

2016-2017

CHARLES HENDERSON HIGH SCHOOL

STUDENT/PARENT HANDBOOK



**ACCREDITED BY**

Alabama State Department of Education  
and  
AdvancED  
Advancing Excellence in Education Worldwide

**CHHS ADMINISTRATION**

Brock Kelley, Principal  
Tonya Keene, Assistant Principal  
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**SUPERINTENDENT OF  
TROY CITY SCHOOLS**

Dr. Lee A. Hicks

**TROY CITY  
BOARD OF EDUCATION**

Ms. Eva Green, President  
Mr. Mark Salmon, Vice President  
Mr. Wally Lowery, Member  
Mrs. Roxie Kitchens, Member  
Ms. Rhonda Pollard, Member

## PRINCIPAL'S MESSAGE

The faculty and staff of CHHS are extremely excited about the 2016-2017 school year. We encourage all of our students to become involved in the CHHS experience and catch the "Trojan Spirit."

The purpose of the student/parent handbook is to help guide you through the current school term. Communication/recognition of policies, procedures and curricular opportunities allows all in the CHHS family the opportunity to become familiar of expectations for academic and extracurricular excellence.

The student/parent handbook includes information related to our academic program, services, extracurricular opportunities, code of conduct, and daily operations. We encourage all to use this handbook to help become an active partner in our annual goal to provide an optimal educational experience for our students.

We would like to take this opportunity to wish all in the CHHS family the best possible school year and challenge everyone to make CHHS the best school in the state. We pledge to provide an environment that is safe and conducive for every student to receive a quality education.

Sincerely,

Brock Kelley  
Principal

*National Service-Learning Leader School*

**THIS HANDBOOK IS THE PROPERTY OF**

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**Administrative Statement**

**The contents of this handbook should be read and understood by the above named student and his/her parent(s) or guardian(s). This handbook should be kept for future reference.**

## COMMITMENT STATEMENT – “TROJAN ARMOR”

At CHHS, Academic Excellence will be my primary goal.  
At CHHS, I will Respect all Fellow Trojans  
At CHHS, I will Represent my Family and CHHS at All Times  
At CHHS, I will Honor and Respect the Campus and Facilities  
At CHHS, I will Support all activities in true Trojan Spirit.  
At CHHS, I will Foster a friendly atmosphere for all by my own behavior and character.  
At CHHS, I will Demonstrate for all why... *"It's Always A Great Day to Be A Trojan"*

## CHARLES HENDERSON HIGH SCHOOL ALMA MATER

Proud you stand in Southern Sunlight  
Gem atop a hill.  
Teaching us to work and play  
And giving us the will.  
Symbol of a thousand joys  
To those who hold you dear  
Signal for all men to come  
The Orange and Blue to cheer.  
Strong and pure your spirit burns  
Through time's eternal veil  
Henderson High, our Alma Mater  
All Trojans now thee hail.

## H.H.S. SONG

We're loyal to you H.H.S.  
We're Orange and Blue H.H.S.  
We know that you stand  
For the best in the land  
And we'll root for your team where ere they go

Bring on your team H.H.S.;  
Your teachers and teams are the best;  
Oh! Your boys and girls are tough,  
They're out to do their stuff  
To win a victory for H.H.S.!

## TCS VISION STATEMENT

TROJANS COMMITTED TO SUCCESS

## CHHS PURPOSE STATEMENT

Charles Henderson High School's primary focus is excellence in education. The school's responsibility is to provide the students with a variety of learning experiences within a safe environment, which will enable them to grow intellectually, socially, emotionally, and ethically in a rapidly changing technological world. All students should have the opportunity to achieve their greatest potential through a curriculum that meets their needs and fosters self-discipline, responsibility, mutual respect, accountability, and trust.

## **CHHS SCHOOL VISION**

Our school vision is to attain high levels of academic achievement to ensure that all stakeholders embrace high expectations for success among all CHHS students. It is the goal of Charles Henderson High School to be the state standard bearer by offering a quality education for all students and leading all schools into a new era of innovative initiatives to stimulate academic growth and achievement.

## **CHHS SCHOOL MISSION**

The mission of the Charles Henderson High School family is to provide an optimal educational environment that is both safe and conducive to higher learning. We will foster a climate that encourages all to exhibit the core values, beliefs, and character that promotes academic excellence. Our focus on a climate and environment that stimulates academic excellence will also be enhanced by our commitment to implementing programs and instructional support initiatives that allow all students to thrive at our school. Our mission is also grounded on the premise that all stakeholders strive to become life-long learners.

## **CHHS SCHOOL BELIEFS**

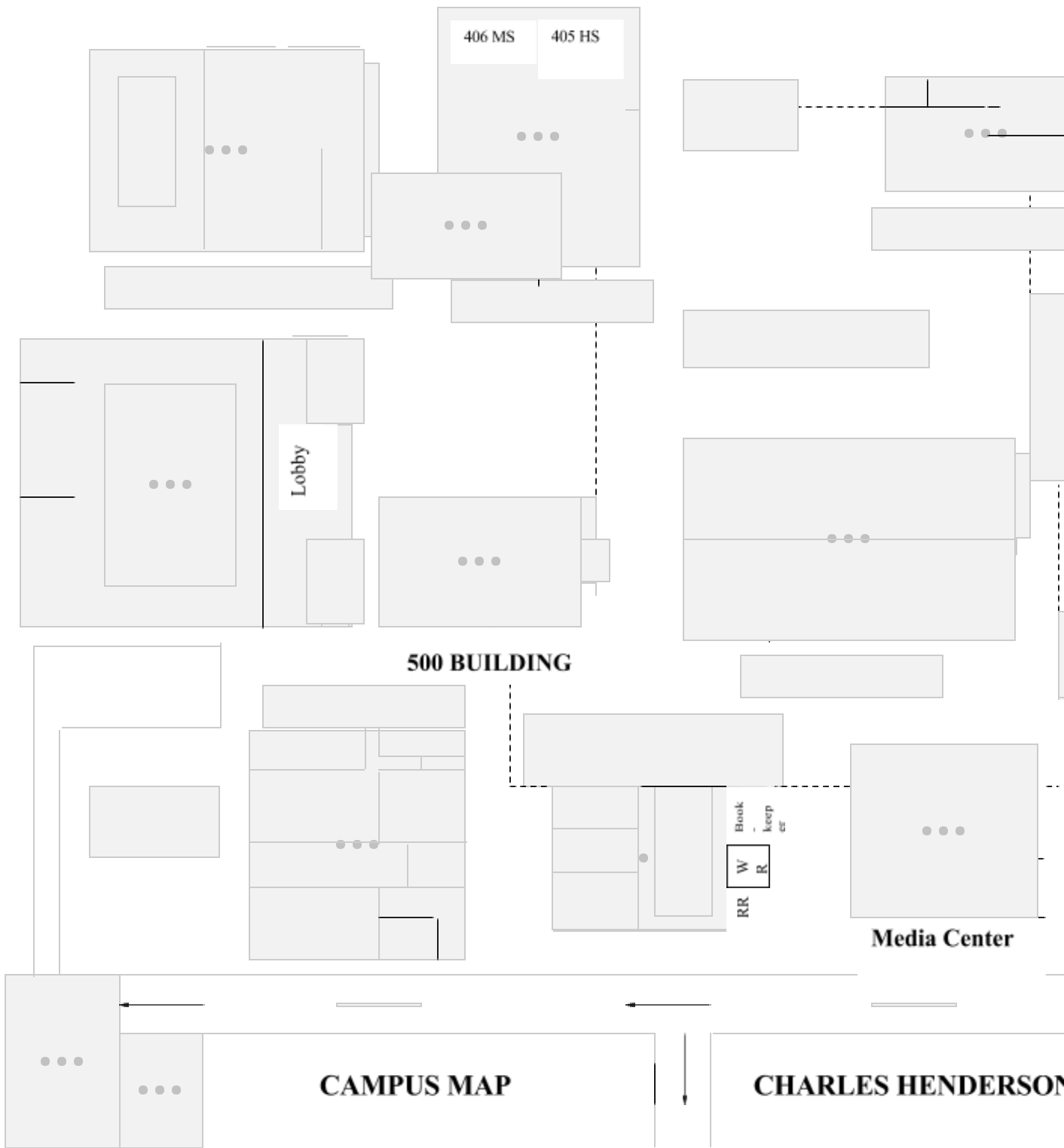
- Student learning is the primary focus for our school, and students learn best when they are actively engaged in the learning process.
- Students learn best when the school administrators, faculty, staff, parents, community, and students share not only high expectations and a common vision for performance, but also a shared responsibility for actions to help reach our high expectations and goals.
- Student learning is best achieved in a safe and physically comfortable environment in which all students have an equal opportunity to learn in an atmosphere where they can find success, acceptance, and encouragement.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Curricula should incorporate a variety of learning activities and instructional approaches to accommodate differences in student learning. These activities and approaches should meet the needs and nurture the talents of all students by including Advanced Placement, technology, foreign language, career technical, fine arts, and collaborative courses.
- Motivation to learn is influenced by a student's emotional state, beliefs, interest goals, and thinking habits.
- A successful student learns, creates, and uses a variety of opportunities to demonstrate student achievement.
- Assessments of student learning should offer a variety of opportunities to demonstrate student achievement.
- Students' performances are enhanced when they are encouraged to accept responsibility for their actions through accountability, self-discipline, and self-reliance. This can be achieved through promoting mutual respect among students and staff, practicing responsible citizenship, recognizing equal rights, respecting personal and private property, advancing good character and integrity, developing communication skills, improving problem-solving abilities, and enhancing decision-making capabilities.
- The commitment to continuous improvement is imperative for our students to become responsible citizens in our global and ever changing society.

