONDUCT AND DISCIPLINE**

One of the most important lessons education should enhance is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Parents are responsible for the conduct of their children. With an

understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. The Board of Education requires that each student maintains a standard of conduct above reproach in school, on school property, and at any school sponsored activity or event. Students shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. Students shall be required to respect constituted authority and to conform to school rules, regulations, and those provisions of law which apply to the conduct of minors and adults. Any action while attending school activities which reflects unfavorably on the good name of the Sylacauga High School student body may result in the type of discipline necessary for proper correction. Refer to PENALTIES section. A record of improper actions of students will be kept in the office. Students regardless of age or marital status are obligated and shall comply with Alabama law at all times during their attendance at school, school functions, and proximity to the school grounds.

#### **PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT**

The Board hereby advises parents/guardians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the School District.

Applicable sections of The Code of Alabama now reads as follows:

Section I — Title 16, The Code of Alabama, 1975, is amended to read as follows:

“(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or to have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

“(B) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report such suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools.”

In an effort to implement and communicate the basic principles of the Act, the Board endorses the following operational procedures:

1. Parents/guardians and students shall be informed of the intent of Act 93-672 and Title 16-28-12 of The Code of Alabama through the printing of the basic principles in student handbooks and/or in school newsletters. Such information should be communicated at the beginning of each school year.

The basic principles are as follows: a.) Parents/guardians must enroll their child(ren), i.e. all children between the ages of 7 and 17 shall be required to attend school.

b.) Parents/guardians are responsible for the regular attendance of their children.

c.) Parents/guardians are to compel their children to properly conduct himself/herself in accordance with the policies of the Board related to student behavior. d.) Parents/guardians should be informed that inappropriate conduct or behavior on the part of their child(ren) may result in suspension from school and such suspensions will be reported to the Superintendent and District Attorney by school administrators. e.) Parents/guardians will be subject to prosecution by the District Attorney on the third suspension of their child pursuant to Section 16-28-12 of The Code of Alabama. f.) Parents/ guardians may be referred to the District Attorney's Office on the first or second suspension if, in the opinion of the principal, the offense committed by their child warrants such action.

2. School principals and/or the Superintendent are responsible for reporting violations of this Act to the District Attorney's Office. School principals and/or the Superintendent are hereby informed that if the intentional failing to report a suspected violation of this Act could result in being declared guilty of a Class C. misdemeanor. Such reports shall be made on the School District's Notification of Suspension Form.

## **STUDENT CODE OF CONDUCT VIOLATIONS**

### **General**

**Each classroom teacher should seek to correct general classroom disruption by taking in-class disciplinary action, by making a personal call to the student's parent(s)/guardian(s)/custodian(s) when feasible, and/or scheduling conferences with other school staff, parent(s)/guardian(s)/custodian(s). *Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the principal or designee. Failure to bring notebook, pencils, books, or sleeping in class are not causes for disciplinary referrals.*** However, when students consistently exhibit such habits, their parent(s)/guardian(s)/custodian(s) are to be notified by school officials of such misbehavior. Notice: School disciplinary policies may apply to off campus behavior in some instances. Students should be especially conscious of potential consequences of their behavior in regard to no tolerance areas such as use of alcohol, tobacco, illegal drugs, and fighting.

### **Classification of Violations**

The Student Code of Conduct Violations are grouped into three classes: Class I - Minor Violations, Class II - Intermediate Violations, and Class III - Major Violations. Each classification is followed by a list of offenses and appropriate disciplinary sanctions which are to be implemented by principals and designees.

#### Requirement to Distribute Student Code of Conduct to Parents

In accordance with The Code of Alabama, 16-1-24-1(e) (1) and (f), the Board requires that this Student Code of Conduct Violations be printed annually in local school student/parent handbooks for distribution to parent(s)/guardian(s)/custodian(s) and students.

#### Class I - Minor Violations

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local Board employee
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Cheating or dishonesty in school work
- 1.15 Any other violation which the principal and/or designees may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

#### Class I - Disciplinary Sanctions

1. Conference with the student

2. Verbal reprimand
3. Withdrawal of privilege(s)
4. Parent conference(s)
5. Demerit(s)
6. Temporary removal from class
7. Detention/Corporal Punishment
8. In-school suspension
9. Other sanction(s) as approved by the Board

#### Class II - Intermediate Violations

- 2.01 Defiance, insubordination or refusal to follow appropriate directive from a school system employee
- 2.02 Vandalism/property damage
- 2.03 Theft of Property – valued under \$250.00
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person) (See 1.05)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Anti-authority or gang related behavior
- 2.11 Unauthorized absence from school for a day or more
- 2.12 Written or verbal proposition to engage in sexual acts
- 2.13 Inappropriate touching of another person
- 2.14 Possession of and/or use of matches or lighters
- 2.15 Unauthorized possession and/or use of cell phones, camera, electronic pager or any other electronic communication device. Students may possess a cell phone, camera, electronic pager or any other communication device on school property but use of such devices during the school day is prohibited. All devices must be deposited in student lockers and left there until school is dismissed.
- 2.16 Dishonesty and Cheating
- 2.17 Providing false information to a school system employee
- 2.18 Providing written or verbal false information about a school system employee
- 2.19 Possession, sale and/or use of a tobacco product
- 2.20 Bullying or Harassment
- 2.21 Cyber-bullying
- 2.22 Violation of Technology Acceptable Use Policy
- 2.23 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

#### Class II - Disciplinary Sanctions

1. Temporary removal from class
2. Detention/Corporal Punishment
3. In-school suspension
4. Alternative education program
5. Out-of-school suspension
6. Referral to outside agency
7. Expulsion
8. Any sanction(s) included in Class I and other sanction(s) as approved by the Board

#### Class III - Major Violations

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property – valued at \$250.00 or more
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat

- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing and/or igniting explosive device
- 3.14 Unlawful use, sale, purchase, furnishing or giving, or possession of illegal drug, drug paraphernalia or alcoholic beverage, or being under the influence of illegal drug or alcoholic beverage
- 3.15 Accessing or changing information in school computers to benefit one's self, or to endanger or cause harm to another individual
- 3.16 Any other offense which the principal and/or designee may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.17 Crimes as defined under the laws of the city, state of Alabama or United States

**Class III - Disciplinary Sanctions**

- 1. Out-of-school suspension
- 2. Alternative education program
- 3. Referral to outside agency, including the criminal justice system
- 4. Expulsion
- 5. Restitution of property and damages where appropriate
- 6. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the Board

The application of any of the above sanctions will also require payment for any personal or property damages incurred by the School System. If criminal offenses are involved, referral to outside agency, including the criminal justice system will also be made.

**CONDUCT AT SCHOOL ACTIVITIES AND ATHLETIC EVENTS**

Students and fans attending athletic activities are expected to show the same good sportsmanship and courtesy which the participants on the athletic teams should show. Students represent Sylacauga High School, either as participants or spectators, regardless of the activity, so the way in which they conduct themselves is very important. They are subject to discipline for any conduct that might bring our school a bad name. Refer to PENALTY section. All school rules apply to every student for all school related activities on and off campus.

**COURSE SELECTION CRITERIA**

**Pre-AP/Honors/Advanced Placement** – Criteria may include ASPIRE/ACT scores, previous grades in related coursework, teacher recommendation and a strong motivation to succeed in Pre-AP/Honors/Advanced Placement courses. All students participating in Pre-AP/Honors/Advanced Placement courses must continue to meet the required criteria in order to remain in the course/program.

**Regular or College/Career/Community** – Criteria may include EXPLORE/PLAN/ACT scores, STAR testing results, previous grades in related coursework and teacher recommendation.

**CORPORAL PUNISHMENT**

Corporal punishment (paddling) is allowable. It should only be administered by a school administrator or certified staff member in the presence of a school administrator.

- 1. Corporal punishment will be no less than two licks or no more than three licks with a paddle.
- 2. Corporal punishment will be gender appropriate. Males paddled by males, females paddled by females.
- 3. Corporal punishment will be administered at a pre-determined time and location before each school day.

**CROSS WALKS**

A very dangerous situation exists at Sylacauga High School in students' crossing Broadway Avenue and Norton Avenue. Since the traffic is heavy on both of these avenues the Board of Education and the administration of Sylacauga High School adopted a policy that may avert serious injury or death to some students crossing at an unauthorized place on the street. Therefore, School Board policy expressly forbids students crossing Broadway Avenue and Norton Avenue



between Sixth and Eighth Streets at any place except at traffic lights or at designated crosswalks. The school principal will enforce this policy uniformly between the hours of 7:30 a.m. and 3:45 p.m. each day that school is in session.

### **DETENTION HALL**

1. All d-hall will be held before school, Monday-Friday (7:00-7:43am).
2. Student will bring paper, pen, and pencil and be prepared to complete assignment.
3. Students who miss d-hall two times will be assigned ISS.
4. Students will comply with instructions given by the d-hall supervisor. Failure to comply will result in office referral and assignment to ISS or OSS.
5. The only excuse for missing d-hall is an all-day excused absence from school.
6. D-hall location will be announced.
7. It is the student's responsibility to inform parents/guardians of d-hall assignments.

DETENTION HALL IS NOT TO BE TAKEN LIGHTLY - REFER TO THE END OF THE PENALTY CODE SECTION OF THIS HANDBOOK FOR ADDITIONAL DETENTION HALL INFORMATION.

### **DRESS CODE**

Sylacauga High School is concerned about the dress and appearance of our students. It is felt that dress and grooming have a bearing on behavior and the learning environment of the school. It is hoped that our parents and students will assume the basic responsibility of adhering to good taste in the dress and appearance of students.

If faculty, staff, or administration determines a student's dress or grooming to be inappropriate, the student will be required to report to an administrator. Students will be placed in ISS until a change of clothes can be brought to the school.

