

# Chelsea High School



*Student-Parent Handbook*

*2022-2023*



**Shelby County Schools**

410 East College Street  
Columbiana, AL 35051

Office: 205-682-7000 Fax: 205-682-7005

**Shelby County Board of Education**

Mr. Aubrey Miller, President

Mr. David Bobo

Mr. Jimmy Bice

Mrs. Jane Hampton

Ms. Peg Hill

**Office of the Superintendent**

Dr. Lewis Brooks, Superintendent

410 East College Street

Columbiana, AL 35051

Office: 205-682-7000

Shelby County Schools is a fully-accredited district and recognized as such by the Alabama State Board of Education and the Southern Association of Secondary Schools and Colleges. These organizations require annual reports and periodic reviews of all standards which include pupil-teacher ratio, certification of teachers, programs provided, staff utilization, etc.

Since the 1995-96 school year, the Shelby County Board of Education has adopted a uniform Code of Conduct and Attendance Policy for all students enrolled in Shelby County Schools. An updated Code is given to all students at the beginning of the school year. All students are responsible for adhering to this code. This handbook is published to familiarize students and parents with information about the workings of Chelsea High School and to set forth standards and policies with the welfare of all students in mind. This handbook in no way supersedes the Code of Conduct and Attendance. Therefore, students and parents should thoroughly familiarize themselves with the contents of both books.



# CHELSEA HIGH SCHOOL

P.O. Box 639  
Chelsea, AL 35043  
(205) 682-7200

Dear Chelsea High Students,

The faculty and staff of Chelsea High School would like to welcome you to the 2022-2023 school year. We believe that CHHS has all the important elements necessary to reach our maximum potential: a qualified staff, concerned and involved parents, a supportive community, and capable students.

Rules, regulations, and procedures are necessary and essential to making CHHS successful. Please keep this handbook available and refer to it as needed, as it contains important information that both students and parents need to know. As our school continues to grow and evolve, our success will greatly depend on student leadership, hard work, character, and exemplary behavior, which will serve as a model for your classmates and the students who will follow in years to come.

Each of you is a valued part of our school. We are excited to begin the year and look forward to the opportunity of working with and assisting you as you grow, mature and achieve your goals.

Sincerely,

Brandon Turner, Ed.D.  
Principal  
Chelsea High School

# Shelby County Schools

## 2022-2023 School Calendar

### Important Dates

<b>August 11</b>	1 <sup>st</sup> Semester Begins (Students last name A-J)
<b>August 12</b>	1 <sup>st</sup> Semester Begins (Students last name K-Z)
<b>August 15</b>	All In-person students return to campus
<b>September 5</b>	Labor Day (Schools & Offices Closed)
<b>October 10</b>	Instructional Planning (No Students)
<b>November 11</b>	Veteran's Day (Schools & Offices Closed)
<b>November 21-25</b>	Thanksgiving Break (Schools & Offices Closed)
<b>December 16</b>	Early Dismissal (1:00 PM)
<b>December 19-January 3</b>	Christmas Break
<b>January 4</b>	2 <sup>nd</sup> Semester Begins
<b>January 16</b>	M.L. King, Jr. Birthday (Schools & Offices Closed)
<b>February 20</b>	Instructional Planning (No Students)
<b>March 10</b>	Teacher Workday (No Students)
<b>March 27-March 31</b>	Spring Break
<b>April 21</b>	Instructional Planning (No Students)
<b>May25</b>	2 <sup>nd</sup> Semester Ends/Early Dismissal (1:00 PM)

Period Ends	Grades Sent Home
1 <sup>st</sup> - October 7	October 14
2 <sup>nd</sup> - December 16	January 14
3 <sup>rd</sup> - March 9	March 18
4 <sup>th</sup> - May 25	May26



## **Chelsea High Alma Mater**

Alma Mater, we will leave you  
But we'll ne'r forget  
All your love and care for us  
'Till our life's sunset.

### CHORUS

Chelsea High Alma Mater  
Loud our voices raise  
We will love you  
Onto you our praise.

As we sadly start our journeys  
We will have to part  
But we'll always have sweet memories  
Deep within our hearts.

REPEAT CHORUS

# FREQUENTLY USED NUMBERS

Chelsea High School	682-7200
Chelsea High School Registrar	682-7296
Chelsea High School Bookkeeper	682-7208
Chelsea High School Media Center	682-7204
Chelsea High School Health Room	682-7201
Chelsea High School Cafeteria	682-7206
Chelsea High School Fax	682-7205

## **Shelby County Schools Website**

<https://www.shelbyed.k12.a1.us/>

## **Chelsea High School Students Link Page**

<https://sites.google.com/shelbyed.org/chhs-student-links/home>

## **Chelsea High School Website**

<https://www.shelbyed.k12.a1.us/schools/chhs/index.htm>

## **Chelsea Buzz**

<https://chelseabuzz.com/>

## **Chelsea High School ListServ**

Visit the Chelsea High School website, Click Parents & Students, Scroll to Parents & Students Resources, Click on Join CHHS Listserv

## **Chelsea High School Twitter**

Follow us @CHSHornets

## Academic Policies

### 1. Shelby County Schools High School Graduation Requirements

In general, a student is required to earn four credits in math, science, social studies, and English. In addition, a student must also earn one credit in PE Life or two years in marching band, ½ credit in fine arts, 1 credit in a Career Preparedness course, and ½ credit in health. An additional 5 ½ elective credits must be earned to reach the required 24 credits for graduation. More information is given during course selection procedure.