**CHARLES HENDERSON HIGH SCHOOL**

**Calendar**

**2016-2017**

Monday	August 1-9	Teacher In-Service
Wednesday	August 10	Students First Day
<b>Monday</b>	<b>September 5</b>	<b>Labor Day</b>
<b>Monday-Wednesday</b>	<b>October 10-12</b>	<b>Fall Break (11<sup>th</sup>/12<sup>th</sup> Weather Days)</b>
Thursday	October 20	Parent/Teacher Conference Day
<b>Friday</b>	<b>November 11</b>	<b>Veterans' Day</b>
<b>Monday-Friday</b>	<b>November 21-25</b>	<b>Thanksgiving Holidays</b>
Monday-Friday	December 19-20	Semester Exams
<b>Monday-Friday</b>	<b>December 21 - January 4</b>	<b>Christmas Holidays</b>
Wednesday	January 4	Teacher In-Service
Thursday	January 5	School Resumes
<b>Monday</b>	<b>January 16</b>	<b>King Holiday</b>
<b>Monday</b>	<b>February 20</b>	<b>Weather Day (If needed)</b>
Thursday	March 16	Parent/Teacher Conference Day
<b>Monday-Friday</b>	<b>March 27-31</b>	<b>Spring Break</b>
Thursday	April 20	Teacher PD with no students
<b>Friday</b>	<b>April 21</b>	<b>Weather day (If needed)</b>
Monday - Friday	May 15-19	Semester Exams
Wednesday	May 24	Graduation
Thursday-Friday	May 25-26	Teacher PD



## WHERE TO GO

### Inquiry

Accident Forms  
ACT Registrations Forms  
Admit Slip after an absence  
Advisor/Advisee Meetings  
Alternative School  
Assembly Programs  
Attendance Questions  
Ball Game Tickets  
Career/Military Information  
Check In/Out  
Class Meetings  
College Testing, Scholarship, Catalogs,  
Admission Information, etc.  
Counselors  
Discipline/School Policies  
Driver's Permit Attendance Verification Form  
Extracurricular Activities  
Fees (payment of)  
Free/Reduced Lunch Forms  
Graduation Requirements  
In School Support (ISS)  
Lockers  
Lost and Found  
Lunch and/or Snacks or Drinks  
Parent Conferences  
Parking Permits/Payment of Fines  
Personal Problems  
Registration  
Scheduling Problem  
Sexual or Other Harassment  
Snacks or Drinks during Break  
Standardized or Other Testing  
Tardy to school  
Telephone  
Transcripts  
Yearbooks



## Where To Go

Office  
Counselors  
Main Admin. Building (7:15 – 7:40)  
Advising Teacher's Room  
Oakland Heights Campus  
Gymnasium/Cafetorium  
Office/ Mrs. Locascio  
Bookkeeper – Office  
Counselors  
Office  
Gymnasium/Cafetorium (TBA)

Counselors  
Main Admin. Building  
Office/Administration  
Office/Counselors/Record's Clerk  
Office/Administration/Club Sponsors  
Teachers/Bookkeeper  
Office  
Counselor  
Room 100  
Main Office  
Office  
Cafetorium/Break Shack  
Counselors/Administration  
Main Office  
Counselors/Teachers/Administrators  
Counselors/Registrar Ms. A. Thomas  
Counselors  
Administrators/Counselors/Teachers  
Trojan Shop (Break Shack)  
Counselors  
Office to check in before going to class  
Office (Emergencies only)  
Counselors/Registrar Ms. A. Thomas  
Mrs. Walden

## MESSAGE TO PARENTS

You may help CHHS better serve you son's/daughter's educational needs by:

1. Making a special effort to know your child's teachers.
2. Studying each mid-term and nine (9) weeks grade report carefully and contacting the school if you have any questions. (Call the school if you do not receive these.)
3. Making an appointment, if needed, to discuss your child's progress. Please call in advance to make appointments. A conference may be held with the Principal, Vice Principal, one of the guidance counselors, or any teacher. Conferences with teachers should be scheduled through a counselor and will be held during the teacher's planning period. All conferences will be scheduled the following day, after the request.
4. Consistently monitor child's progress on INOW Parent Portal. Parent passwords available in records office.
5. Reading the information in this book is necessary to more fully understand the policies and operations of the school.

## SCHOOL SAFETY

It is the desire of the administration and staff to make the environment of Charles Henderson High School comfortable and safe for everyone. The following actions have been taken in order to make the school a better place.

**Arrival/Departure:** Students are not to arrive on campus before 7:00 a.m. and must report to the cafeteria or behind the media center upon arrival. Students must leave the campus by 3:30 p.m. unless directly supervised by a faculty member. Persons picking students up should meet them at the covered area in front of the cafeteria. This is the only authorized drop-off or pick-up area for high school students. (Failure to comply with traffic safety protocol presents safety issues for our students.) One lane of traffic is to remain open at all times in case there is an emergency. Students are not to wait in the office or in front of the office for rides on any day. Picking a student up behind any building is forbidden unless authorized by the administration.

**Identification:** All individuals on campus must have school identification, either a staff badge, or visitor's pass. Sign-in in the administrative building is a requirement for **ALL** visitors.

**Visitors:** Each visitor must check in through the Administrative Office where he/she may be issued a visitor's pass. The visitor must sign in upon arrival and sign out before leaving the campus. Students may not bring visitors or small children (brothers, sisters, sons, daughters, cousins, etc.) on campus for school functions during normal school hours. Visitors looking to visit with teachers must have legitimate business and schedule a meeting with the teacher during their planning period, before school or after school. Requests must be made at least 24 hours in advance. Request can be made through the counselors or principal.

**Trespassing:** Unauthorized persons on school property are trespassers and will be subject to legal prosecution.

**Campus Supervision:** Staff members are assigned specific areas of the campus to supervise when students are not in class.

**Commons Area:** Students are to remain in the Commons Area during break, which is marked on the school map, unless going to or from class. The Commons Area is designated by the dotted line on the map.

**Emergency Drills:** Building evacuation and emergency drills will be held at intervals throughout the school year. Remember these basic rules:

1. Check the instructions posted in each area indicating how to leave the building in case of building evacuation and where to go during a weather drill.
2. Listen for additional instructions given by school personnel.
3. Walk quickly and quietly to the designated area.

**Buildings:** The rear doors in the 100, 200, and Band Buildings will remain locked at all times and can only be used by authorized personnel. These rear doors may not be used by students. All classrooms will remain locked throughout the school day.

**Use of Roads:** One traffic lane in front of the school must be left open at all times in case an emergency vehicle needs to come on campus. People who pick up students after school must park in single file rather than blocking both lanes of traffic. No one is to use the roads and parking areas behind the school buildings unless they are staff members of the Troy City Schools or have been given permission by the administration. Students should not be picked up in these areas, and they are not to park in these areas.

**Police Department Check:** The CHHS Administration in conjunction with the Troy Police Department will periodically check the campus, lockers, vehicles, and personal property for illegal substances or items not permitted on school campus. Police dogs may also be used in random searches for illegal substances. The administration of CHHS reserves the right to search students and personal property upon reasonable suspicion. (Random search for contraband)

## **TROY CITY BOE ATTENDANCE POLICY**

### **Philosophical Basis**

School administrators are required under state law to enforce compulsory school attendance laws for students 6 – 17 years of age.

### **STUDENT ATTENDANCE**

It is the belief of the Troy City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Parents or guardians shall send a note of explanation to the school the day the child returns to school.

#### **Excused Absences**

A student shall be excused for absences from school for the following reasons:

1. Illness
2. Inclement weather with would be dangerous to the life of the pupil if he/she attended school.
3. Legal quarantine, death in the immediate family, emergency condition as determined by superintendent or principal.
4. Permission of principal and consent of parent.

**In order to meet the required promotion/attendance policy, any student having more than 20 absences (total for grades K-8), or more than 10 absences by class or subject per semester (grades 9-12, whereby students receive credit based attendance for each class) will be required to have a doctor's or legal excuse.**

\*A student must be in attendance one-half of the instructional day to be counted present (K-8).

#### **Unexcused Absences/Truancy**

Any absences not excused shall be considered unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the court. First truancy/ unexcused absence (warning)—parent/guardian shall be notified by the school principal or his/her designee that the

student was truant and the date of the truancy. Fifth unexcused absence (conference)—attendance at one of these conferences is mandatory except in case of an emergency or prior arrangements have been made.

**Seventh unexcused absence, but within ten (10) school days (court)—a complaint may be filed against the child and/or parent/guardian.**

### (CHHS STUDENT ATTENDANCE PROTOCOL)

According to school board policy a student in grades 9-12 may not receive credit in classes where they have accumulated excessive absences within a semester or school year. After a student has accumulated a total of **10 absences per semester in any one course**, absences must be documented by a doctor's or legal excuse. Doctor's or legal excuses must be presented to the office **within one week** of an absence if they are to be considered.

#### **Excuses**

In accordance with state law, parents/guardians must explain the cause of every absence of students under their control or charge. Every student, upon return to school, must bring a written excuse from home signed by the student's parents/guardians for each absence and present it to the principal or his/her designated representative.

The principal or designee shall ensure the student's teacher(s) is notified as to whether the absence is excused or unexcused. All written excuses shall be retained for the remainder of the school year in the principal's office or other location approved by the principal.

#### **School Participation Absences**

Students who are away from school because of participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

### (CHHS - CLASS EXTENSIONS)

Some absences are for school-related activities and are considered class extensions rather than class absences. **These class extensions must be approved at least one day in advance** using a Class Extension Form. The CHHS office staff will notify teachers of student absences for class extensions or school related absences. Students are expected to communicate with teachers and any work missed must be made up. Some examples of activities for which class extensions might be granted are field trips, band trips, or school competitions.

### (CHHS - ABSENCE WITH PERMISSION)

When a student is absent with the permission of the administration, **it does count as an absence** and any work missed must be made up. **When returning to school after this absence, a student must bring a note from home and get an admit slip in the main administrative building before school.** Remember this absence will count toward the total number of absences when determining exam exemptions.

### (CHHS - ADMIT SLIP/RETURNING AFTER AN ABSENCE)

Students returning to school after an absence, whether a whole day or part of a day, must have an admit slip. **To receive the admit slip, the student must go to the main administrative building with a written excuse brought from home. Students should arrive early enough to secure the admit slip and be on time to 1<sup>st</sup> Period (7:15 – 7:40).** This written excuse should have the following information on it:

1. Student's name and grade level.
2. Date(s) and reason for the absence.
3. Signature of parent or guardian.

4. If a student has an excuse from a doctor or dentist, it should be presented when getting the admit slip.
5. No make-up work for unexcused absence.

### **Make-up Work—Excused Absences**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up school work and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absence(s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

For seventh through twelfth grade students, the students shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences. Students that were absent due to suspensions shall have the same amount of time they were suspended to make up their assignments. Failure to do so in that amount of time will result in a zero. If the student is out on the day of a test and was aware of the test before the absence, the student will be required to make up upon returning to school.

### **(CHHS - MAKE-UP WORK PROCEDURE)**

**Students who missed work because of an unexcused absence or tardy may make up work at the teacher's discretion.** A student must personally contact each teacher within two (2) days after returning to school to make arrangements for the work missed. After three days from receiving a make-up work assignment, a zero in the grade book becomes permanent unless the teacher grants additional time to do the work because of extenuating circumstances.

**Parents who call, requesting that teachers send make up work home when a student has an extended absence, must give the teachers until the next day to write the assignments and submit them to the office.**

### **Attendance Requirements**

**According to school board policy, a student enrolled in grades 9-12 many not receive credit in classes where the accumulated absences with a semester exceed 10. After a student has accumulated a total of more than 10 absences per semester per class, absences must be documented with a doctor's or legal excuse. Doctors' or legal excuses must be presented to the office within one week of the absences if they are to be considered.**

School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required.