The following guidelines will be followed:

1. ALL clothing must be worn appropriately, be neat in appearance, and worn in the manner it was designed. i.e.- not wearing clothes backwards, inside-out, undone suspenders, pants worn too low, too long or excessively large. All clothing must not be too tight or too loose.
2. NO shorts allowed for any student (exception during P.E. / Athletics students in uniform).
3. ALL pants must be worn at the waist level, be hemmed, and without holes or tears above the knee. ALL pants with belt loops must be worn with a belt. Gym style sweat pants, pajamas, and house shoes are not to be worn. This includes all sweatpants, jogging pants, jogger pants that are banded at the bottom. Nylon warm-up suits that are loose fitting are acceptable. Students wearing sweaters or sweat shirts (with elastic bands) with pants with belt loops are still expected to wear a belt; however, it does not have to be visible at all times.
4. ALL skirts, dresses, and capri style pants must come to the top of the knee while standing (front and back).
5. Leggings, jeggings, or other stretch material pants are not to be worn unless worn under a dress or skirt of appropriate length.
6. ALL tops must not be revealing or distracting and must be long enough that the midriff does not show while standing, sitting, or bending. UNDER GARMENTS MUST NOT BE VISIBLE; this includes sports bra worn under tops and dresses. Spaghetti straps, backless, or one shoulder tops are NOT allowed. The straps on dresses, tops, and shirts must be three fingers wide.
7. ALL clothing displaying controversial, vulgar, suggestive, or gang- related slogans is NOT allowed.
8. Long coats, jackets, and trench coats are NOT allowed.
9. Students are NOT to wear or carry caps, hats, bandannas, doo-rags, sunglasses, combs, picks, or any other headwear.
10. ALL students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing vision. Students are NOT to wear hair dyed in unusual colors, spiked hair, or shaven head patterns. i.e. - numbers, names, symbols, that could be considered gang related or vulgar.
11. Students are not allowed to wear jewelry, ornaments, gauges, or accessories which distract from the educational process or that may cause injury to the student. Students may not wear heavy metal chains, metal spiked apparel or accessories, etc. Facial, tongue, and navel

jewelry is NOT allowed. NO decorative dental appliances, permanent or temporary, nor decorative contact lenses will be allowed.

NOTE: If there is any question about an article of clothing or jewelry, the student should ask the question whether or not it could be offensive or cause undue attention or distraction. If "YES" is the answer, then the clothing or jewelry should not be worn to school. Students, who arrive at school inappropriately dressed, will be required to change into appropriate clothing or remove inappropriate jewelry. Rule of thumb: Cover shoulders to knee.

**CONSEQUENCES** - See Penalty Codes in the back of this handbook.

**All students are expected to be neat, well-groomed and appropriately dressed at school and school activities. At no time should the student's appearance create a distraction or disruption in class.** The primary concern of the faculty and administration is whether or not a student's appearance interferes with the educational process of the students. Therefore, the administration reserves the right to address individual instances of inappropriate dress or grooming which are not covered by these guidelines.

### **PROM DRESS CODE**

**Attire is formal for boys and girls.**

#### **Boys' formal dress**

Boys' formal dress may be classified as a tuxedo or dress suit. Denim is unacceptable. Shirts are to be worn at all times. Undershirts are unacceptable. Tennis shoes and athletic shoes are unacceptable

#### **Girls' formal dress**

Girls' formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable; however, bare stomachs or bare midriffs are not permitted. Undergarments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh are not permitted. Garments that are extremely tight or extremely low-cut are also unacceptable.

\*For any student not following dress code requirements, parents will be called to pick up their child, and further disciplinary action **could be taken**.\*

### **DRIVER EDUCATION**

Because of recent Legislative action Driver Education is no longer a requirement for graduation from Alabama high schools. Neither is Driver Education fully funded with State funds. Therefore, students who request Driver Education will be required to pay a fee to help defer the cost of this course.

We think that Driver Education is an important course for our students' safety, and we know that successful completion of Driver Education will continue to reduce insurance costs by at least ten percent (10%). We are offering our students the opportunity to enroll in Driver Education, but they must have permission of their parent(s) or guardian(s).

### **DRUG PREVENTION PROGRAM**

The School System will provide, without penalty, available information to any student seeking drug and alcohol **treatment** or advice and will protect, in accordance with the law, the due process rights of all students. However, once it has been determined that a student has used, possessed, distributed, sold, or is under the influence of alcohol or illegal drugs in school buildings, or on school property, or at school sponsored events, **disciplinary sanctions**, up to and including expulsion and referral or prosecution, **will be imposed**.

### **ELIGIBILITY REQUIREMENTS FOR ELECTED/REPRESENTATIVE POSITIONS**

Eligibility requirements are established for students seeking or holding elected or representative positions at Sylacauga High School. Certain criteria must be met for any student to hold one of the following positions:

- \*\*1. All club presidents and presidents-elect
- \*\*2. Junior and senior class representatives
3. Miss SHS
4. Miss Homecoming
5. Miss Syhiscaan
6. Mr. Homecoming
7. Mr. SHS

Requirements (for current and previous school year):

Academic: "C" average – same as athletes

Behavior: No candidate shall have been suspended out-of-school; No candidate shall have received ISS for any Class II-intermediate violations or a pattern of Class I-minor violations (see pages 20 and 21 of Student Handbook). (If there is a question about the ISS infraction, the Standing Eligibility Committee will review the case)

\*\* If students in these positions receive OSS while in these positions, their positions will be forfeited. Any ISS offenses will be reviewed by the Standing Eligibility Committee. Students in these positions must have a 'B' average.

– All candidates must complete a standard application, which will be provided, two weeks prior to the election or selection process.

– Applications may be reviewed by the Standing Eligibility Committee, consisting of three teachers, the president of the Student Council, and the president of the Interclub Council.

### **ELIGIBILITY REQUIREMENTS FOR ATHLETIC & EXTRACURRICULAR ACTIVITIES**

#### **Requirements**

- a. Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
  - (1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses.)
  - (2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
- b. Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
- c. Students entering the 7th grade for the first time are eligible.

**Note:** A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

#### **Guidelines**

1. Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
6. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.
7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
  - (a) Ninth, 10th and 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
  - (b) Seniors that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).
  - (c) Seventh and 8th graders must be carrying at least five new subjects.
8. The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

## **EXTRACURRICULAR ACTIVITIES/SHS CLUBS**

Participation in extracurricular activities is deemed to be a “privilege” and not a “right.” Student participants in any extracurricular activity (sports, drama and music activities, cheerleaders, majorettes, clubs, etc.) should be aware that they must comply with all school rules. However, participants will also be expected to follow additional rules and regulations of coaches, sponsors, and teachers as applied to their respective activities. These rules and regulations may be contained in school policies and constitutions, as well as state regulatory agencies such as the Alabama High School Athletic Association, and the Band and Choral Music Association. *Students must be in attendance at least one half of the school day to participate in above activities or sports events.* Students must be present at least 1/2 of the school day to participate in extracurricular activities. Exceptions must be approved by an administrator.

## **SHS CLUBS/ORGANIZATIONS**

Opportunities for leadership and social growth can be found in the following club/organization offerings:

- ***Christian Life Club (CLC)***: A voluntary club for students in grades 9-12 who are interested in programs related to Christian experiences and values.
- ***Family Career and Community Leaders of America (FCCLA)***: A national organization promoting personal growth and leadership development focusing on the multiple roles of family member, wage earner and community leader. It is open to any student who has taken or is taking a Family and consumer Sciences course and provides opportunities for active student participation at local, state, and national levels.
- ***Fellowship of Christian Athletes (FCA)***: A voluntary club for student athletes from all sports including band members that promotes Christian ideals through meetings and activities held after school hours and off campus.
- ***Focus Program***: The Focus Program is based on a youth-led approach, which emphasizes partnerships between Alabama Department of Public Health, community agencies, and schools. The program seeks to promote youth involvement in community planning processes; provide abstinence-based peer education programs for the prevention of HIV/AIDS, tobacco, alcohol, and other drugs; promote peer-prevention activities and awareness events; and provide education and training for youth-led initiative.
- ***Future Business Leaders of America (FBLA)***: A national organization for all students meeting requirements to introduce interested students to opportunities available in the business world.
- ***Interact***: An international club sponsored by the Rotary Club which is highly focused on service projects for the school, the community and the world. Character and leadership potential are considered for membership.
- ***Junior Scholastic Society***: Composed of freshmen and sophomores who have a 3.5 or above GPA and who demonstrate good character leadership, and service. Selection for membership is a faculty committee.
- ***Key Club***: Sponsored by the Kiwanis Club of Sylacauga for senior high boys and girls who possess leadership abilities. The club provides service to the school and the community.
- ***Library Club***: The Library Club consists of Library assistants and any student regardless of grade, who is interested in reading, planning and promoting library and book related activities.
- ***Mu Alpha Theta***: A nationally recognized mathematics club among high schools and Junior Colleges. Its purpose is to promote scholarship in and understanding of mathematics. Active members are high school students who have completed four semesters of college preparatory mathematics and in addition have completed, or are enrolled in, a fifth semester of mathematics, provided that this work has been done with distinction. On the ABCDF scale, a member must have a B average in each mathematics class.
- ***National Honor Society***: Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council with approval of the school principal and is based on outstanding scholarship (3.5 or above GPA) character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

- **Red Cross Club:** The SHS Red Cross Club is a service oriented club sponsored in association with the local American Red Cross Chapter to promote various school and community benefits.
- **“S” Club:** All of the lettermen at SHS in the various sports are invited to join this club.
- **4-H Club:** The 4-H Club is for students interested in environmental issues and making a difference in their community and world. It is a chartered club and membership opens the door for participation in all Alabama and National 4-H activities, competitions, and scholarships.
- **Spanish Club:** The Spanish Club, composed of students who are enrolled in or have taken and passed Spanish I, seeks to stimulate interest in the Spanish language and culture and to promote friendships among the students of Spanish.