### 2. Grading System and Report Cards

The grading system for Chelsea High School is as follows:

**A** 90-100, **B** 80-89, **C** 70-79, **D** 60-69, **F** 59 & below

**Gold (60%)** - consists of tests, written assignments such as research papers, etc.

**Silver (30%)** - consists of group projects, quizzes, etc.

**Bronze (10%)** - consists of classwork, bell ringers, etc.

### 3. AP Courses

All Advanced Placement (AP) courses at Chelsea High School will be "weighted" (e.g., A=5, B=4, C=3, etc.). The following guidelines will apply to all AP classes at CHHS:

- AP Fees must be paid by the end of the first nine-weeks grading period or student will be changed to a regular class.
- AP Practice Exam is mandatory. If a student refuses to participate in the practice exam, they will be changed to a regular class and the AP fee will not be refunded.
- The AP Final exam is strongly recommended. If the student does not take the final exam, they will be required to take a classroom final.
- AP students may have no more than 7 total absences per semester in the AP class. If they do, the teacher has the discretion based on the individual circumstances to change them to a regular class. No refunds will be given.

### 4. Fees

Alabama law permits schools to charge a fee for courses not required for graduation and where extensive costs are involved. Costs shown below have been kept to the minimum and will help cover a portion of the operating expenses involved in these classes. Fees cannot be refunded after the first week of attendance in class. The fee list can be found here: <https://shelbyed.k12.al.us/instruction/doclibrary/21-22-HSAG.pdf>

### 5. NCAA Eligibility

Information may be obtained from the Guidance Department or at [www.ncaa.org](http://www.ncaa.org). A copy of the NCAA Clearinghouse requirements may be found in the Chelsea High School Course Directory you receive upon enrollment.

## 6. Make-up Test Procedure

- It is the student's responsibility to make up missed assignments after an absence.
- The absence must be an **excused absence**.
- Students must make arrangements within **three days** of their return to school.
- Failure to make these arrangements promptly will result in a ZERO.
- Transportation is the student's responsibility.

## 7. Testing Schedule

In an effort to help students manage the number of **major** classroom tests given on any one school day, teachers at Chelsea High School will administer **major** assessments according to the following plan:

**ODD days** (Sept. 13<sup>th</sup>, for example)  
Math, Social Studies  
Career Tech, Fine/ Performing Arts

**EVEN days** (Sept. 14<sup>th</sup>, for example)  
English, Science  
PE / Drivers Ed. / Health, Foreign Language

## 8. Shelby County Schools Semester Exam Exemption

Because Shelby County Schools believes that students need experience taking summative exams, all of our high schools will administer semester exams to students in all grades, 9-12. Semester exams are cumulative and will comprise 20% of a student's final semester average. Seniors who earn a final average of 80% or higher in a given course are considered exempt from the second-semester exam in that particular course. Seniors taking an AP course and choosing not to sit for the AP exam may also qualify for this exemption if academic requirements are met. Additionally, any senior who earns an approved Alabama State Department of Education College and Career Readiness Indicator (CCRI) will be allowed to exempt one exam during the second semester regardless of his or her average in the course.

## 9. Class Materials

Students should come prepared to benefit from each class. Students who attend class without proper materials may subject themselves to disciplinary action.

## 10. Academic Success

Students who are failing three or more classes will be placed in Academic Success during Halftime. This class is designed to provide students with time management and organizational skills to increase their academic success.

## 11. Dress for Physical Education Class

- All students are required to dress out for P.E. classes.
- Students may be excused with only a medical excuse.
- Attire: purchased uniform or at-shirt (other than the one worn to school), shorts, socks, and tennis shoes that have been approved by a P.E. instructor.
- Clothes and other belongings must be placed in a P.E. locker.
- P.E. locker should be locked with a lock rented from the P.E. Department.



## 12. Textbooks

- Textbooks are state-owned and are loaned to students.
- Textbooks must be treated as borrowed property.
- Students must pay for lost or damaged textbooks.
- Students owing for lost or damaged textbooks will not receive books the next school year until all debts are cleared.

## 13. Graduation/Commencement Exercises

Per the Shelby County Schools guidelines, a senior must have successfully completed all coursework, all required tests, and earned the appropriate number of credits in order to be eligible to participate in the graduation ceremony.

- Valedictorian** - The senior class student at Chelsea High School who satisfies the requirements for the Advanced Academic Diploma and who attains the highest grade point average in his/her graduating class.
- Salutatorian** - The student with the next highest grade point average who satisfies the requirements for the Advanced Academic Diploma.
- Honor Graduates** - Students who satisfy the requirements for an Alabama High School Diploma or Advanced Academic Diploma and who also attain a grade point average of 4.0 or are in the top 5% of the graduating class.