A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his /her report card and cumulative record for that semester year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the Principal and Superintendent to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention.

Credit which is lost because of absences will be made up in the same manner as academic failures.

## **Tardiness**

Students are required to report to their individual schools no later than the beginning of the school day and be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action.

### **(CHHS RESPONSE TO STUDENT TARDIES)**

Students are expected to plan their time effectively; therefore, it is important that students arrive at the school and each class on time. Punctuality is extremely important in school, college, and the work place.

**Going to the office after class has started for an admit slip will be counted as a tardy.** (Get admit slip before school and don't lose it).

#### **General Policy:**

**Tardies will be kept by the classroom teacher. Once the student receives 5 tardies, the student is subject to Class I disciplinary action.**

1. Tardies more than 25 minutes will be changed from a tardy to an absence.
2. If the student does not report to his or her scheduled class in a timely manner after checking in, the student is subject to class II disciplinary action on first offense.
3. Excused tardies will be accepted if the student has a pass from another employee. Student must report to class in a timely manner in order for pass to be accepted.

## **Check-ins and Check-outs**

Any student who arrives after school has begun must go to the office of the principal and check-in.

Students who have a valid need to leave school before the dismissal bell shall be checked-out at the office of the principal. Such students must be signed out by the parent or guardian. Notes or telephone calls may be accepted for purposes of checking out a student.

The principal has the responsibility of making decisions relating to check-outs. Such decision shall be made in the best interest of the student when emergencies or unusual circumstances arise.

### **(CHHS - CHECKING OUT OF SCHOOL)**

Any student who leaves school must check out through the Administrative Office. A parent/guardian must be contacted to obtain permission, and must, at that time, notify a school official by phone or in person of the reason the student is checking out. **Upon receiving check-out approval from the office, students must report to the office and sign student check-out logs.**

**If the student leaves campus without signing checkout note, he or she is subject to Class II disciplinary action.**

### **(CHHS - MEDICAL AND DENTAL APPOINTMENTS)**

Every effort should be made to schedule medical or dental appointments outside of school hours. However, **if a student must check out, he/she should report back to school with a statement from the doctor or dentist stating the time spent in the office.** This statement should be given to the person writing the admit slip for the student to return to class.

### **Parental Responsibility for Student Attendance and Behavior**

It is the policy of the board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or person in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local board of education.

The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violations to the district attorney with ten (10) days. Any principal or superintendent or his/her designee intentionally failing to report such suspected violations shall be guilty of a Class C misdemeanor. The local board of education will establish programs to inform parents of school children of their education-related responsibilities.

### **Student School Attendance Standards and Operation of a Motor Vehicle (Pertaining to a Driver's License)**

It is the policy of the Board to comply with Ala. Code §16-28-40 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles. Any person under the age of 19 at the time of application for, or renewal or reinstatement of a driver's license or a learner's license must present documentation of graduation or school attendance or qualify for one or more of the following expectations:

1. Is enrolled and making satisfactory progress in a course leading to a general education development test (GED) from a state approved institution or organization or has obtained the certificate.
2. Is enrolled in a secondary school of this state or any other state.
3. Is participating in a job-training program approved by the State Superintendent of Education.
4. Is gainfully and substantially employed.
5. Is a parent with the care and custody of a minor or unborn child.
6. Has a physician certify that the parents of the person depend on him/her as their sole source of transportation.
7. Is exempted from this requirement due to circumstances beyond his/her control as provided commencing with

### **MEDIA CENTER SERVICES**

The media center is designed for study, research, and recreational reading.

**Hours:** 7:35 a.m. to 3:30 p.m.

**Admission:** During class time, students must present a white media pass. Students may come in before and after school or between classes without a pass.

**Loan Period:** Books are loaned for two weeks. If books are needed for longer period, they are to be brought back to be renewed. Magazines are checked out for one period only.

**Fines:** The student whose name appears on the book card is responsible for returning the book. Overdue charges are five cents per day per book.

**Copier:** The library owns a photocopier and copies of pages from magazines or books can be made for a fee.

### **GUIDANCE SERVICES**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. This is done by:

1. Helping new students feel at home in a new school environment.
2. Setting up individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
3. Providing a testing program designed to help students learn as much as possible about his/her capabilities.
4. Counseling with students, parents, or teachers. Parents may call a counselor any time during the school day to schedule a conference.
5. Being available during the school day for all students to come by and talk.
6. Assisting students with career plans.
7. Assisting students who are applying to colleges, junior colleges, or technical schools with applications and financial aid forms

Many materials about different schools, the military, occupations, tests, and ACT or SAT registration forms are available in the counselors' area for students to use along with applications for most in-state colleges. The counselors' offices are located in the Administrative Building, and the counselors are available from 7:30 to 3:30 on school days.

### **GRADING SYSTEM AND REPORT CARDS**

The evaluation of student achievement is one of the important functions of the classroom teacher. Each student will receive mid-term reports from each teacher. In addition, report cards will be given out the week following the end of each nine-week grading period. Student report cards must be picked up at Conference Day by the parents at the end of the 1<sup>st</sup> and 3<sup>rd</sup> Nine Weeks. Report cards will contain a numerical grade for each subject and the number of absences from each class. The approved grading scale is as follows:

- A = 90 -100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

Any incomplete work will result in a lower grade. Incomplete work should be made up immediately unless special arrangements are made because of an extended illness or emergency. After the work is made up, the grade will be changed. Failure to make up the work will result in a zero for the work. (See section on Make-Up Work)

### **FINAL EXAMS/EXEMPTIONS**

Semester exams will be given at the end of each semester. All students are required to take these exams. A student may be exempt from taking semester exams in any class where the following requirements are met:

1. A average
2. C average accompanied by perfect attendance

### **GRADUATION REQUIREMENTS**

Charles Henderson High School is in compliance with the graduation requirements set forth by the Alabama State Board of Education. The *Alabama State Courses of Study* are followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement complete advanced level work in the core curriculum. Students with disabilities as defined by the Individuals with Disabilities Education Act (Public Law 101-476) earn the



course credits outlined in Ala. Admin. Code r. 290-3-1-.02(8) (g) 1. and successfully complete an approved occupational portfolio in order to be awarded the Alabama Occupational Diploma. The requirements for graduation are as follows:

1. Earn required number of Carnegie Units (credits) to comply with the state mandate.\*  
**(See grade level classifications.)**
2. Meet the state attendance requirements.
3. Have the final grade for any correspondence course/s to the counselors by May 1.
4. Have researched, written, and submitted an acceptable English term paper by the date set by an English teacher.
5. **All make up work must be completed one week prior to class day.**
6. Pay fees/fines (including Troy-Pike Center for Technology) for classroom, media center, parking, etc. by the end of the second week in May.
7. **Seniors must clear books, fees, fines and charges accrued in prior school terms by the end of the first semester in order to be in line for senior activities and to graduate.**

\*Special Education students will graduate in compliance with their Individual Educational Plans (IEP) as mandated by Public Law 94-142.

### CHHS Graduate Awards

Valedictorian, salutatorian, and distinguished honor students will be determined by their weighted numeric GPA (rounded to five (5) places after the decimal) at the end of the third nine week grading period of their senior year. The valedictorian will be the student with the highest numeric GPA and the salutatorian will be the student with the second highest numeric GPA. These grades will be calculated by computer and then by hand to insure accuracy and to verify that each student receives credit for all earned grades. The secondary committee\* will verify the results. These students will be announced on Honors Day.

Criteria to determine valedictorian and salutatorian:

- Enrolled at CHHS for past four consecutive semesters prior to the second term of their senior years (excluding summer sessions)
- On track to complete the Alabama Advanced Academic Endorsement Diploma option
- Passed all parts of the Alabama High School Graduation Examination (Class of 2015 Only)
- Must be in good attendance and discipline standing

\*As determined by the secondary committee consisting of CHHS principal, assistant principal(s), counselor(s), core teachers, and senior advisor. The principal is the only person who may release ranking information.

Criteria for determining distinguished top 10% in the graduating class:

- Graduating senior who is pursuing one of the Advanced Academic Endorsement Diploma options.
- Ranked within the top 10% of graduating class according to the highest weighted numerical GPA following the valedictorian and salutatorian.
- Enrolled at CHHS for the past four consecutive semesters prior to the second term of their senior year (excluding summer session).

### Grading System

Transferring alpha grades will be transposed from the official transcripts to numeric grades as follows:

A+ = 99      B+ = 89      C+ = 79      D+ = 69      F = 59 and below

A=95	B=85	C=75	D=65
A- = 90	B-=80	C-=70	D-=60

### Weighted Point System

The weighted point system is as follows:

- Global Studies students' grades will be weighted by 1.07.
- Dual Enrollment students' grades will be weighted by 1.07.
- Advanced Placement students' grades will be weighted by 1.07.
- Honor and Academy students' grades will be weighted by 1.05.

\*\*\*For example, if Jane is enrolled in a Global Studies, Dual Enrollment, or Advance Placement course at the end of the third nine weeks and her average is a 92, the 92 will be multiplied by 1.07, thus making the weighted grade 98.44 ( $92 \times 1.07=98.44$ ). If Jane's grade in an honors course is a 92, the 92 will be multiplied by 1.05, thus making the weighted grade 96.60 ( $92 \times 1.05= 96.60$ ).

#### AP/Global Studies/Dual Enrollment (1.07 weight multiplier)

Students who enroll in advanced placement courses during the spring are expected to perform college level work, and they will not be allowed to drop the course. Summer reading is required for certain AP courses. A fee of \$86 must be paid by the student prior to ordering AP exams. Global Studies students must apply using criteria set up by Troy City Schools.

#### Global Studies Academy Grade Scale

It is the policy of Troy City Schools that students who are enrolled in the Global Studies Academy can earn up to five (5) points to be added to their postsecondary institutional grade. These points are earned through special projects and assignments completed in the Global Studies class which meets two days per week.

#### Honors core classes (1.05 weight multiplier)

Honors English 9, 10, 11, 12  
 \*\*Honors History 10, 11, 12  
 Algebra II/Trig  
 Algebra III/Stats  
 Pre Calculus  
 Calculus

Honors Biology  
 Anatomy/Physiology  
 Chemistry  
 Physics  
 Foreign Language

#### Academy core classes (1.05 weight multiplier)

PCHS Business and Finance Academy  
 CHHS Culinary Arts Academy  
 GHS Agricultural Science Academy

Students may participate in honor courses at CHHS. In the event a student makes an "F" in an honors class, teacher recommendation will determine continued placement in honor classes and may result in a change of diploma. Summer school and credit recovery classes are not honors level. Honor students must pass all five parts of the AHSGE by January 7<sup>th</sup> of their senior year.