### **ENRICHMENT OPPORTUNITIES – ACADEMICS**

All Pre-AP/Honors/Advanced Placement courses have requirements of strong motivation to succeed, acceptable conduct, excellent attendance, teacher recommendation, written approval from parents, and previous grades in related coursework.

Pre-AP/Honors/Advanced Placement are designed for the mature student who has established himself/herself as gifted in the subject area and who meets the requirements set by the College Board for the Advanced Placement Program. Students are required to take the AP Exam each May by which students can earn college credit and receive additional quality points toward their cumulative GPA.

**Accelerated High School Program** - The intent of this program is to afford high school students the opportunity to enroll in higher-level college courses while completing high school graduation requirements. The credits earned are held in escrow until the student has provided the necessary documents required for courses creditable toward an Associate Degree. Requirements include B average and principal recommendation, and 11th or 12th grade status.

**Dual Enrollment** - The intent of this program is to allow students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. Requirements include 10th, 11th, or 12th grade status, B average, and written approval from principal and superintendent.

**Gifted** - Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require service not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Anyone with knowledge of a child can make a referral to receive gifted services including the child himself. The following areas are considered when determining eligibility for the program: aptitude, characteristics, and performance indicators. Services for grades 3-6 are generally provided in the form of a pullout resource program. Students in grades K-2 are served primarily through a consultation model; students in grades 7-8 are generally served through advanced core curriculum subjects; and students in grades 9-12 are served through advanced course selections of their own choice. For more information contact the gifted education coordinator.

### **FIRE DRILL**

A fire evacuation plan is posted in each room in case of fire or other emergency. Students should study the plan and become familiar with it. When the fire alarm is sounded, students will follow the instructions of the teacher. Windows and doors are to be closed, and students should move out of the building in an orderly manner and remain in a group away from the building until all are allowed to reenter. For safety, and in the event that directions need to be given, silence and orderliness will be maintained at all times.

Announcement over the public address system and the intermittent ringing of the bells will be the signal for a fire drill. The teachers will instruct each class under their supervision as to which exit to use. Every-one should leave the building as quickly and safely as possible. The alternate alarm is three short blasts from an air horn. To reenter after such a drill, one long bell will sound.

### **GRADE REPORTING**

Grades are made available through the parent portal. It is expected that parents will be both interested and concerned about the quality of work their children are doing. They are invited to contact the teachers and the administration with regard to it. Good study habits, consistently followed, will pay off in better grades.

Please note: No grade above 100 shall be recorded for grading periods.

**The following grade system is used:**

- Grade A - 90-100.....Excellent**
- Grade B - 80-89.....Good**
- Grade C - 70-79.....Average**
- Grade D - 60-69.....Poor**
- Grade F - Below 60.....Failing**
- Grade I - Incomplete**

An incomplete (I) may be given if in the judgment of the instructor, the reason for incomplete work warrants an extension of time. (Illness is the primary reason for giving the incomplete). Any incomplete (I) must be removed before the close of the next nine weeks grading period or the grade becomes an "F."

**Note to Parents:**

***Parent Portal is always available for you to check grades. If you have questions or concerns please contact guidance.***

**GRADUATION REQUIREMENTS**

In order to graduate from Sylacauga High School and receive a high school diploma, a student must meet all requirements of the State Legislature, the State Department of Education and the school board. Students in grades 10-12 will remain on their current diploma (Regular/Advanced/Occupational). Beginning with the Class of 2017, there will be one diploma for all students, the Alabama High School Diploma. Sylacauga City Schools students will be given the opportunity to earn additional endorsements based on the guidelines below:

**College, Career, Community Diploma**

- English Language Arts – 4 Units
- Mathematics – 4 Units
- Science – 4 Units
- Social Studies – 4 Units
- Physical Education – 1 Unit
- Health Education – ½ Unit
- Career Preparedness – 1 Unit
- CTE and/or Foreign Language and/or Fine Arts – 3 Units
- Electives – 6.5 Units

**Total Units Required for Graduation – 28 Units\***

\*In addition to the above requirements, 100 hours of documented community service will also be required for graduation.

**Diploma Concentrations**

**Honors Concentration – 32 Units**

Foreign Language – 2 Units and student must complete 3 of 4 courses in each core area at the Pre-AP/Honors/AP levels.

**Career and Technical Concentration – 28 Units**

Career and Technical Education – 2 Units

**Honors and CTE Concentration – 32 Units**

CTE and Foreign Language – 2 Units and student must complete 3 of 4 courses in each core area at the Pre-AP/Honors/AP levels.

**PROMOTION REQUIREMENTS**

The following listed number of units must be earned by the beginning of the school year to qualify for grade level placement. Summer School units are included

- Grade 10 – 7 units
- Grade 11 – 14 units
- Grade 12 – 20 units

**Requirements for students who transfer in to our district will be adjusted as necessary to allow for normal progression based on their academic record at the time of transfer. This applies to graduation and promotion requirements.**

## **STUDENT GRIEVANCE PROCEDURE**

### **Level One (Informal Procedures)**

The aggrieved student must first discuss his/her grievance with the principal with the objective of resolving the matter informally. The aggrieved student and principal shall confer on the grievance with a view toward arriving at a mutually satisfactory resolution of the complaint. At the conference, the aggrieved student may appear alone or be accompanied by his/her parent/guardian or a mutually acceptable person, with principals being accorded the same privilege, however, neither party may be accompanied by legal counsel at this level.

### **Level Two (Formal Procedures)**

#### **Step 1**

If as a result of the discussion between the aggrieved student and principal, the matter is not resolved to the satisfaction of the student, then within five (5) school days he/she shall set forth his/her grievance in writing to the principal specifying:

1. the nature of the grievance
2. the nature or extent of the injury, loss or inconvenience
3. the remedy expected, the results of previous discussions
4. dissatisfaction with decisions previously rendered

The principal shall communicate his/her decision to the aggrieved student in writing within five (5) school days of receipt of the written grievance. If a grievance is pursued beyond this level, written records should be forwarded to the next level of procedure by the aggrieved.

#### **Step 2**

If the aggrieved student is not satisfied with the disposition of his/her grievance at Level Two, Step 1, he/she may within five (5) school days present his/her grievance in writing to the Superintendent and Title IX Coordinator or 504 Coordinator, as appropriate.

### **Level Three (Formal Procedures)**

#### **Step 1**

In the event the aggrieved student is not satisfied with the disposition of his/her grievance at Level Two, Step 2, he/she may file the grievance in writing with the Board. This must be done within five (5) school days after the decision from Level Two, Step 2. He/she may request a hearing before the Board and request the Superintendent to submit to the Board a resume of previous discussion and decisions. At this level, the aggrieved student may appear alone or be accompanied by his/her parent/guardian, mutually acceptable person, or legal counsel, with Superintendent. The aggrieved student shall be given a written decision by the Board within 31 days.

#### **Step 2**

In the event the aggrieved student is not satisfied with the disposition of the grievance by the board, he/she may appeal such a decision to the appropriate authorities as provided by law or seek recourse through a state or federal court system.

## **GUIDANCE**

Guidance is available for all students.

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in the following ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Through yearly academic and career counseling.
3. Interpreting test results to help the student (and the parents) learn as much as possible about his/her capabilities and vocational interests.
4. Through individual conferences whenever a student, a teacher, or the counselor deems it necessary.
5. Providing career and educational information.

## **HALLWAYS**

The hallways are the school highways. Keep to the right and move steadily. Running in the halls and stairwells is strictly forbidden. Students are not to be in the halls except during change of classes unless they have a special written permit or are assigned to office duty as messengers. Water fountains and restrooms may be used during change of classes. Students are not to enter the buildings during good weather prior to 7:43 a.m. However, if they have business with a teacher before

school, they should come through the front door and request permission from a staff member on duty to enter and see the individual desired and stay in that teacher's room until the 7:43 a.m. bell sounds. Except at designated times, detention hall will be assigned to students found in the halls or at lockers without a pass.

### **HALL PASSES**

Students cannot be taken from the class by an individual teacher except on a written hall pass issued by the teacher and approved by the principal or someone designated by him. No student shall be in the hall during a class period without a hall pass signed by a teacher with the time of departure included. If the student is to return, the teacher or office personnel must also sign the pass and record the time the student left.

### **HAZING AND INITIATIONS**

There will be no hazing. After having received permission from the principal for the initiation, school clubs should then conduct their initiations on a mature level.

### **HOMEWORK ASSIGNMENTS**

Most all the classes in the high school curriculum should require preparation for the individual assignment. In other words, it is believed that each assignment should be made so that the pupil will find it necessary to make special preparation in order to fulfill the assignment. Some teachers may find it desirable to use a part of the class period for supervised study. It will be the duty of the individual student to complete the remainder of each assignment before the next respective class meeting.

### **ILLNESS AT SCHOOL**

Should a student become ill during the day, he/she should request permission from his/her teacher to visit the school nurse. If necessary the parent or guardian will be notified by the school nurse or an administrator. Early dismissal slips must be signed by all teachers whose class will be missed, and returned to the office. Refer to check-out procedures.

### **INSURANCE**

A student accident insurance program providing broad coverage at nominal cost to parents will be made available to all students. Such protection, when purchased by the parent, shall cover the student while at school, on the way to and from school, and when engaged in any school-sponsored activities, including school sports, with the exception of football. Participation in the insurance program is voluntary. Students who are going to participate in active sports programs are encouraged to participate in the insurance program especially if their parents have no definite family policy that provides coverage.