### Dual Enrollment

Criteria to determine eligibility for dual enrollment:

- "B" grade point average or higher
- 20 ACT composite score or higher
- Acceptance letter from the university/college of choice
- Currently enrolled in 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade or have an exception granted by the student's principal and superintendent in accordance with the State Department of Education regulations regarding gifted and talented students.
- Letter to principal requesting admittance
- Provide own transportation
- Tuition and fees are the responsibility of the parents
- Approval of the Principal, Superintendent and Board of Education.

The four dual enrollment classes accepted toward graduation are equivalent to English 11, English 12, history 11, and history 12, Science

## Academics

Upperclassmen will now have the opportunity to take courses in the following academies:

- Business & Finance
- Culinary Arts
- Global Studies

\*See one of the counselors for more information on these programs.

### DROPPING/CHANGING A COURSE

Rarely will a student be allowed to drop or change a course. Courses may be dropped/changed only within the first two weeks of the semester. If a student wants to make a change in his/her class schedule, he/she should contact one of the counselors to discuss the reason for wanting to make the change. Teachers may also contact counselors requesting that a student schedule be changed. The counselors will contact various parties (teachers, administration, and parents/guardians) to determine if the change is warranted.

#### ENGLISH

English 9  
Hon English 9  
English 10  
Hon English 10  
English 11  
Hon English 11  
English 12  
Hon English 12  
AP Literature  
AP Language

Bus&Finance English 11  
Bus&Finance English 12

#### FOREIGN LANGUAGES

Spanish I-IV  
ACCESS Options

#### MATHEMATICS

Algebra I  
Algebra IA  
Geometry Informal  
Geometry  
Algebraic Connections  
Algebra II  
Algebra II W Trig (Advanced diploma)  
Analytical Mathematics  
Pre-Calculus  
Calculus

#### SOCIAL SCIENCE

World History 9  
Hon World History 9  
U.S. History 10  
Hon U.S. History 10  
U.S. History 11  
Hon U.S. History 11  
Gov/Economics  
Hon Gov/Economics  
Bus&Finance History 11  
Bus&Finance History 12

#### PHYSICAL EDUCATION

PE/Life PE  
Basketball/Life  
Cheer/Life PE  
Conditioning/Life  
PE Spring Sports/Life  
*Health 1/2*

#### SCIENCE

Biology  
Environmental  
Physical Science  
Earth/Space  
Honor's Biology  
Chemistry  
Anat/Physiology  
Physics  
Biology  
AP Chemistry  
AP Biology

#### TROY-PIKE CENTER FOR TECHNOLOGY

**\*Tech Classes Have Fees** Pre requisite: Acct &  
Bus & Personal Finance  
Financial Mgt  
Banking & Credit  
Economics & The  
World of Finance  
Securities/International Finance

#### TROY-PIKE CENTER FOR TECHNOLOGY

Automotive  
**Grades 10,11,12 \$30**  
Auto Elect I/Electronics  
Auto Elect II/ Brakes  
Auto  
Suspension/Steering  
Auto Engine  
Performance A Auto  
Engine Performance B  
Pre-Engineering

#### \*Agriculture Academy

Architecture Agri-Science  
Grades 9-10

#### Grades 11-12

(Goshen High School Campus) Pre requisites: 3.0 GPA, Agri-science & Biology or Chemistry

#### Healthcare Grades 10,11,12

\*Drug testing is required

C/S Academic Fundamentals \$35.00  
Internship Grades 11 & 12 \$55.00

#### Computer Electronics Grades 10, 11, 12

Career Preparedness (9th)  
Elect I Comp. Maintenance \$25  
Elect II Technical Computer Application \$25

#### **\*Teacher Approval Required**

Additional courses to include AP courses are available through the ACCESS

program—Please see a counselor for scheduling

**FINE ARTS**

Art I-IV, AP  
Art Survey  
Theatre I-IV  
Musical Theatre  
Band  
Choir

**Transition Electives**

Smart Works Ethics  
Community Based  
Instruction  
Academic Plus

*All AP students are required to take the AP Exam the cost is: \$86 per exam.*

**Electives**

JROTC  
Driver’s Education  
Creative Writing

**New Alabama High School Diploma**

**Beginning with 9th grade students 2013-14**

English..... 4 credits  
Mathematics..... 4 credits  
Science..... 4 credits  
Social Studies..... 4 credits  
Career Preparedness Course..... 1 credits  
Health Education.....5 credit  
Physical Education/Life or ROTC.....1 credit  
CTE and/or Foreign Language and or Fine Arts..... 3 credits  
Electives..... 2.5 credits

Total Graduation Credits Required..... 24 credits

**New Alabama High School Diploma - LEA Endorsed Honors Diploma  
(CHHS Only)**

Beginning with 9th Grade Students 2013-2014:

English (Honors)..... 4 credits  
Mathematics (Honors)..... 4 credits  
Science (Honors)..... 4 credits  
Social Studies (Honors)..... 4 credits  
Career Preparedness Course.....1 credit  
Health Education..... .5 credit  
Physical Education/Life or ROTC.....1 credit  
CTE and/or Foreign Language and/or Fine Arts Education.. 3 credits

\*The number of credits includes the two required Business, Art, or Foreign Languages

Total Graduation Credits needed ..... 27 credits

**ATHLETIC/EXTRACURRICULAR ELIGIBILITY**

Students entering the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades must have earned at least six Carnegie Units, with a minimum composite average of 70, during the previous school year, in order to be eligible to participate in

any athletic or other extracurricular activities. Any courses taken during summer school may be applied to this composite average. Within these requirements are the following stipulations:

1. The six Carnegie units **must include the four core courses, which are English, Math, Social Studies, and Science.**
2. Any student who accumulates more than the four required core courses in a given year may take less than four core courses the next year and retain eligibility, provided he/she remains on track for graduation with his/her class.

Students entering the 9<sup>th</sup> grade must have passed at least five courses with a minimum composite score of 70 during the last two terms of enrollment (including summer school, if applicable) in order to be eligible for athletic or other extracurricular activities.

## EXTRACURRICULAR ACTIVITIES

Many extracurricular activities are available for CHHS students. Each student is encouraged to participate in extracurricular activities in order to become a more rounded individual. Some classes also require participation outside of school hours. Involvement in extracurricular activities may lead to scholarships, honors, and better job opportunities. Joining clubs at the first of the year is better, but it is possible to join most clubs during the second term. Teachers and counselors are here to assist students in finding the right activities.

### ATHLETIC GROUPS

1. Baseball
  - Varsity
  - Junior Varsity
  - Freshmen
2. Basketball
  - Boys – Varsity
  - Junior Varsity
  - 9<sup>th</sup> Grade
  - Girls – Varsity
  - Junior Varsity
3. Cheerleaders
  - Varsity
  - Junior Varsity
4. Cross Country
  - Boys
  - Girls
5. Football
  - Varsity
  - B Team
  - 9<sup>th</sup> Grade
6. Golf
  - Boys
  - Girls
1. Soccer (Co-ed)
  - Varsity
  - Junior Varsity
2. Softball
  - Varsity
  - Junior Varsity
3. Tennis
  - Boys
  - Girls
4. Track
  - Boys
  - Girls
5. Volleyball
  - Varsity
  - Junior Varsity

## OTHER GROUPS AND ACTIVITIES

1. Archery
2. Art Guild and National Art Honor Society
3. Band – Concert/Marching
4. Drama
5. Fellowship of Christian Athletes (FCA)
6. Future Farmers of America (FFA)
7. Future Business Leaders of America (FBLA)
8. Future Teachers of America (FTA)
9. FCCLA
10. Interact
11. JROTC – Girls’ Drill Team  
Boys’ Drill Team  
Rifle Team
12. Key Club
13. Math Club (Mu Alpha Theta)
14. Mentoring Matters
15. National Honor Society
16. Spanish Club
17. Student Government Association (SGA)
18. Trojan Ambassadors
19. Trojan Singers (Choir)
20. Trojan Yearbook
21. Troy-Pike Regional Center for Technology
  - A. Health Occupations Students of America (HOSA)
  - B. National Vocational Technical Honor Society
  - C. Vocational Industrial Clubs of America (VICA)
    - Automotive Technology Group
    - Carpentry Group
    - Electrical & Computer Group
    - Industrial Maintenance
22. Beta Club

**All students are encouraged to participate in extracurricular activities. If a student believes that he or she is unable to join a club or participate in a sport or activity due to fees or costs, then the student should contact the school principal to discuss payment plans, fund-raising opportunities or other options that will allow the student to participate; the principal is available to talk with any student, in confidence, if money is a concern.**

## CLUB POLICIES

Alabama law prohibits hazing of any kind on or off campus by any school sponsored club or organization. **Social, fraternity, and sorority clubs are not allowed to meet or carry out activities on campus.** (This includes initiation activities.) Only clubs approved by the administration shall be allowed to function on campus.

## GIFTED EDUCATION

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information contact the Troy City Special Education Department, Mrs. Christie Armstrong, at 566-3741.

## EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board that no student shall be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity in the District on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status non-English speaking ability, homeless status, or migrant status.

\*\*Adopted by Troy City Board of Education July 20,2015.

## CHILD FIND

The Troy City School System is committed to providing educational opportunities to all exceptional children. Special programs for Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment are provided. However, before exceptional children can be helped, they must be found and plans for educating them must be made.

If you live in Troy City and have a child or know of a child who is exceptional and not in school, call 566-3741 or write.....CHILD FIND, TROY CITY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 358 ELBA HIGHWAY, TROY, ALABAMA 36079.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at CHHS sponsors many activities during the school year. It is responsible for the following:

1. Student orientations
2. Homecoming activities including the election of the Queen and Court
3. Canned food drive
4. Blood drive
5. Undergraduate Awards Program
6. Golden Apple Award (Teacher of the Year)
7. SGA and class officer elections
8. Parking permits and lockers.
9. Relay For Life



SGA Officers for 2015-2016

President: Addyson Bryan  
Vice President: Kush Patel  
Secretary: Jackie Miller  
Treasurer: Everlena Staggs

Class Officers for 2015-2016

Seniors

President: Alexis Blair  
Vice President: Adam Bensinger  
Secretary: Breanna Penn  
Treasurer: Hunter Reeves

Juniors

President: Logan Davis  
Vice President: Bethany Balkcom  
Secretary: Abby Lee  
Treasurer: Abbie Barron

Sophomores

President: Brock Huner  
Vice President: Gracie Scarbrough  
Secretary: Lendon Adamson  
Treasurer: Madison Shelton

Freshmen

President:  
Vice President:  
Secretary:  
Treasurer:

Requirements for SGA Office/Class Sponsors

To run for an SGA office/Class Office, you must have.....

- A grade point average of 92 or above. (See a counselor to check your grade point average.)
- A student must have a good discipline record. This requires administrator signatures.
- A student must have evaluations from four teachers. At least two evaluations must be from teachers of core courses. You must have the appropriate counselor, vice principal, and teacher signatures. This form is invalid without proper signatures.
- SGA officers will meet as needed with SGA advisers. SGA representatives and class officers will meet along with SGA officers and advisers when needed.
- Good work ethic.

For more information or for official forms, please see Ms. Tammy Jones or a current the officer for running for office.

**NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership, and to develop character in high school students.

**Membership is open to qualified sophomores, juniors, and seniors and will not be awarded on the basis of grades alone**, which would be in direct violation of the National Honor Society Constitution and would jeopardize our affiliation with the national organization.

\*\*\*Selection for membership is on a point system and is made by the faculty council. To be considered for membership, the student must meet the following minimum criteria.

1. Scholarship – The student must have a cumulative GPA of no less than 90.
2. Leadership - The student must have proven his/her capabilities by holding positions of leadership in this school. Leadership in the church and community will also be considered; however the school leadership is required.
3. Service – The student must be an active member of a school related organization.
4. Character – The student must be of high character and must uphold school policies.

Selection of students for membership is the responsibility of the local school through its faculty council. The following procedure is recommended because it adds some very objective criteria that faculty councils can use to assist them in this difficult, partially subjective task. The following procedure is covered under Article IX in the NHS Constitution and the section on selection in the NHS Handbook.

1. The selection procedure should be determined by the faculty council and must be published.
2. Students' academic records should be reviewed to determine scholastic eligibility (minimum GPA of 90.0).
3. Students who are eligible scholastically should be notified, and told that for further consideration for selection to the NHS Chapter, they must complete the Student Activity Information Form.
4. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the five appointed members of the faculty council must make the actual selections.
5. The Student Activity Information Form should be reviewed by the faculty council, along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council should be inducted in the chapter. If a point system is used to evaluate candidates the cut-off point should be determined prior to reviewing candidates.
6. Candidates must have the required *Service* and *Leadership* hours.
7. All activity reports turned in by candidates *must* be verified; if a report is not verified, it **will not** be accepted.
8. Membership is contingent upon *Character, Scholastic Achievement, Community Service, and Leadership Qualities*.

#### ANNOUNCEMENTS

A school bulletin will be distributed to the faculty each day. The public address system will be used to make the daily announcements. Students will not be allowed to submit announcements for the bulletin without a teacher's approval and signature. Announcement should be submitted to the secretary by 2:00 p.m. the day before the announcement is to be made. **Only school related announcements will be placed on the bulletin.** Announcements are also posted on the school website.

#### ASSEMBLIES/PEP RALLIES

Assembly programs and pep rallies will be held throughout the year in the gymnasium. Students are expected to be orderly and courteous while going to and from assemblies/pep rallies as well as during the programs. The behavior and responses should be appropriate to the program presented. Inappropriate behavior during these activities may result in punishment.

#### BREAK

A break is provided each day. Students are to be out of the halls within five (5) minutes after the break bell rings. **No food or beverages are to be brought into the buildings or classrooms.** Snacks may be purchased at the Trojan Shop (Break Shack) on campus. All trash is to be placed in the trashcans. If the campus becomes littered, the Trojan Shop may be closed.

#### BOOK BAGS

**Book bags will be permitted on campus and inside classrooms but only if student has purchased a bookbag pass from the office.** Any book bag brought onto the campus must be representative in style of Charles Henderson High School and the core values that are listed under the Trojan Armor. There is no

restriction related to color. However, any book bag that is deemed in violation of code of conduct will be prohibited by the administration. **It is understood that student book bags can help students with organization and protecting student technology.**

## CALENDAR OF ACTIVITIES/FUND-RAISING ACTIVITIES

All school activities, programs, and fund-raising activities must be approved by the group sponsor and school administration before being placed on the school calendar in the office. No activities, programs, and fundraisers are allowed on school grounds without administrative approval.

## COMPUTERS

Students are not permitted to use school or classroom computers and/or software programs without proper authority and supervision from teachers or school staff. **Students must return their Internet Usage Contracts each year to be able to use the computers.** Students who abuse or tamper with computers or software programs will be disciplined. Such abuse as altering software in any fashion will be considered vandalism of school property. **No unauthorized software, including games, may be used on school or classroom computers.**

## DEFACING/DAMAGING SCHOOL PROPERTY

Any student caught defacing/damaging school property will be disciplined and asked to clean up or pay for the property. This includes, but is not limited to, defacing/damaging desks, cafeteria tables, walls, posts, and bleachers.

## DRESS CODE

**Troy City Schools**  
**Student Uniform Dress Code Information Page**

### **TOPS FOR MALES AND FEMALES**

- Solid White, Navy Blue, Gray (Charcoal) or Orange oxford, polo, turtleneck, or mock turtleneck shirts/blouses with sleeves (long sleeves or short sleeves)
- A small unobtrusive logo that can be covered with a quarter is acceptable for tops only.
- All tops must be tucked in as part of the uniform for all male students. All female students must tuck tops that pass the pockets of the bottoms. Otherwise, tops for female students are not required to be tucked to comply with dress code. (Preferred for K, 1, and 2, but optional)
- Undershirts must be solid white, navy, gray (charcoal) or orange with no wording or pictures.
- School sponsored spirit-shirts and/or pull-overs with school logo (ANY SOLID AND SUBTLE COLOR) will be allowed.

### **BOTTOMS**

**MALES:** Khaki, Navy Blue, Gray (Charcoal), and White (Chino) pants or shorts (corduroy fabric permitted) – **No Orange Permitted.**

**-Shorts must be no more than three (3) inches above the knee (or the size of the width of a standard index card) in the front and back. Index cards will only be used for parent/administrator verification of appropriate lengths. Width of index cards will NOT be used as a classroom dress-code check.**

**FEMALES:** Khaki, Navy Blue, Gray (Charcoal), and White (Chino) pants, shorts, skorts, capris, skirts, or jumpers (corduroy fabric permitted) **No Orange Permitted.**

**Shorts, skorts, shirts, and jumpers must be no more than three (3) inches above the knee (or the size of the width of a standard index card) in the front and back. Index cards will only be used for parent/administrator verification of appropriate lengths. Width of index cards will NOT be used as a classroom dress-code check.**

**-Blouses or shirts must be worn with jumpers.**

- ALL:** All pants, shorts, skorts, and capris must be secured at the waist and cannot “sag”.  
-If bottoms are overly too loose, belts must be worn to keep bottoms at waist.  
-Khaki, Navy, Gray (Charcoal), and White (Chino material) collared dresses are allowed as long as the length is acceptable and is not low – cut and/or sleeveless. Tights are acceptable when worn under dresses/ skirts.  
-Tights must be Black, Brown, White, Navy, or Orange.  
-Tights/Stockings cannot be lace or fish-net design.  
- Team warm-up suits will be approved only by administration.

**SHOES**

- Tennis shoes (sneakers) and fully enclosed shoes (loafers, boat shoes, oxfords, etc...)  
-Specific opened toed shoes with heel straps and appropriate soles will be permitted. “Chaco” style shoes are the only open toed shoes allowed as part of the uniform.  
-The style of shoes must be sensible and appropriate for the school setting and activities.  
-All shoe straps must be strapped.  
-All laces must be tied and the same color.  
-Socks and hosiery (to include tights) must be of the appropriate colors of black, white, brown, or navy blue.

**BELTS**

If bottoms are too loose, belts must be worn to keep bottoms at the waist. Any Belt can be worn to meet the requirement of wearing a belt. Belts must have a buckle. However the CHHS administration reserves the right to deem certain belts distracting to the educational process.

**OUTERWEAR**

Coats, jackets, sweaters, sweater vests and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse. Basic, solid colored jackets are preferred. Sweater vests must be white, navy, or orange (pullover or cardigan style) with no belt or hood attached. Sweatshirts must be white, navy, or orange with the collar of the top on the outside. Sweaters, sweater vests and sweatshirts must not be oversized (bulky or baggy).  
Outerwear of school or school - sponsored organizations is acceptable. (athletic jackets, band jackets, FFA)

**ITEMS NOT ALLOWED TO BE WORN BY STUDENTS**

Stretch/skinny/jeggin’ pants worn as uniform pants, denim pants/blue jeans “blue jean days will be announced for students by administration, holes in jeans or frays/patches, jogging pants, sweat pants or sweat suits, sheer shirts, blouses, bottoms, dresses, bandanas, facial piercing except ear piercing, low cut v-neck shirts/blouses without under shirts, flip-flops/sandals/slides/bedroom slippers, shower shoes, wind pants/sweatpants, velour pants and tops, over-sized clothing, excessively tight clothing, overalls, bellbottoms, unhemmed clothing, clothing with cuts, slits, holes or slashes, denim or jean fabric, sleeveless tops, hooded sweatshirts, overcoats, trench coats, bicycle shorts, leggings/stretch knit, or carpenter’s pants. Excessive, distracting and /or oversized jewelry.

**EXCEPTIONS TO THE STUDENT UNIFORM DRESS CODE**

**\*\*\*Upon approval of school administration**

(If students do not participate in the activity listed, the approved school uniform dress will be required)

Spring Picture Day: Specified Non-Uniform/Uniform Bottoms (All Schools)

Week of CHHS Homecoming Activities (Theme Dress-Up Days)

Homecoming Assembly

Senior Class Day

JROTC Uniform Dress Days

## GENERAL INFORMATION

In addition to the uniform dress code requirements previously listed, the following guidelines will also apply.

1. All clothing must be properly fitted. Sagging and excessively tight clothing are prohibited.
2. Sandals, slides, crocs, Heelys or any variations of Heelys are not allowed.
3. Any article that draws undue attention or disrupts classes will not be allowed.
4. Combs and picks are not to be worn in the hair.
5. Males and females are not allowed to wear hoods, sports headbands, or ear muffs inside the buildings. Bandanas and du-rags of any color are not to be worn on any part of the body nor carried in or tied on book bags or other bags. Students cannot wear hair or head wraps.
6. Students who transfer from other school districts will be given five (5) days to come into compliance with the school uniform dress code.
7. A current school designated "spirit shirt" may be worn on days approved by the principal.
8. Any student's dress or personal appearance that the administration believes is disruptive and interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of students' dress.
9. Only Earrings in ears are acceptable. Students with facial piercings other than earrings are required to wear a Clear retainer. (No Exceptions)

## **DRIVER'S LICENSE/LEARNER'S PERMIT: STUDENT ATTENDANCE**

Legislative Act 93-386 states that persons 16 years and older who have a driver's license/learner's permit who withdraw or are absent from school for more than 10 consecutive days or more than 15 days total for unexcused reasons during a term shall be reported by the school authorities to the Department of Public Safety. This Department will notify those persons that their driver's license/learner's permit will be suspended on the 30<sup>th</sup> day following notification unless re-enrollment occurs or one of the other conditions is documented.