If school insurance is not purchased by students involved in active sports programs, a waiver is then signed by a parent/guardian releasing the school of any liability.

The school is in no way liable for medical expenses incurred from an accidental injury while in attendance during the regular school day, and attendance or participation in any of the school sponsored activities.

### **LIBRARY/MEDIA CENTER**

Our Library Media Center contains a selection of books that is outstanding for a high school. Library material is selected according to the school's curriculum and the student's needs. The following are things one needs to know in order to get the most out of the library:

1. All students are eligible to check out books without a card.
2. The loan period for books is two weeks unless otherwise specified.
3. Books can be renewed unless they are on reserve for a special purpose.
4. Fines for overdue books are five (5) cents a day including weekends, but not holidays.
5. If a student loses a book, he/she has until the end of the month to find it. If the book has not been found by that time, it must be paid for or the student cannot check out any more books or take semester exams.
6. Books on reserve can be checked out overnight or over the weekend. They must be returned before first period or a fine of twenty-five (25) cents a day per item will be levied.
7. Printing in the library is ten (10) cents per page. Printing in color is also available at \$1.00 per page.
8. Use only the doors to the main concourse.



9. All magazines except the latest copy may be checked out overnight and must be returned before going to first period or a fine of twenty-five (25) cents per item will be levied.
10. Internet searching is available for students and faculty. The internet is for educational purposes only.
11. Students are permitted to bring their personal devices, i.e. iPads and Notebooks, for reading and classroom projects.

The library is provided for your convenience and all students are urged to use it. The media specialist will be glad to assist you and answer any questions you may have regarding the use of the library and the finding of materials. The library is open before school and after school.

### **LOCKERS**

Locker assignments are made for the entire year and **exchanging of lockers is not permitted**. Each student is responsible for the interior of his/her locker and should keep it neat and clean. Keep the combination to yourself. The school is not responsible for items lost or stolen from lockers. Your locker is subject to inspection and may be searched if it is suspected to contain any item(s) that may endanger the health, safety or welfare of others. Cost of locker is \$10.00.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office, where they can be claimed by the owner. A student who has lost something should check with the office over a period of time to see if it has been returned. A student should mark or label all belongings, athletic equipment, books, etc., so that they can be easily identified if found. The school is not responsible for lost articles.

### **LUNCHROOM CONDUCT AND PROCEDURES**

1. Take your place in line and wait your turn.
2. Use good table manners.
3. Keep voice in conversational tones.
4. Do not leave spilled food on the table or floor.
5. Properly dispose of your garbage.
6. Should you accidentally drop your plate or dishes, ask the manager for materials or equipment and clean up immediately.
7. Books and coats are not to be brought to the lunchroom. They should be left in the classroom.
8. Stay with your group going to and from lunchroom and do not run.
9. Cashiers are not allowed to make change. All monies must be deposited to the student's account.
10. Do not take food or drinks from lunchroom.

Students who bring their lunches from home, but would like to purchase drinks in the lunchroom are welcome to do so and use the tables there. ***Milk cartons cannot be removed from the lunchroom. Soft drinks may not be brought to the lunchroom. No Fast Food Deliveries are allowed.***

### **BREAKFAST CONDUCT AND PROCEDURES**

Breakfast hours: 7:30 - 7:43 a.m.

All students eating breakfast:

1. Put all books, materials, and book bags at your table before getting in line.
2. No waiting at your table for the line to go down. All students must get in line after putting materials at his/her seat.
3. No cutting, breaking or saving places in line for others.
4. Purchase your breakfast and go to your seat. When you finish eating, dispose of your trash and exit when the bell rings.
5. Everyone in the lunchroom must eat breakfast.
6. No food or drink may be taken out of the lunchroom at any time.

In case of inclement weather wait in the gym until time to go to breakfast at 7:30 a.m. Exit through the inside gym door, down the loading ramp hallway and into the lunchroom.

### **MAKEUP WORK FOR EXCUSED ABSENCES**

An "excused" absence obligates a teacher to assist a student in makeup work. **It is the student's responsibility to request this assistance and to complete whatever assignment**

**is made.** Students should be prepared to turn in assignments or complete makeup work announced prior to the absence on the first day back. When absent more than one day, students will be allowed time equal to the number of days absent to complete makeup work. Assignments made while a student is absent will be completed within the number of days out, or as directed by the teacher. Failure to complete makeup work will automatically result in a grade of zero for that work. If a student is absent for an extended period of time, the assignment may be requested by the parent/guardian provided the request is made one (1) day in advance. In case of school leave, arrangements for makeup work must be made in advance. A day's absence does not excuse a student from responsibility for all assignments and tests on the day of his/her return. The student may call his/her teacher or someone in the same class(es) to find out what the assignment was. No student should be taken from one class to make up work in another class.

#### **MAKEUP WORK FOR UNEXCUSED ABSENCES**

Any unexcused absence does not allow a student to make up any work.

#### **MARRIED STUDENTS**

A student who marries is required to notify the school principal providing the data necessary for changes in the student's records.

#### **MEDICAL**

Any medication a student needs at school must be kept in the nurse's office. Some asthma, diabetes, and allergy medications may be kept with the student provided the proper paperwork is in place (the parent should speak to the school nurse about this). Parents must deliver medication to the school nurse. Students will receive suspension if they are in possession of medication. Over the counter medications such as cough drops, Tylenol, etc. must be kept in the nurse's office with proper forms with the parent signature. Prescription medications will be administered only with the proper paperwork with the doctor and parent signatures. Immunization records must be current. You will be notified by mail when your child's immunization is due. D-hall will be assigned to students with expired immunizations (blue slips). Call the school nurse if you have questions. (See penalty codes in back of student handbook.)

#### **MESSAGES**

It is against school policy to deliver messages to pupils except in emergencies. We do not have office personnel to deliver personal messages.

#### **MONEY AND VALUABLES**

Please do not bring large amounts of money or valuables with you to school. Lockers are not a safe place to keep items of high value. If you have something of value which you must take to physical education class, ask the teacher to care for it. If you should discover something missing while in class, advise the teacher at once; do not wait until the end of the period or day. The school is not responsible for stolen items.

#### **MOTOR VEHICLES AND PARKING**

Students may drive vehicles to school as long as they observe safe rules of operation, obey traffic laws and follow school regulations:

- a. All vehicles driven to school **MUST BE** registered with the student council.
- b. Upon arrival at school, vehicles are to be properly parked in the parking area provided. All vehicles should be locked. The parking lot in front of the school is for seniors. Juniors and sophomores are to park in the west parking lot on Norton.
- c. For the security of all concerned, no student should be in the parking lot at any time during the school day unless permission is granted by the office.
- d. Vehicles are not to be used for any purpose during the school day unless permission is granted by the office.
- e. Vehicles must be operated in a safe manner.
- f. ***Students are not permitted to sit in their cars during the school day. After parking, students are to come directly to the main campus area.***
- g. When students register their vehicles they will be given a parking permit decal. This decal is to be displayed in the appropriate place.
- h. Students are not to use the Recreation Center parking lot, 6th Street between Norton and Broadway, 8th Street east of Broadway, or the lot across from the museum.

- i. Parents, friends, etc., are not allowed to let students out or pick students up on Broadway between 6th & 8th Streets anytime during the day. The State Highway Department and the Police Department have asked us to please cooperate. Students must abide by this request or be subject to suspension.*

Note: The Board of Education is not responsible for theft or damage to vehicles. Violation of the above rules may result in loss of parking privileges. A vehicle may be searched if the Administration deems it necessary for your safety or the safety of other students. Refer to PENALTY section.

### **PHYSICAL EDUCATION**

All students enrolled in Physical Education will be required to participate in an active program of physical training. For the student's protection, we suggest that he/she be given a physical examination by his/her family doctor. This should be done as soon as possible before the beginning of school and a form returned to the school. If this is not possible, a form should be completed stating that your son or daughter has not been given a doctor's examination, but you feel sure that he/she is physically able to participate in all activities connected with physical education classes.

### **RAINY DAYS**

Rainy days and those when the weather is extremely cold create special problems which require the cooperation of all students. No one will be denied shelter in the buildings, but there must be no noise or unnecessary movement through the halls prior to the opening of the school day or at the lunch hour. If it becomes necessary for students to enter the building before 7:43 a.m., they should enter by the south door in the old gym or by the outer door near the new gym and then, report to the teacher on duty in that gym. Students are to remain outside the red border in the new gym.

### **RESPECT AND CONSIDERATION OF OTHERS**

Because we are human beings, we all have our weaknesses and shortcomings and must concern ourselves with improving ourselves rather than with projecting faults, blame, criticism and abuse on others. As social beings, we must learn to live with each other harmoniously and develop qualities of tolerance, understanding, and helpfulness. Disrespectful and inconsiderate behavior will not be tolerated from any student in this school. This behavior will cover a multitude of abuses rendered deliberately by one person or a group of persons against another person or group of persons. Abuses (such as annoyance, harassment, intimidation, insult, mockery, tormenting, crudeness, vulgarity, ridicule, fighting, stealing, etc.) rendered towards peers, members of the school staff or any other person will not be allowed at Sylacauga High School. *Refer to PENALTY section.*

### **SCHEDULE CHANGING**

As a student-centered organization, the master schedule is based on student requests and available teaching staff. Therefore, these selections have a major impact on the master schedule and staffing needs for the school year.

Below are the only approved reasons for changes in a student's schedule during the first five days of the school year:

1. Student has been scheduled into a course previously passed.
2. Student has been scheduled into a course out of sequence.
3. Senior is missing a requirement for graduation.
4. Administrator must level and balance the number of students.
5. A placement change is needed and directed by an administrative school official.
6. By state mandate, maximum class size must be regulated for each teacher.