Students going to get a driver's license or learner's permit must take a form with them verifying their enrollment in school. These forms may be picked up in the office or from a counselor.

## **TEXTBOOKS**

It is the policy of the Troy City Schools that all textbooks/library books must be returned to the school by the student when the student leaves the school. Records will not be released to the new school system nor will report cards be issued, until all textbooks/library books have been returned in good condition or have been paid for. If a student has lost or damaged the textbook/library book, they will pay as follows:

1. Full price is charged for books that are in use for one or two years.
2. Half price is charged for books that are in use during the third, fourth, or fifth years.
3. One fourth price is charged for books that are in use during the sixth year.
4. After the sixth year, there is a charge of \$3.00 per book.
5. Full price is charged for all library books.

## **FEES, FINES, AND CHARGES**

It is the policy of the Troy City Schools that **all textbooks, library books, and uniforms must be returned and all fees, fines, and charges cleared by the student before a student withdraws or leaves the school each year.** If a student has lost or damaged a book, a charge will be made. Fees, fines, and charges that are owed should be paid before a student enrolls in school the following year. **Seniors must clear books, fees, fines, iPads, and charges by May 1<sup>st</sup> in order to be in line for senior activities and to graduate.**

## FOOD AND/OR BEVERAGES

Students are only allowed to have food and/or beverages in their possession at break and lunch. These items should not be brought into the buildings or classrooms. **Students may not order or have food/beverage items brought to them from an outside vendor.**

## FUND RAISING/DISTRIBUTION OF MATERIALS

The sale or distribution of goods, materials, or literature on school property by an individual or group of individuals is prohibited unless prior permission has been obtained from the principal of the school.

## HALLWAY CONDUCT

In order to promote promptness and safety in the hallways, students are required to be orderly, courteous, and **to walk to the right side of the hall**. Students should **be careful not block the hallway** at any time. **Students will not be allowed to stand around in the hallway unless they are getting their books for class, this includes standing around lockers.**

## HALL/CAMPUS PASSES

Any student who is out in the hall or out on campus during a class period must have a valid pass from a teacher, counselor, secretary, or administrator.

## LOCKERS

There are enough lockers for each student enrolled. The cost for the school year is only \$5.00. Students will not be permitted to share or swap lockers. If a locker violation occurs, there will be a \$5 fine and the student will be assigned to after school detention. If a locker combination is lost, check with the main office. School officials may inspect lockers at any time to insure school safety and student welfare. Parents and students must sign a Consent to Search Form before a locker is issued. Lockers should be kept in a manner that will not damage books and present a good appearance. Student lockers remain the property of the school.

## LOST AND FOUND

Articles that are found should be turned in to the office. Students may claim their property by identifying it. CHHS is not responsible for any lost or stolen items.

## LUNCH PROCEDURES

Lunch will be divided into shifts. **Students should remain in the cafeteria during lunch.**

Student behavior in the cafeteria should be based on courtesy and cleanliness. Cutting in the lunchroom line is not permitted. No spaces may be saved in line, and students are served on a "first come" basis. Trays, cups, eating utensils, etc. are to be removed from the lunchroom tables.

**\*Food and drinks are not allowed in the classrooms or buildings.** Students may not order/or have food items delivered to them from outside vendors.

The cafeteria, with high standards for nutrition and sanitation, will serve a hot balanced meal at a minimum cost. Parents/guardians should encourage students to eat in the cafeteria to ensure proper nutrition. In

addition to the regular meal, sandwiches, nachos, drinks, snacks, etc. will also be sold during the lunch period. The costs are as follows:

Full priced meal	\$1.75
Reduced price meal	.40
Free meal	0.00
Adult meal	2.50
Visitors	3.25
Extra milk	.35
Drinks	.75
Others	as posted

### **LUNCH PROGRAM (FREE/REDUCED-PRICE)**

All students are encouraged to complete an application to determine if they qualify for the free or reduced-price lunch. In order for a person **to receive a free or reduced-priced lunch, a new application must be filled out and returned to the office by the announced date every year.** Applications are available from the teachers or the office.

On the applications, food stamps or AFDC case numbers must be given if applicable. All household income must be reported, and the application form must be signed by a parent/guardian. **Income must be accurately and honestly reported on forms. The information will be verified.** If the principal or his/her designee approves the application, a letter of eligibility will be given to the student.

### **BREAKFAST PROGRAM**

For the 2014-2015 school term, Charles Henderson High School will offer our students a nutritious breakfast program. Students will be allowed to eat in the CHHS cafeteria each morning from 7:00 – 7:30. Designated seating will be discussed with students and additional information at the beginning of the school year. A detailed cost for breakfast will also be provided for parents at the beginning of the school year.

### **MEDICATIONS**

The Troy City Board of Education understands that there are times when students, for medical reasons, must use prescription or nonprescription drugs. **Students are prohibited from carrying prescription or nonprescription drugs on their person while at school** unless a parent/guardian has contacted the administrative staff at school so that Board policies may be explained and followed. **Teachers and other school officials may not administer medications to students unless these policies are followed.**

### **OFF-CAMPUS EVENTS**

In order for the Troy City Board of Education to fulfill its commitment to provide the best possible educational opportunities and experiences, all pupils are expected to conduct themselves responsibly at all times. **Pupils at school sponsored off-campus events and trips shall be governed by school system rules and regulations and are subject to the authority of school officials.**

### **ON-CAMPUS PARKING**

Any student who wishes to park a vehicle (car, truck, or motorcycle) on campus must purchase a parking permit for an assigned parking space. Cost for the permit will be \$15.00 per year. Students may also pay \$50 to personalize their parking spot. All personalization must be approved by the principal. Students must have a valid driver's license, proof of liability insurance, and a signed Consent To Search Form for each vehicle. Parking lots are off limits during the school day unless an administrator or his/her designee grants permission for a student to return to the parking lot. **Students should lock their cars and leave the parking lot immediately after arriving in the morning.** Students in the parking lots at times other than

arrival and departure or without permission will receive disciplinary action. **A student must park only in his/her assigned parking space. Driving privileges may be revoked.**

Parking Penalties:

1<sup>st</sup> Violation: Ticketed and \$10.00 fine.

2<sup>nd</sup> Violation: Ticketed, \$20.00 fine, and conference with SGA Advisor or Principal.

3<sup>rd</sup> Violation - Ticketed, \$30.00 fine, and parents notified by school personnel.

**4<sup>th</sup> Violation – Ticketed, \$40.00 fine, and vehicle towed at owner’s expense.**

## **STUDENT HARASSMENT AND BULLYING POLICY**

(Troy City Schools Board Policy 4.036)

### **HARASSMENT, VIOLENCE, AND THREATS OF VIOLENCE PROHIBITED**

No student shall engage in or be subject to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

### **DEFINITIONS**

1) The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3 below. To constitute harassment, a pattern of behavior may do any of the following:

- a) Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- b) Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- c) Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- d) Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- e) Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

2) The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

3) The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

4) The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program benefit, activity or opportunity for which the student is or would be eligible.

5) The term “student” as used in this policy means a student who is enrolled in the Troy City School System.

### **DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS**

1) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (2) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (3) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (4) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such



actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

2) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- a) The student's race;
- b) The student's sex;
- c) The student's religion;
- d) The student's national origin; or
- e) The student's disability.

### **CONSEQUENCES FOR VIOLATIONS**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

### **REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES**

1) Complaints alleging violations of this policy must be made on Board approved complaint forms available on the Troy City Schools web-site 279 and at each school's principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

2) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.

3) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

4) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

### **PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS.**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Troy City Board of Education website.

### **CONSTRUCTION OF POLICY**

This policy is supplemental to other Board policies and procedures and does not repeal, replace, or supersede any other prohibition on harassment, violence, threats of violence or 280 intimidation found

elsewhere in Board policy or procedure, including the Code of Student Conduct. This policy shall not be construed to allow harassment, violence, threats of violence or intimidation for reasons not specifically listed in this policy or to prohibit the Board from disciplining students for acts of harassment, violence, threats of violence or intimidation not specifically listed herein. Students who engage in harassment, violence, threats of violence or intimidation not specifically covered by this policy may be subject to appropriate disciplinary action in accordance with the Code of Student Conduct.

## TELEPHONES

**The phones in the office and buildings are for official use only.** The school will not be responsible for getting messages to students. Only in the case of emergency will exceptions be made.

## CELLULAR PHONES

\*The Troy City BOE recognizes the importance of communication between parents and students. Therefore, student cellular phones are allowed for extracurricular activities/functions that are outside of the 8:00-3:30 school day. For activities outside of the typical school day, the sponsor, coach, or director must explain how students should use phones to communicate with parents.

\*Student cell phones should not be visible and should be powered-off during the school day. The school day begins when the student is on campus and ends when the student departs the CHHS campus. Students breaking this policy will face the following disciplinary action:

First Offense – Warning and the parent/guardian must pick up the device.

Second Offense – 2 days detention and the parent/guardian must pick up the device.

Third Offense – 1 day ISS and parent/guardian must pick up the device.

\*\*\*All subsequent cellular phone violations will result in an administrative action that is not limited to multiple days in ALC or ISS. A combination of all disciplinary actions will be considered on (4+) cellular phone violations.

## VALUABLES

**Large sums of money or articles of great value should not be brought to school.** The school cannot be responsible for money or valuable items that are lost or stolen. When it is necessary for a student to bring a large sum of money to school, office personnel will cooperate with the student and keep this money until the student needs it.

The administration, faculty, and staff cannot be held accountable for any valuables left in a locker, a room, or any other place on campus.

## DISCIPLINE

Each classroom teacher will deal with classroom disruptions by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. The teacher may also write disciplinary referrals when necessary.