Requested changes related to teacher assignments, class periods, etc. **WILL NOT** be considered.

### **SCHOOL LEAVE**

When a group of students from any school organization is excused as a body, these students will not be considered absent from school. This applies to trips made by the band, choral music, athletics, and all other trips made by extracurricular groups. The teacher sponsoring the trip will be responsible for getting the names of the students to the office in advance of the trip.

## **SEARCH AND SEIZURE**

All students are responsible for obeying state law, policies of the Board of Education, and rules of the school. No student should bring anything to school which is prohibited by statute, policy or school rule.

The administration has the authority to initiate a search of school property, student property (including cars) and students themselves when there is reason to believe a student has violated a statute, policy or rule. In the event of a specific student being searched, parent(s) or guardian(s) will be notified in an appropriate manner. Lockers are the property of the school district and are made available to students for their convenience. Each student is responsible for the contents and security of his or her locker. The administration has the authority to inspect all lockers at any time.

## **STUDENT PREGNANCIES**

A student who becomes pregnant while enrolled in the Sylacauga City School shall notify the counselor, a teacher or an administrator as soon as possible after the pregnancy has been confirmed. A pregnant student shall provide the principal a written statement from a licensed physician or licensed midwife, including recommendations concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be provided each six weeks verifying that she is physically able to continue in school. A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, rules and regulations as all other students. However, the physical education program may be adapted to special needs of pregnant students. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. A student shall be re-admitted to school after delivery upon a statement from her physician recommending her re-admission.

## **SUSPENSIONS**

### **1. *In-School Suspension***

Administration reassigns the student to a separate supervised class room, isolated from usual activities in the school. The reassigned- time varies depending on the nature of the student's behavior. The student is excluded from all extracurricular activities for the time suspended. Students assigned to ISS will be expected to complete all work assigned during placement. Partial days of ISS normally will not be assigned.

### **2. *Out-of-School Suspension***

The student is excluded from school and all extracurricular activities for a period of one to ten days. Parents are notified of the action taken. A parent conference is required for a student to reenter school. This is recorded as an unexcused absence - no make-up allowed. Any previous assignments are immediately due upon Out of School Suspension. Work must be submitted to the office before the student leaves campus on the date of suspension. Students suspended out-of-school must not return to the campus during the school day, attend any school activities, or visit any other school campus. Co-op students will not be allowed to work during their suspension. The reason for being suspended will be given to the parent(s) or guardian(s) by telephone and a notation of the offense recorded.

### **3. *Expulsion***

The student is suspended immediately and is notified of the recommendation for expulsion. The expulsion includes barring the student from school, school activities, and all school functions. The school board determines an expulsion and the length of time the student must be expelled. Student and parents are notified of the pending expulsion and of the student's rights under due process, and the student is advised of alternatives. If a student reaches ten days ISS and/or OSS, a hearing may be held to review continued enrollment.

### **4. *Alternative School***

All students assigned to alternative school are prohibited from coming onto school property and prohibited from all school activities until completion of time at alternative school.

### **TARDINESS TO CAMPUS**

Tardiness to the campus, whether for a few minutes or for one or more periods, must be cleared by the office. A student is considered tardy if he/she is not in his regular assigned seat when the 7:50 a.m. bell rings. If he/she arrives on campus after 7:50 a.m., he/she must report to the office, sign in and secure a pass to class. Students are allowed a combination of five (5) excused check in/check outs per semester. After receiving a combination of five (5) excused check in/check outs, all check in/check outs will be coded unexcused unless the student has a doctor/dental/or legal excuse.

The consequences for excessive unexcused check in/check outs are as follows:

- 1<sup>st</sup> offense: 1 day detention hall
- 2<sup>nd</sup> offense: 2 days detention hall
- 3<sup>rd</sup> offense: 3 days detention hall
- 4<sup>th</sup> offense: 1 day ISS
- 5<sup>th</sup> offense: 2 days ISS

Each additional unexcused check in/check out will be additional days of ISS.

### **TARDINESS TO CLASS**

Tardiness to class is subject to disciplinary action by the class teacher, with one day in Detention Hall, and with assistance from the office if necessary.

Note: Students tardy to first block must report to the office.

### **TECHNOLOGY USAGE POLICY**

The primary goal of the technology environment is to support the educational and instructional endeavors of the students of Sylacauga High School. Use of any and all technology resources is a privilege and not a right. In exchange for access to and use of the Sylacauga City Schools' technology resources, students must agree to abide by the Sylacauga City Schools' Technology Usage Policy and all of the terms and conditions. The student's signature on the Notice of Receipt page in the Sylacauga City Schools Student Code of Conduct Handbook indicates that s/he has received, understands and agrees to all of the terms, conditions and requirements. *As per Sylacauga City Board of Education policy 4.9 – Internet Safety and Use of Technology and Sylacauga City Schools Student Code of Conduct - Technology Usage Policy*, Sylacauga High School reserves the right to restrict all such devices from its campus during school hours. Therefore, no students shall use a cellular telephone, camera, electronic pager or any other personal communication device on campus during school hours without prior administrative approval. With permission, all technology should only be used for academic purposes. Students with life-threatening health concerns will be exempt from this practice with appropriate medical documentation on file in the nurse's office. The school and school district promote the use of technology, but technology is only to be used with a teacher's approval for academic purposes. Students who are found to be in violation of this practice will receive the appropriate consequences located on page 35 of this handbook.

### **TELEPHONES**

Telephones are located in the office. These are for official school business, not for use by students in making personal calls. ***No student is to use the telephone unless he/she has first secured a pass from a staff member specifically stating "use of telephone", and then secured permission from a staff member in the office; permission should be requested only in emergencies. Social calls should be made before or after school at places other than school. Calls from parents to a student will be limited to real emergencies; otherwise students will not be given the message.*** In the event of an emergency call, the office will relay a message to the student or have him return the call at a convenient time. All such calls should be made to 249-0911. ***No long distance call may be placed from any school telephone until it has been approved by the principal and a record of such approval filed with the secretary.***

### **TEXTBOOKS**

Each student may be issued, without charge, textbooks for each of his classes. These books should be covered and taken care of so that other students may have decent books to use the following year. Lost books and books that have been damaged must be paid for by the student. Book prices and damage assessments are obtained from the assistant principal.

**THEFT**

Never leave purses, books, personal property, etc., unattended. Bring only as much money to school as you need for that particular day, and don't advertise the fact that you have money. The school is not responsible for the replacement of personal property.

Stealing will not be tolerated. Students found guilty could be subject to legal action. *Refer also to PENALTY section.* Everyone can help in eliminating this problem by taking care of his/her own possessions. Wallets and purses should not be left unattended. Clothing and personal articles left in the dressing rooms of the gymnasium and stadium should be kept in lockers. The Board of Education assumes no responsibility for theft of or damage to private property.

**TOBACCO PRODUCTS**

Smoking or use of any kind of tobacco by students while on the campus or the areas adjoining it is strictly prohibited. Smoking or use of any kind of tobacco is considered a hazard to an individual's health by medical authorities and school officials. Students should not bring tobacco to school. Smoking, chewing, dipping, or possession of any kind of tobacco will result in suspension and forfeiture. This includes athletes and other students at all school related activities. This rule applies to students taking courses at other school facilities. *Refer to PENALTY section.*

**TORNADO WARNINGS**

The school population will be notified of a tornado warning by use of the public address system and/or the ringing of the bell for at least ten seconds. Students will follow the procedure for tornado warnings posted on a bulletin board in each classroom. It is of the utmost importance that everyone remain orderly and completely silent for instructions that may be needed from time to time.

**VALEDICTORIAN AND SALUTATORIAN CRITERIA**

The grading system at Sylacauga High School is based on a 4.0 grade point average with the exception of Pre-AP/Honors/Advanced Placement courses, which are weighted and receive additional quality points based on the course. All grades that a student earns are included in computing the grade point average. Students are required to take the AP Exam in order to receive the additional quality point at the end of each AP Course.

The following criteria shall be used to determine those eligible for selection as valedictorian and salutatorian:

1. The candidates must be pursuing an Advanced Diploma Endorsement or Honors Diploma Concentration.
2. The class rankings will be computed on the basis of grade point averages as follows:

<u>Regular Academic Courses</u>	<u>Pre-AP/Honors Courses</u>	<u>Advanced Placement Courses</u>
A – 4 Quality Points	A – 4.5 Quality Points	A – 5 Quality Points
B – 3 Quality Points	B – 3.5 Quality Points	B – 4 Quality Points
C – 2 Quality Points	C – 2.5 Quality Points	C – 3 Quality Points
D – 1 Quality Point	D – 1.5 Quality Points	D – 2 Quality Points

**VISITORS**

During school hours visitors must report to the main office and state their business upon arrival on campus. An administrator will issue a visitor's pass to any guest who has a legitimate reason to be on the campus. The main office is located at the front of the building on Broadway Avenue. Guests or visitors of students, including little brothers and sisters, are not allowed at school.

**WEAPONS**

The school principal or authorized official of the school shall automatically suspend any student found in possession of a dangerous weapon. A dangerous weapon is defined as a knife, club, razor blade, ice pick, explosives (including fireworks), gun, blow gun, brass knuckles, chain or any other object deemed dangerous by the school official. This policy pertains to the possession of a weapon at school, on school grounds, on school buses and/or at any school sponsored event, during or after regular school hours. Searches may be made by school officials to assure the safety of all students. Refer to PENALTY section.

**WITHDRAWAL/TRANSFER/DROPOUT**

Withdrawals and transfers are handled through the office. When a student knows that he/she will withdraw from the student body on a certain date, he/she should report this fact to the office, secure a withdrawal slip, and have it cleared by every teacher to whom he/she is

assigned during the day and by the librarian. Before receiving his report from a teacher, he must have returned all books and paid all fines and monetary obligations. The appropriate information will be entered on the permanent record. A student who wishes a transcript sent to another institution should make his/her request to the office. Failure to withdraw properly could result in his/her records not being sent to the school to which he/she is transferring.