One of the most important lessons in education is discipline. Discipline supports the total educational structure and is the training that develops self-control, character, respect, orderliness, and efficiency. Discipline is the key to acceptable conduct and respect for others. The following punishments will be used when rules are violated:

1. After school detention
2. In-School Support (ISS)
3. Corporal Punishment
4. Alternative School (Short and Long Term)
5. Suspension and Expulsion

**Detention:** After school detention will be held **Monday, Tuesday, Wednesday, and Thursday in the cafeteria.** During this time the student will complete a discipline resolution activity and then the student may work on his/her homework assignments. **If a student is assigned after school detention, he/she must attend on the assigned date.**

**Detention Time: 3:15—4:00 PM**

**Failure to attend detention when it is assigned will result in an ISS assignment and reassignment of the original punishment.**

**In-School Support (ISS):** Students assigned to ISS will be assigned classroom work and provided a supervised restricted environment.

**Alternative School:** Students who are assigned to Alternative School must report to the Oakland Heights campus where academic work will be completed in a very restricted environment. This work will be graded for class credit at CHHS. An alternative school assignment will require the student to comply with the following:

1. Completion of all assigned work and compliance with alternative school guidelines.
2. **No participation in any school sponsored activities either on or off the campus on the days assigned to the school.**
3. Must be accompanied by a parent/guardian upon returning to CHHS after completion of assignment.

**Suspension and Expulsion:** These are punishments that will be used for very serious offenses. These will involve action by the Board of Education and are explained in detail in the *Code of Conduct* of the Troy City Schools. Students receiving ALC, Suspension, or Expulsion are not allowed on campus nor can they attend any CHHS event during the duration of the disciplinary action.

## ARTICLES NOT PERMITTED AT SCHOOL

The following articles are not to be brought to school because they are disruptive to the educational process. If found on campus, they will be collected by school officials. Violations will result in disciplinary action (class II offense) and a parent conference will be required for the item to be returned.

1. Toys (Game Boys, balls, noise makers, water guns, replicas of any weapon, etc.)
2. Obscene or inappropriate reading material.
3. **Cards, dice, or games**, which are not a part of a class activity.
4. Radios, tape players, **CD players**, walk-mans, i-pods, cameras etc.
5. Telephone pagers, beepers, or similar devices.
6. **Laser lights** (pointers)
7. Other items as deemed disruptive or offensive.

## RULES VIOLATIONS

### Class I – Minor Offenses\*

- 1.0 Excessive distraction of other students (Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other setting.)
- 1.01 Excessive tardiness (Repeatedly reporting late to school or class)
- 1.02 Non-conformity to dress code
- 1.03 Inappropriate public display of affection
- 1.04 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business
- 1.05 Continued refusal to complete class assignments
- 1.06 Failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.
- 1.07 Littering of school property
- 1.08 Using profanity

- 1.09 Throwing any object that would endanger person or property
- 1.10 Inappropriate behaviors that endanger other people (Pushing, shoving, etc.)
- 1.11 Blocking of hallways, doorways, stairways, walkways, or driveways.
- 1.12 Any other violation, which the administration may deem reasonable to fall within this category after consideration of circumstances.

**First Offense:** In-school conference and parental contact when warranted. Circumstances may warrant disciplinary action as outlined under subsequent offenses.

**Subsequent Offenses:** In-school disciplinary actions such as detention, work assignments before or after school, In-School Support, corporal punishment, referral to Alternative Learning Center, or suspension, etc. at the discretion of the Principal and/or his/her designated person(s).

**Class II - Major Offenses\***

- 2.01 Defiance of Board of Education employee's authority (Any verbal or non-verbal refusal to comply with a lawful direction or order of a Board of Education employee.)
- 2.02 Possession and/or use of tobacco products (Possession on the person, in the locker, or in other effects of a student, holding of a lighted cigarette, cigar, etc., inhaling and exhaling of the smoke of tobacco, or the using of any other tobacco products.)
- 2.03 Activation of fire alarm equipment
- 2.04 \*\*Fighting
- 2.05 Vandalism
- 2.06 Stealing-Larceny-Petty Theft (The intentional, unlawful taking and/or carrying away of property valued at less than \$125.00 belonging to or in the lawful possession or custody of another.)
- 2.07 Gambling (The intentional, unlawful participation in gambling activities involving amounts less than \$100.00 or other things of value.)
- 2.08 Possession of stolen property
- 2.09 Threats-Extortion-Intimidation-Harassment (Verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any other pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. Note: Completion of threat constitutes a class III offense.)
- 2.10 Gangs/Groups/Clubs, which initiate, advocate, or promote activities which threaten the safety or well being of a person or property or which disrupt the school environment, are deemed harmful to the educational process.
- 2.11 Unlawful assembly (Organization of any group(s) which might be a hazard to the safety/welfare of students and school officials)
- 2.12 Use of obscene manifestations (verbal, written, gesture) directed toward another person
- 2.13 Directing obscene or profane language to a Board of Education employee
- 2.14 Unauthorized absence, leaving class or campus without permission, or being on another school campus without authorization
- 2.15 Possession of fire works or igniting material
- 2.16 Truancy (Skipping and/or leaving campus without permission)
- 2.17 Possession of electronic communication devices (beepers, pagers, etc.)
- 2.18 Any conduct constituting a violation of Law, which is not a Class III offense.
- 2.19 Possession of obscene pictures, literature or materials
- 2.20 Major disruptions caused by and individual and/or group
- 2.21 Any other offense, which the administration may deem reasonable to fall within this category after consideration of the circumstances.

**First Offense:** In-School Support and/or extended work assignments before or after school, referral to Alternative Learning Center and/ or suspension, corporal punishment, etc. at the discretion of the Principal or his/her designated person.

**Subsequent Offenses:** Parent conferences, corporal punishment, referral to Alternative Learning Center, referral to Alternative Learning Center pending Administrative Hearing, referral to law enforcement officials and the filing of a formal petition with juvenile authorities at the discretion of the Principal or his designated person(s), or expulsion, pending final determination of the matter by the Board of Education.

Cell phones may be carried on campus. Cell phones must remain off during the school day. If a student has a cell phone on campus and the phone is turned on during the school day, they will face disciplinary action.

\*All Class I and Class II offenses could be upgraded to a higher offense based on the seriousness of the offense.

**\*Fighting on the campus of Charles Henderson High School or at school functions is deemed a major violation that could warrant the steps listed under Class III – Terminal Offenses. The CHHS administration reserves the right to take any or all of the following steps to offenders of our fight policy:**

1. Out of School Suspension up to 3 days prior to Placement at ALC.
2. Notification of the incident to the Troy Police Department and Complaint Filed by Charles Henderson High School.
3. Notification of the incident to the Troy Police Department and immediate arrest for Disorderly Conduct and Disruption of an Educational Institution.
4. Notification of the incident to the Department of Juvenile Justice.
5. ALC up to (9) days.
6. Referral to a disciplinary hearing.

### **Class III - Terminal Offenses**

- 3.01 Drugs – Control Substance and/or Alcohol (Unauthorized possession, transfer, use or sale of any control substance, control substance paraphernalia, or alcoholic beverages)
- 3.02 Arson (The unlawful burning of any part of School Board property)
- 3.03 Battery upon any School Board employee (The unlawful and intentional touching or striking of a School Board employee against his/her will or the intentional causing of bodily harm to a School Board employee)
- 3.04 Robbery (The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or installing the fear of same)
- 3.05 Stealing-Larceny-Grand Theft (The intentional, unlawful taking and/or carrying away of property valued at \$125.00 or more belonging to or in the lawful possession or custody of another)
- 3.06 Gambling (The intentional, unlawful participation in gambling activities involving an amount of \$100.00 or more)
- 3.07 Burglary of school property (Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public).
- 3.08 Possession of firearms (Any firearms, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device) **State law requires an automatic expulsion of not less than on (1) year for this offense.**
- 3.09 Discharging of any pistol, rifle, shotgun, air gun, or any other device
- 3.10 Possession of weapons ( A knife, metallic knuckles, box cutters, razors, chains, clubs, etc., or anything used as a weapon)
- 3.11 Bomb threats (Any such communication(s) concerning the Board of Education’s property which has the effect of interrupting the educational environment)
- 3.12 Explosions (Preparing, possessing, or igniting explosives on the Board of Education’s property)
- 3.13 Sexual acts (Acts of a sexual nature including, but not limited to offensive touching, battery, intercourse, attempted rape or rape, and indecent exposure)
- 3.14 Sexual harassment (Written, verbal, or physical sexual harassment)
- 3.15 Aggravated battery (Intentionally causing great bodily harm, disability, or permanent disfigurement, use of a weapon, etc.)
- 3.16 Possessing and/or igniting fireworks, firecrackers, or smoke bombs

- 3.17 Inciting or participating in a major student disorder (Leading, encouraging or assisting in Class III disruptions which result in destruction or damage of private or public property or personal injury)
- 3.18 Any other offense, which the administration may deem reasonable to fall within this category after consideration of the circumstances.

All class III offenses, including a “dangerous weapon” as defined in United States Code, will be reported to the designated law enforcement agency. The disciplinary action for such offenses will be assignment to the Alternative Learning Center or suspension, and the initiation of procedures for expulsion. Pending final determination of the matter by the Board of Education, the student will remain at the Alternative Learning Center unless his/her behavior as viewed by the Administrative Hearing Committee warrants him/her remaining home pending a Board Hearing and Board decision.

### **Troy City Schools Seclusion & Restraint for ALL Students**

Troy City Schools shall prohibit the use of **Seclusion** – a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving.

Seclusion *does not include*, so Troy City Schools shall allow, the following situations: a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined below; in-school suspension; alternative school; detention; or a student-requested break in a different location in the room or in a separate room.

**Time-Out**—A behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used when:

1. The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.
3. The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
4. The time-out space is free of objects that unreasonably expose the student or others to harm.

Troy City Schools shall prohibit the use of **Chemical Restraint** – any medication that is used to control violent physical behavior or restrict the student’s freedom of movement that is not prescribed treatment for the student’s medical or psychiatric condition.

Troy City Schools shall prohibit the use of **Mechanical Restraint** - the use of any device or material attached to or adjacent to a student’s body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student.

Mechanical Restraint *does not include*, so Troy City Schools shall allow, an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. In addition, mechanical restraint does not include seatbelts and other safety equipment when used to secure students during transportation.

Troy City Schools shall prohibit the use of **Physical Restraint that restricts the flow of air to the student’s lungs** – any method (face-down, face-up, or on the side) of physical restraint in which physical pressure is applied to the student’s body that restricts the flow of air into the student’s lungs.

Troy City Schools shall prohibit the use of **Physical Restraint** – direct physical contact from an adult that prevents or significantly restricts a student’s movement except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. *Physical restraint shall not be used as a form of discipline or punishment.*

Physical Restraint *does not include*, so Troy City Schools shall allow, limited physical contact and/or redirection to promote student safety or to prevent self-injurious behavior, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to location, providing comfort, or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person’s property.

Troy City Schools shall utilize the following procedures for use of Physical Restraint:

- a. All physical restraint must be immediately terminated when the student is no longer in immediate danger to himself or others or if the student is observed to be in severe distress
- b. Parents shall be provided, at least annually, with information regarding the policy for use of physical restraint
- c. Annual staff and faculty training on the use of physical restraint as well as the Troy City Schools Seclusion and Restraint Policy.
  1. Use of physical restraint
  2. Techniques to prevent the need to use physical restraint
  3. De-escalation techniques
  4. Positive behavioral intervention strategies
  5. Maintain written or electronic documentation on training provided and a list of participants for each training
- d. Written parental notification when physical restraint is used to restrain their student within one school day from the use of restraint
- e. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student, in each instance, in which the student is restrained.
- f. Annual report to the Troy City Board of Education for:
  1. Use and documentation of restraint
  2. Any prohibited use of seclusion, chemical, mechanical or physical restraint

Nothing in this policy shall be construed to prohibit an employee of Troy City Schools, any of its schools, or any of its program employees, from any of the following:

- a. Use of any other classroom management techniques or approaches, including a student's removal from the classroom, that is not specifically addressed in this policy
- b. The right of school personnel to use reasonable force as permitted under the *Code of Alabama*, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the *Code of Alabama*, 1975, §16-28-12.
- c. Reasonable actions to diffuse or break up a student fight or altercation
- d. Reasonable action to obtain possession of a weapon or other dangerous objects on a student or within control of a student
- e. Discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this policy shall be construed to create a criminal offense or private cause of action against Troy City Schools, or program, or its agents, or employees.
- f. In instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel. Parents must be promptly informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Adopted: June 18, 2012

Revised: July 20, 2015

Legal Ref.: Ala. Admin. Code §290-3-1-.02(1) (f)

## EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Board that no student shall be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity in the District on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status non-English speaking ability, homeless status, or migrant status. Inquiries or complaints regarding compliance with Federal Regulations may be directed to the Title IX or Title VI and Federal Programs Coordinator, Mrs. Cynthia Thomas, 358 Elba Highway, Troy, Alabama 36081, (334)566-3741.

### BELL SCHEDULE

2015-2016

#### Regular Bell Schedule:

Call in Bell		7:50
Warning Bell		7:55
First Block	96 Minutes	8:00 ( Tardy) - 9:36am
Break		9:36-9:41am
2nd Block	96 Minutes	9:46-11:22 am
3rd Block	96 Minutes	11:27-1:23 pm
1st lunch		11:31 - 11:51am
2nd lunch		12:10 - 12:30 pm
3rd lunch		1:03 - 1:23 pm
4th Block	96 Minutes	1:28 - 3:04 pm

#### Activity Bell Schedule (PM)

Call in Bell		7:50 am
Warning Bell		7:55 am
Tardy Bell		8:00 am
1st Block	90 Minutes	8:00 - 9:30 am
Break		9:30 - 9:35 am
2nd Block	90 Minutes	9:40 - 11:10 am
3rd Block	90 Minutes (Class)	11:15 - 1:05 pm
1st Lunch		11:15 - 11:35 am
2nd Lunch		11:54 - 12:14 pm
3rd Lunch		12:45 - 1:05 pm
4th Block	85 Minutes	1:10 - 2:35 pm
Activity	24 Minutes	2:40 - 3:04 pm

#### Activity Bell Schedule (AM)

Call in Bell		7:50 am
Warning Bell		7:55 am
Tardy Bell		8:00 am
First Block	85 Minutes	8:00 - 9:25 am
Activity	24 Minutes	9:30 - 9:54 am
2nd Block	90 Minutes	9:59 - 11:29 am
3rd Block	90 Minutes (Class)	11:34 - 1:20 pm
1st Lunch		11:34 - 11:48 am
2nd Lunch		12:07 - 12:27 pm



3rd Lunch  
4th Block

99 min

1:00 - 1:20 pm  
1:25 - 3:04 pm

## **TROY CITY BOE FIELD TRIPS POLICY**

### **GENERAL INFORMATION**

Field trips are considered an integral part of the educational program of the school district. Field trips are recognized as a means of providing a valuable and enriching learning experience for students outside the school setting. Field trips shall relate to the instructional program. Participation in field trips shall be non-discriminatory and shall provide equal educational opportunities to all students in the District. Field trips are not to be used as a reward/punishment activity. Advance preparation of students and follow-up of the field trip are necessary for appropriate learning and safety of the students.

Teachers planning field trips for students must adhere to individual school guidelines and the following procedures:

1. A Field Trip Request Form must be submitted by the teacher to the principal for approval of the field trip. A statement explaining the value of the field trip must be included on the form.
2. All field trips must be approved by the Superintendent. The principal shall submit the Field Trip Request Form to the Superintendent at least 6 weeks prior to the anticipated travel.
3. Teachers should be limited to one trip per semester that removes students from other teachers' classes. Field trips within the class period are encouraged.
4. The teacher must receive principal's approval for all aspects of the planned field trip, including adequate supervision of students. Particular attention should be given to providing a reasonable number of chaperones to accompany school personnel on such trips.
5. Overnight field trips should be connected to a weekend whenever possible to minimize the number of days out of class.
6. School rules and regulations as stated in the *Code of Student Conduct* and bus safety rules will prevail at all times.

## **PARENTAL APPROVAL**

1. Prior written approval of parent/guardian is required for student participation on all field trips.
2. Parent/Guardian approval must be on District field trip forms. No other means of approval is acceptable.
3. The information on the parent approval form must include a complete description of the trip: departure and return times/dates, transportation arrangements, itinerary (if applicable), trip activities, details of supervision, cost to the student, if any, and student medical information/medical protocols, if applicable.

## **PARTICIPATION BY STUDENTS WITH DISABILITIES**

1. No student should be denied access to a field trip or other activity on the basis of a disability.
2. If a school or general education teacher plans a field trip, special education, Section 504, and any other disabled students attending that class may not be excluded from the trip.
3. All administrators and teachers are directed to provide students with disabilities an equal opportunity for participation, including transportation to and from the destination, and all planned educational and recreational activities that take place at the field trip site(s).
4. All administrators and teachers are directed to provide students with disabilities the opportunity to participate in field trips with students without disabilities to the maximum extent appropriate, in accordance with students' IEPs and Section 504 Plans.

## **FIELD TRIP TRANSPORTATION**

### **A. Private Transportation**

District buses should be used for local field trips when possible. Private buses/common carriers should be used only if District buses are unavailable and applying the following guidelines:

1. Field trips extending beyond the normal school day and only upon approval by the principal and Superintendent.
2. Private buses/common carriers shall be driven by an adult with a valid commercial driver's license. No students shall be permitted to serve as a driver on such field trips.
3. The owner of the private vehicle must show proof of liability insurance and be aware that the District does not carry liability insurance to cover field trips by private buses/common carriers.

### **B. District-Owned Buses**

The following provisions will apply when District-owned buses are used:

1. Buses shall be operated according to terms and conditions that apply specifically to such buses. Reservations for the buses must be made through the Director of Transportation by the principal or designee.
2. At least one teacher or principal must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
3. All field trip bus passengers must be enrolled in school, be an employee of the District, or be designated as chaperon by the field trip sponsor and approved by the principal.
4. The principal of each school is responsible for handling the scheduling of such trips.
5. The Director of Transportation is responsible for arranging for field trip buses based on contact by the principal, assigning a permit number, employing the driver, and making arrangements for fuel.
6. Only adult drivers with a state-approved school bus driver's license will be permitted.
7. The field trip sponsor shall return the District-Owned bus in a clean condition as determined by the director of transportation.

## **CHARLES HENDERSON HIGH SCHOOL Chromebook USAGE GUIDE**

Charles Henderson High School and the Troy City School System are on the cutting edge of technology in comparison to other systems in the surrounding area. We are excited about our system initiative to provide IPADS for the students at CHHS. Chromebooks are considered great teaching tools for our teachers and useful learning tools for our students. The idea is that the Chromebooks will allow our students the ability to extend the confines of the classroom outside of the operating hours of school and use the IPADS as a valuable learning tool. Our philosophy is that the Chromebook is a resource that will allow our students to continue on a journey to life-long learning. Please refer to the following guidelines that every child should follow related to usage of Chromebooks provided by the Troy City School System. Questions regarding Chromebook usage guidelines should be directed to the CHHS administration at 334-566-3510.

- **ALL STUDENTS SHOULD HAVE THE UNIVERSAL SCREEN SAVER LOCATED ON SCHOOL WEBSITE.**
- **NO MESSAGING, TEXTING, TELEPHONE, FACEBOOK, TWITTER, OR CAMERA APPLICATIONS SHOULD BE ON IPADS. (GAGGLE IS THE ONLY COMMUNICATION SYSTEM) SUPPORTED BY THE TROY CITY SCHOOL SYSTEM)**
- **GAMES DEPICTING VIOLENCE, ALCOHOL, DRUGS, OBSENIITIES, WEAPONS, OR ILLEGAL ORGANIZATIONS ARE PROHIBITED FROM IPADS. TEACHER APPROVED GAMES ARE ALLOWED. MANY OF THESE GAMES STIMULATE THE BRAIN AND STIMULATE CRITICAL THINKING SKILLS.**
- **PICTURES DIPICTING VIOLENCE, ALCOHOL, DRUGS, OBSENIITIES, PORNOGRAPHY, WEAPONS, OR ILLEGAL ORGANIZATIONS ARE PROHIBITED. APPROPRIATE FAMILY PICTURES AND PICTURES OF SCHOOL EVENTS ARE ACCEPTABLE.**
- **APPLICATIONS TO AVOID FIREWALLS OR SYSTEM RESTRICTIONS ARE PROHIBITED.**
- **FAILURE TO FOLLOW SPECIFIED GUIDELINES WILL RESULT IN DISCIPLINARY ACTION.**
- **OTHER VIOLATIONS THAT THREATENS THE CLIMATE AT CHHS OR THREATENS THE LEARNING CULTURE WILL BE SEEN AS A VIOLATION OF IPAD USEAGE GUIDELINES.**

### **DISCIPLINARY ACTION FOR Chromebook VIOLATIONS**

- **1ST OFFENSE – 3 DAYS OF ISS AND/OR IPAD RESTRICTION**
- **2<sup>ND</sup> OFFENSE – 3 DAYS OF OSS AND/OR IPAD RESTRICTION**
- **3<sup>RD</sup> OFFENSE – 5 DAYS OF ALC AND/OR IPAD RESTRICTION**
- **4<sup>TH</sup> (+) OFFENSE – REFER TO DISCIPLINARY HEARING**

**\*Additional requirements will be added and communicated to parents as deemed necessary by the CHHS Administration.**