Students who are planning to drop out of school are urged to take their problems to the principal or a counselor prior to withdrawing. Sometimes help can be given in meeting problems which seem to necessitate the withdrawal, and the student can continue his education. Dropping out from SHS is a process and not an action to be taken lightly.

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent. Refer to Board Policy JBD.

#### **WORTHLESS CHECKS**

Bad debts are not an allowable expenditure for any state, federal, or public local fund. Uncollected fund balances will not be carried over from one school year to the next. The Sylacauga Board of Education will set a service charge due for worthless checks. All bad checks will be turned over to the Talladega County District Attorney.

#### **STUDENT SUPPORT SERVICES**

##### **ALTERNATIVE SCHOOL PLACEMENTS**

Under certain conditions, the School Board authorizes the placement of students in alternative programs located in a facility separated from any of the regular school programs. The principal or his designee shall make referrals for alternative school placements to the Administrative Review Team. Students who are eligible for special education services will be referred to the Administrative Review Team based on principal/IEP team recommendation.

##### **RESPONSE TO INSTRUCTION (RTI)**

Response to Instruction is a data driven intervention program. This is a problem solving process used to assist teachers in designing and selecting strategies for improving student academics and/or behavioral performance.

##### **SECTION 504 OF THE REHABILITATION ACT**

A student with a disability as defined by the Act shall not be discriminated against in any program, activity, or event connected to the Sylacauga City School System. Students who qualify under the Act may require accommodations. Referrals may be made to the school counselor or to the coordinator of 504 services.

##### **SPECIAL EDUCATION**

The Sylacauga City School System is responsible for identifying all children and youth with disabilities who need special education or related services, ages birth to 21 years, who live in the school district attendance zone. Referrals may be made by anyone with knowledge of such children or youth. Referrals may be made to the school counselor or to the coordinator of special education.

#### **EXPECTATIONS OF THE ADMINISTRATORS AND TEACHERS**

- ***Morality*** - We recognize that success or failure of all society depends upon the integrity of its citizens. We want the students of Sylacauga High School to be honest in their dealings with each other, with us as individuals and as a faculty, and with parents. We mean by this that they should not take unfair advantage of another, should not misrepresent facts either by work or deed, should correct false impressions, and should not seek to get ahead at the expense of others or through copying work done by others. They should at all times be worthy of the trust placed in them by others.
- ***Cleanliness*** - Personal cleanliness is, of course, of the utmost importance where groups of people assemble. We like a clean, neat appearance in our students. Frequent baths and fresh clothing are a necessity in order to obtain this goal. We also recognize the importance of cleanliness of thought, word, and deed. Any citizenry, which through evil thoughts, ugly language, and

suggestive acts, lowers its standards of good conduct and invites the moral and social decay of its civilization.

▪ **Social Compatibility** - Experience has taught us that all society prospers in direct relation to the way in which its citizens work together. In their relation with others, it is most necessary that students have a cheerful and cooperative attitude. A smiling face and a willingness to work go a long way in solving mutual problems. Good manners, common courtesy, consideration for the property and rights of others, or whatever one calls it, are a necessity in order to attain our mutual goals. Simple kindness and thinking before one speaks are acts that can often prevent serious misunderstandings, hurt feelings, and personal injury. We especially deplore the habit of some to laugh at the mistakes and misfortunes of others. When one is in the wrong, a prompt and sincere apology can do much to restore good will.

▪ **Civic Responsibility** - In order to take his rightful place in our school society, each student should be willing to do his share, be dependable, accept responsibility, be modest about his successes, and shoulder the blame for his mistakes. A good school citizen will respect school property, take pride in the appearance of our building and campus, work to keep it clean and attractive and protect and care for the furniture and equipment. He will cooperate with the school administration, the faculty, and his fellow students in solving the many problems which arise with respect to behavior in the halls, the lunchroom, the auditorium, etc. He will not continually gripe and complain about student restrictions and at the same time fail by his own actions to merit further liberties! He will initiate and cooperate in carrying out programs for improvement.

▪ **Scholastic Pride and Good Classroom Behavior** - We recognize the fact that real learning is obtained only when there is enthusiasm for the task at hand combined with a real desire to do a thing right. Pride in what one accomplishes is a natural consequence of such enthusiasms. We expect students to put out a real and consistent effort to master what is expected of them in a scholastic way, to show some desire to learn, and to exhibit intellectual curiosity. We expect attentiveness in the classroom, neatness in written work, careful thought in making decisions concerning problems, and promptness in carrying out tasks assigned. We like our students to show initiative in classroom by volunteering supplementary information or making suggestions as to how the class may best achieve its objectives. We expect courteous behavior at all times. Rudeness in the classroom before an entire class warrants correction in the same setting. Constructive criticism should be accepted in good spirit. Prompt attention should be given requests of a correctional nature.

We pledge to our students that we will constantly strive to improve ourselves as administrators and teachers and to work collectively with our students and parents and each other for the continued progress of our school.

#### **EXAMPLES OF OFFENSES WHICH REQUIRE DISCIPLINE (NOT ALL INCLUSIVE)**

- 1) ABSENCE WITHOUT LEAVE (TRUANCY)
- 2) ALCOHOL OR DRUGS - USE, POSSESSION, OR DISTRIBUTION
- 3) ASSAULT ON A SCHOOL EMPLOYEE AND/OR STUDENT  
A student shall not cause or attempt to cause bodily harm to any employee or student of the Sylacauga School District while at school, on the school grounds, or at an event off the school grounds while a school event is taking place.
- 4) BUS RELATED MISBEHAVIOR
- 5) CHEATING  
No student shall cheat on any test, examination, classwork, project, homework or report. Students giving or receiving help will receive a "0" on any work involved. Cheating on exams includes any materials which should not be in the student's possession. (Cheat notes, study notes, books, etc.) Plagiarism is considered cheating and is illegal.
- 6) DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL OR PRIVATE PROPERTY
- 7) DEFIANCE OF AUTHORITY  
A student shall not fail to comply with reasonable directions, commands, or disciplinary actions of teachers, substitutes, principals, bus drivers, or other authorized school personnel while under school supervision.
- 8) DETENTION HALL - EXCESSIVE ABSENCES FROM DETENTION HALL



- 9) DISRUPTIONS AND INTERFERENCE WITH SCHOOL**  
No student shall continuously or intentionally make noise or act in any other manner which interferes seriously with the teacher's ability to conduct his/her class or which interferes seriously with any other phase of the school programs. This includes any gang related activities or incidents.
- 10) DRESS CODE VIOLATION**
- 11) FALSIFYING A SIGNATURE**  
A student shall not forge a signature on any school related materials. This includes one student's signing for another, a student's signing for a parent/guardian or employee, a student's signing for a doctor, a student's signing for a teacher, etc.
- 12) FIGHTING ON SCHOOL CAMPUSES, BUSES, OR AT A SCHOOL ACTIVITY**  
A student shall not cause or threaten to cause bodily harm or mental anguish to any person, student, or guest while under school supervision.
- 13) GAMBLING ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS**  
No student shall engage in any illegal form of chance, dice, cards, penny pitching, coin flipping, betting, etc.
- 14) MISCONDUCT ON SCHOOL CAMPUS OR AT A SCHOOL ACTIVITY**
- 15) OBSCENE MATERIALS - USE OR POSSESSION OF ANY TYPE**  
No student shall have in his possession any type of obscene literature, pictures, tapes, notes, magazines, etc.
- 16) PARKING AND TRAFFIC VIOLATION ON CAMPUS**  
No student shall operate a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger persons using school facilities, driveways, or parking areas.
- 17) RUDE AND DISRESPECTFUL BEHAVIOR TO SCHOOL EMPLOYEES**  
No student shall curse, talk back, "sass" or intentionally argue in a demanding or disruptive manner with any teacher or administrator, or otherwise show disrespect for school personnel. No student shall show disrespect to a fellow student.
- 18) RUDE AND DISRESPECTFUL BEHAVIOR TO OTHER STUDENT(S)**
- 19) SEXUAL MISCONDUCT OR HARASSMENT**  
No student shall be guilty of molesting another student, indecent exposure, rape or other overt acts while under school supervision. Any illegal action will involve the proper law enforcement officials.
- 20) TARDINESS - EXCESSIVE**
- 21) THREATS OR HARASSMENT OF SCHOOL EMPLOYEES**
- 22) THREATS OR HARASSMENT TO ANOTHER STUDENT**
- 23) TOBACCO PRODUCTS - USE OR POSSESSION**
- 24) UNEXCUSED ABSENCES**
- 25) USING PROFANE, VULGAR, OBSCENE WORDS, GESTURES, OR OTHER ACTIONS THAT DISRUPT SCHOOL OPERATIONS**
- 26) WEAPONS OR DANGEROUS INSTRUMENTS - USE OR POSSESSION OF**
- 27) GUNS (REAL OR LOOK ALIKE)**
- 28) Violations of any of the provisions listed in the Sylacauga City Schools Technology Acceptable Use Policy may result in the discontinuing and/or restricting a student's use of the Internet and/or technology resources and may result in other disciplinary and/or legal action.**

### **DUE PROCESS**

Students shall be treated with fairness in all discipline matters and shall be afforded procedural due process when the discipline measures of corporal punishment, short- or long-term suspension or expulsion are applied. Before application of disciplinary measures for violation of a Board policy or local school rule and regulation, the local school principal or designee shall ensure that students are afforded appropriate due process. Students have the right of the following due process procedures:

1. The student shall be given oral or written notice of the charges against him/her.

2. The evidence against the student shall be explained to him/her.
3. The student shall be given the opportunity to present his/her own version of the facts concerning the charges.

#### **DUE PROCESS APPEALS PROCEDURE**

In the event the parent or guardian believes the school principal's final disciplinary decision violates Board policy, the parent or guardian may appeal the decision to the (1) Executive Director of Learning Support Services, (2) Superintendent, and (3) Sylacauga City Board of Education for a determination of whether the disciplinary action is in accordance with Board policy.

**Step I:** Appeal to the Executive Director of Learning Support Services

If assistant principal/principal made decision, a written appeal must be received within (5) school days by the Executive Director of Learning Support Services.

**Step II:** Appeal to Superintendent

If Executive Director of Learning Support Services made decision, a written appeal must be received within (5) school days by the Superintendent.

**Step III:** Appeal to Sylacauga City Board of Education

If Superintendent made decision, a written appeal must be received within (5) days by the Sylacauga City Board of Education. The decision of the members of Sylacauga City Board of Education is final in the due process procedure.

The student(s) will remain in the placement given by the school as the result of the incident during the appeal process.

#### **SEXUAL HARASSMENT OF STUDENTS**

It is school policy that sexual harassment of students is unlawful and will not be permitted. The school is committed to providing an academic environment free from sexual harassment and will utilize available measures to deter such conduct.

##### **Sexual Harassment Defined**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic process or completion of a school-related activity; or

1. submission to or rejection of such conduct is used as a basis in evaluation of the student's performance in a course of study or other school-related activity; or
2. such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.

##### **Reporting Incidents of Sexual Harassment**

A student who feels that he/she has been sexually harassed should report the incident to the school principal. Such report shall be made as soon as possible after the incident, or, if a series of incidents, as soon as possible after the latest occurrence. The principal will contact the superintendent for assignment of an investigating officer.

##### **Complaint Resolution Procedure**

Upon completing an investigation of the complaint, the designated reporting officer shall report to the Superintendent the results of the investigation of the complaint. Such report shall be in writing and a copy thereof shall be provided both the student and the charged employee or student. The school principal shall thereupon meet with the complainant and the charged employee or student, together with the designated reporting officer, and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the Superintendent shall report the same to the Board, and if in his/her discretion it is warranted, he/she may recommend a hearing be held by the Board in accordance with the laws and statutes applicable to such charged employee's contract status or such student's educational status.

#### **SCHOOL BUS CONDUCT**

Riding the bus is a privilege not a right. Misconduct on the bus can result in the student losing that privilege.

The following regulations shall apply to all students riding School District-owned or leased buses:

**PART I: RULES FOR CONDUCT**

1. Students are responsible to the bus driver while riding the bus.
2. Students are subject to their school's student code of conduct while riding school buses.
3. Students shall not ride school buses on trips other than regular runs without filing permits with the principal that have been authorized by their parent(s) or guardian(s) for such trips.
4. Students shall be required to get on and off buses only at stops approved for them and at no other stops without the written approval of the principal.
5. Students shall be at the place designated both morning and evening ready to board the bus at time shown on schedule. Driver is responsible for maintenance of this schedule and cannot wait for tardy pupils.

**PART II: PERSONAL SAFETY**

1. Students should walk on the left facing traffic to the bus stop and stay off roadway at all times while waiting for the bus;
2. Students should wait until the bus has come to a stop before attempting to get on or off;
3. Students should enter or leave bus only at front door after bus has come to a complete stop, except in the case of an emergency;
4. Students should cross highway, if necessary, after leaving bus in the following manner:
  - a. Make certain that the bus is stationary;
  - b. Upon leaving the bus, stand at the side of the road and wait for proper signals from the driver to cross the road;
  - c. Upon signal from driver, look both right and left and proceed across the road 10 feet in front of the bus.

**PART III: GUIDELINES FOR VIDEO MONITORING SYSTEMS**

School systems should communicate and enforce policies and procedures to the following when using on-board video monitoring systems. The video camera on a school bus should be used only as an aid to monitor student and driver behavior. It should not replace the discipline policy, the authority of the driver or the responsibility of the school officials. The basic safe riding rules must prevail and the consequences of misconduct must be carried out.

All students and drivers shall be notified that they are subject to be videotaped on the school bus at any time. Notification to parents of all students shall be made by the school district. Prior to actual taping, parents and students shall be advised that student conduct prohibited by state and school district student disciplinary code will result in appropriate consequences as defined in policy. The actual taping shall be audio and video. Video cameras can be used for monitoring drivers. Drivers will be notified as to the extent of their use and for what purpose they will be used.

**PART IV: CONSEQUENCES FOR VIOLATING BUS RULES**

<u>FIGHTING</u>	<u>Grades K-5</u>	<u>Grades 6-12</u>
1st Offense	3 days	Off the bus
2nd Offense	5 days	Processed under
3rd Offense	10 days	the district's no
4th Offense	Off the bus	fight policy

**SAFETY ISSUES**

Standing up, hanging out windows, throwing objects, loud talking or yelling, unsafe boarding procedures.

**VANDALISM**

Any student who vandalizes the bus will be required to pay for the damage or fix the damaged area. Examples would be cleaning graffiti, purchasing a new seat cover, replacing a window, etc.

**CURSING-RUDENESS**

No student shall curse, talk back or intentionally argue in a demanding or disruptive manner with other students or with the bus driver. No student shall show disrespect to a fellow student or the bus driver.

**Safety Issues, Vandalism, and Cursing-Rudeness all fall under the category of Disobedience/Defiance of Authority**

**DISOBEDIENCE/DEFIANCE OF AUTHORITY**

	<u>Grades K-5</u>	<u>Grades 6-8</u>	<u>Grades 9-12</u>
1st Offense	1 day	3 days	5 days
2nd Offense	3 days	5 days	10 days
3rd Offense	5 days	10 days	Off the bus
4th Offense	10 days	Off the bus	
5th Offense	Off the bus		

Possession of drugs or weapons on the bus will be handled in accordance with Board policy with removal from school pending a due process hearing within 10 days. Riding the bus is a privilege not a right. Misconduct on the bus can result in the student losing that privilege.

**PENALTY FOR UNAUTHORIZED USE OF A CELL PHONE OR ANY ELECTRONIC DEVICE**

Cell phones are not to be used during the school day unless it is inside a teacher's classroom being used for academic purposes. Students must take the necessary precautions to ensure that cell phones are turned off and do not go off during class. Violations of this policy will result in disciplinary action as outlined below.

- 1<sup>st</sup> Offense** – Student assigned 1 day of ISS.
- 2<sup>nd</sup> Offense** – Student assigned 2 days of ISS.
- 3<sup>rd</sup> Offense** – Student assigned 3 days of ISS.
- 4<sup>th</sup> Offense** – 1 day of OSS
- 5<sup>th</sup> Offense** – Recommendation for alternative placement.

**SYLACAUGA HIGH SCHOOL BELL SCHEDULE**

**REGULAR SCHEDULE**

7:43 – 7:50	Locker & Tardy
7:50 – 9:20	1 <sup>st</sup> Block
9:20 – 9:25	Class Change
9:25 – 10:10	ACE
10:10 – 10:15	Class Change
10:15 – 11:45	2 <sup>nd</sup> Block
11:45 – 11:50	Class Change
11:50 – 1:45	3 <sup>rd</sup> Block
1:45 – 1:50	Class Change
1:50 – 3:20	4 <sup>th</sup> Block

**FRIDAY SCHEDULE**

7:43 – 7:50	Locker & Tardy
7:50 – 8:40	A-Day 1 <sup>st</sup> Block
8:40 – 8:45	Class Change
8:45 – 9:35	A-Day 2 <sup>nd</sup> Block
9:35 – 9:40	Class Change
9:40 – 10:30	A-Day 3 <sup>rd</sup> Block
10:30 – 10:35	Class Change
10:35 – 11:25	B-Day 1 <sup>st</sup> Block
11:25 – 11:30	Class Change
11:30 – 12:55	B-Day 2 <sup>nd</sup> Block (LUNCH)
12:55 – 1:00	Class Change
1:00 – 1:50	B-Day 3 <sup>rd</sup> Block
1:50 – 1:55	Class Change
1:55 – 3:20	4 <sup>th</sup> Block

**EARLY RELEASE SCHEDULE**

7:43 – 7:50	Locker & Tardy
7:50 – 8:56	1 <sup>st</sup> Block
8:56 – 9:01	Class Change
9:01 – 10:07	2 <sup>nd</sup> Block
10:07 – 10:12	Class Change
10:12 – 11:49	3 <sup>rd</sup> Block
11:49 – 11:54	Class Change
11:54 – 1:00	4 <sup>th</sup> Block

**PEP RALLY SCHEDULE**

7:43 – 7:50	Locker & Tardy
7:50 – 8:40	A-Day 1 <sup>st</sup> Block
8:40 – 8:45	Class Change
8:45 – 9:35	A-Day 2 <sup>nd</sup> Block
9:35 – 9:40	Class Change
9:40 – 10:30	A-Day 3 <sup>rd</sup> Block
10:30 – 10:35	Class Change
10:35 – 11:25	B-Day 1 <sup>st</sup> Block
11:25 – 11:30	Class Change
11:30 – 12:55	B-Day 2 <sup>nd</sup> Block (LUNCH)
12:55 – 1:00	Class Change
1:00 – 1:50	B-Day 3 <sup>rd</sup> Block
1:50 – 1:55	Class Change
1:55 – 2:45	4 <sup>th</sup> Block
2:45 – 3:20	Pep Rally

**PM ACE SCHEDULE**

7:43 – 7:50	Locker & Tardy
7:50 – 9:20	1 <sup>st</sup> Block
9:20 – 9:25	Class Change
9:25 – 10:55	2 <sup>nd</sup> Block
10:55 – 11:00	Class Change
11:00 – 12:55	3 <sup>rd</sup> Block
12:55 – 1:00	Class Change
1:00 – 2:30	4 <sup>th</sup> Block
2:30 – 2:35	Class Change
2:35 – 3:20	ACE

GRADE REPORTING PERIOD  
2015-2016

Term 1:	August 6 – October 9 Progress reports September 10	(44 days)
Term 2:	October 12 – December 18 Progress reports November 10  1 <sup>st</sup> Semester Exams: December 15 – 18 Report cards: December 18	(44 days)
Term 3:	January 6 – March 10 Progress reports February 5	(45 days)
Term 4:	March 14 – May 20 Progress reports April 13  End of Course Test May 12 – 20 Report cards: May 23	(44 days)
Graduation:	Thursday, May 19, 2016, 7:00 pm	

**SYLACAUGA CITY SCHOOLS      2015-2016 SCHOOL CALENDAR      177 STUDENT DAYS**

**August 2015 (18)**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	*3	*4	*5	#6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2015 (21)**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	+7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2015 (20)**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	+5	*6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November 2015 (15)**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	+11	12	13	14
15	16	17	18	19	20	21
22	+23	+24	+25	+26	+27	28
29	30					

**December 2015 (14)**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	@18	19
20	+21	+22	+23	+24	+25	26
27	+28	+29	+30	+31		

**January 2016 (17)**

Su	Mo	Tu	We	Th	Fr	Sa
					+1	2
3	*4	*5	#6	7	8	9
10	11	12	13	14	15	16
17	+18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2016 (20)**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	*15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**March 2016 (17)**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	*11	12
13	14	15	16	17	18	19
20	+21	+22	+23	+24	+25	26
27	28	29	30	31		

**April 2016 (20)**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	*29	30

**May 2016 (15)**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	@20	21
22	*23	24	25	26	27	28
29	+30	31				

**June 2016**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**July 2016**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students Return #	Early Dismissal Day @	Staff Development/Workdays/Students Do Not Attend *	Students Do Not Attend +
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August 3-5 – Teacher Professional Development	November 23-27 – Thanksgiving Holidays	February 15 – Teacher Professional Development
August 4 – ½ day Institute	December 18 – Last Day/Early Release Students/Workday	March 11 – Teacher Professional Development
August 6 – First Day for Students	December 21-January 5 – Holiday Intersession	March 21-25 – Spring Intersession
September 7 – Labor Day Observed	January 4 – Teacher Workday	April 29 – Teacher Professional Development
October 5-6 – Fall Intersession	January 5 – Teacher Professional Development Day	May 20 – Last Day/Early Release
October 6 – Teacher Professional Development	January 6 – Students Return	May 23 – Teacher Workday
November 11 – Veterans Day Observed	January 18 – King/Lee Holiday	May 24 – Weather Make-up Day if needed

**PENALTY CODES – Note: Deviations from this code will only be made with permission of the principal or his designated representative. Penalties not covered are at the discretion of the administration.**

OFFENSES	ACTIONS TO BE TAKEN
1. Absence Without Leave – (Truancy)	1 <sup>st</sup> offense – 2 days ISS 2 <sup>nd</sup> offense & subsequent – 3 days ISS
2. Alcohol or Drugs on campus or at school activity	1 <sup>st</sup> offense – OSS and/or recommendation for expulsion
3. Assault of a School Employee and/or Student	1 <sup>st</sup> offense – OSS and/or recommendation for expulsion
4. Bus Related Misbehavior	1 <sup>st</sup> offense – 5 days suspension from the bus 2 <sup>nd</sup> offense – 10 days suspension from the bus 3 <sup>rd</sup> offense – Removal from riding the bus for the remainder of the school year
5. Cheating	1 <sup>st</sup> offense – 1 day ISS; 0 on test and/or assignment 2 <sup>nd</sup> offense – Same as above 3 <sup>rd</sup> offense – 3 days OSS; 0 on test and/or assignment
6. Damage, Destruction or Theft of School or Private property	1 <sup>st</sup> offense – OSS suspension depending on seriousness of offense or possible recommendation for expulsion 2 <sup>nd</sup> offense – Same as above 3 <sup>rd</sup> offense – Same as above (Restitution required on damage, destruction and theft)
7. Defiance of Authority	1 <sup>st</sup> offense – Conference and/or ISS or OSS depending on seriousness of offense 2 <sup>nd</sup> offense – Same as above 3 <sup>rd</sup> offense – Same as above and possible recommendation for expulsion
8. Detention Hall/ Excessive Absences From	1 <sup>st</sup> offense – 1 additional day 2 <sup>nd</sup> offense – 1 day ISS
9. Disruptions and Interference with School – This includes any gang related activities or incidents	1 <sup>st</sup> offense – OSS depending on seriousness of offense. Possible expulsion recommendation.
10. Dress Code Violation which cannot be corrected on the spot	1 <sup>st</sup> offense – Sent to ISS until appropriate clothing is brought to school 2 <sup>nd</sup> offense – 1 day ISS 3 <sup>rd</sup> offense – 2 days ISS
11. Falsifying a Signature or making false statement	1 <sup>st</sup> offense – 1 day ISS 2 <sup>nd</sup> offense – 2 days ISS 3 <sup>rd</sup> offense – 3 days ISS
12. Fighting on School Campuses, Buses or School Activity	1 <sup>st</sup> offense – 3 or 5 days OSS and potential arrest 2 <sup>nd</sup> offense – 10 days OSS and recommendation for expulsion
13. Gambling on School Property or School Function	1 <sup>st</sup> offense – 2 days ISS 2 <sup>nd</sup> offense – 4 days ISS 3 <sup>rd</sup> offense - OSS
14. Misconduct on School Campus or School Activity; Includes inciting and encouraging other students to misbehave	1 <sup>st</sup> offense – 3 days ISS 2 <sup>nd</sup> offense – 5 days OSS 3 <sup>rd</sup> offense – 10 days OSS and possible recommendation for expulsion
15. Obscene Materials - Use or Possession of Any Type	1 <sup>st</sup> offense – 1 day ISS 2 <sup>nd</sup> offense – 3 days OSS
16. Parking and Traffic Violation on Campus	1 <sup>st</sup> offense – Conference; Possible ISS 2 <sup>nd</sup> offense – Possible ISS 3 <sup>rd</sup> offense – Loss of parking privileges



17. Rude and Disrespectful Behavior to School Employee	1 <sup>st</sup> offense – Conference and ISS or OSS 2 <sup>nd</sup> offense – Same as above 3 <sup>rd</sup> offense – Same as above and possible recommendation for expulsion
18. Rude and Disrespectful Behavior to other Students	1 <sup>st</sup> offense – Conference and/or ISS or OSS depending on seriousness of offense 2 <sup>nd</sup> offense – Same as above 3 <sup>rd</sup> offense – Same as above and possible recommendation for expulsion
19. Sexual Misconduct or Harassment	1 <sup>st</sup> offense – Conference and ISS/OSS depending on seriousness of offense 2 <sup>nd</sup> offense – OSS 3 <sup>rd</sup> offense – OSS and possible recommendation for expulsion
20. Excessive check in and check outs	A combination of 5 excused check in/check out are allowed per semester. On the 6 <sup>th</sup> offense refer to excessive check in/check outs penalty codes.
21. Check in/check out Excessive or Unexcused	1 <sup>st</sup> offense – 1 day D-hall 2 <sup>nd</sup> offense – 2 days D-hall 3 <sup>rd</sup> offense – 3 days D-hall 4 <sup>th</sup> offense – 1 day ISS and parent conference 5 <sup>th</sup> offense – 2 days ISS Each additional check in/check out – additional ISS days
22. Threats or Harassment of School Employees	1 <sup>st</sup> offense – Conference and/or OSS and referral to juvenile authority 2 <sup>nd</sup> offense – OSS and possible recommendation for expulsion
23. Threats or Harassment or Intimidation to another student	Same as above
24. Tobacco Products - Use or Possession	1 <sup>st</sup> offense – 2 days ISS 2 <sup>nd</sup> offense – 3 days ISS 3 <sup>rd</sup> offense - OSS
25. Unexcused Absences	1 <sup>st</sup> offense – Conference and possible ISS 2 <sup>nd</sup> offense – Same as above 3 <sup>rd</sup> offense – ISS or OSS, between the 3 <sup>rd</sup> and 5 <sup>th</sup> unexcused absence the attendance supervisor will be contacted
26. Using Profane, Vulgar, Obscene Words, Gestures or Other	1 <sup>st</sup> offense – 1 day ISS 2 <sup>nd</sup> offense – 2 days ISS 3 <sup>rd</sup> offense - OSS
27. Weapons or Dangerous Instruments – Use or Possession of at school or school activity	OSS and recommendation for expulsion
28. Technology Acceptable Use Policy Violations	1 <sup>st</sup> offense – Conference and/or ISS or OSS 2 <sup>nd</sup> offense – Same as above and loss of technology privileges for 1 month 3 <sup>rd</sup> offense – Same as above and loss of privileges for remainder of school year
29. Unauthorized use of a cell phone or any electronic device	1 <sup>st</sup> Offense – Student assigned 1 day of ISS 2 <sup>nd</sup> Offense – Student assigned 2 days of ISS 3 <sup>rd</sup> Offense – Student assigned 3 days of ISS 4 <sup>th</sup> Offense – 1 day OSS 5 <sup>th</sup> Offense – Recommendation for alternative placement

I, \_\_\_\_\_ and  
(STUDENT'S NAME)

I, \_\_\_\_\_, have  
(PARENT'S NAME)

read the Student Handbook and understand all that is contained within it.

STUDENT: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

PARENT: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)