*This determination will be made after the posting of the first semester grades.*

## Attendance Policies

### 1. Attendance

Please refer to the Shelby County Student Code of Conduct and Attendance for details. All students will be expected to abide by the written, board-approved policies contained therein.

- Emphasis will be placed on providing valid written excuses and on meeting the minimum attendance standard of 168 days per school year. **Any student who accumulates more than 10 absences during a school year is subject to loss of credit.** For a student who accumulates more than 6 absences in a class during the semester, the principal may recommend loss of credit.
- Any and all absences beyond 10 must be documented with a doctor's excuse, court excuse, or pre- arranged permission of the principal.
- At the high school level, attendance is recorded per class period, not per day.
- Per board policy, work missed during an **excused** absence may be completed for credit. It is the student's responsibility to make the necessary arrangements to complete make-

up work upon his or her return to school. At the discretion of the principal, credit for major tests, nine-week tests, and final exams may be made up and credit given for those students who have been suspended during exam periods.

- Students who have **three or more unexcused absences** during the school year and are under the age of 18 may be required to participate in the Early Warning Program with the Shelby County Juvenile Court.

## 2. Excuses/ Truancy

- Parents or guardians shall send a **note of explanation**, i.e., court note, doctor's note, or parent excuse to the school the day the student returns to school. Failure to send a note **within three days** will result in the absence being marked unexcused. All excuses will be filed for documentation. When the absence is more than one day, each day must be listed on the excuse.
- The Alabama State Department of Education has provided the following definition of truancy: Any student absence for which a written excuse is not on file at the student's school is considered to be truant. This excuse must be provided by the parent/guardian no later than **three (3) school days** following the student's return to school.

## 3. Monitoring of Absences

- Parents/guardians will receive a phone call notification of each absence from school. This phone call will be made to the primary phone number provided by the parent during registration.
- At the 2<sup>nd</sup> unexcused absence for the year, a letter will be mailed to the parent/guardian.
- Between the 3<sup>rd</sup> and 5<sup>th</sup> unexcused absence for the year, a conference will be held with parents, the student, and an administrator.
- At the 5<sup>th</sup> unexcused absence for the year, the student will be referred to Early Warning Court.
- At the 7<sup>th</sup> unexcused absence for the year, the student will be referred to Early Warning Court for the second Early Warning referral.
- **IMPORTANT REMINDER:** At the high school level, **attendance is counted by period**, not by day. A student may be fine in all other classes but in violation of the attendance policy in one of his or her classes.

## Explanation of Absence Codes:

PE	Excused with Parent Note	Make up work permitted
DE	Excused with Doctor's Note	Make up work permitted
LG	Excused Court Appearance	Make up work permitted
SA	School Activity	Make up work permitted
FT	Field Trip Principal	Make up work permitted
AA	Excuse Covid	Make up work permitted
COVOE/COVOP	Unexcused (Suspension)	Make up work NOT permitted
oss	Unexcused Absence	Make up work NOT permitted
UA		permitted

### 4. Make-up Work

Remember that **make-up work cannot be issued with unexcused absences**. Excuses for absences must be turned in within three (3) days of the student returning to school from an absence. Arrangements for make-up work must be made within **three (3) days** after returning to school from an **excused** absence.

### 5. Loss of Credit (NCA - Noncompliance Attendance)

NCA loss of grades will be made up in the same manner other failures and retentions are made up.

- When a student has accumulated more than **6** absences in a class during a semester, the student is subject to loss of credit in that class.
- A student who has **4 unexcused absences** out of a total of **7** or more absences during a semester may be denied academic credit due to excessive absences.
- The parent or guardian and the system attendance officer shall be notified in writing in the event of loss of credit.

### 6. Pre-Arranged Absences

- Students must submit a pre-approved absence.
- Students may obtain the form from the school's website.
- The request must be submitted at least one week in advance.
- Submitting the form does NOT guarantee approval.
- The SCBOE does not consider vacations as excused absences.
- Students must receive prior approval for a planned absence in order to make up missed assignments and/or tests.

## 7. College Days for Juniors & Seniors Only

Juniors and Seniors are allowed one day during the year to visit colleges. The days are excused and work can be made up IF the following procedures are followed:

- Student must obtain proper forms from School Guidance Counselor.
- Forms include parental permission, teacher acknowledgement, and a signed statement from the college(s) visited.
- If all completed forms are not turned in to the Guidance Office the day the student returns, the day will not be excused.
- Notes from parents or colleges will not be accepted.

## 8. Checking Out of School

- Students cannot check themselves out of school.
- A parent, guardian, or other authorized adult on the checkout list must come to the school to sign out the student.
- The authorized adult will be required to present identification.
- Students who fail to follow the policy may receive disciplinary action including, but not limited to, loss of parking privileges.
- A parent or guardian may pre-check out a student by signing him or her out before the scheduled day.
- **NO PHONE CALLS, NOTES, FAXES, OR EMAILS** will be accepted.
- When returning to school after a checkout, a student should bring a written excuse note.
- Checkouts will be counted in total absences.
- Emergency situations and unusual circumstances may be given special consideration by the principal.

## 9. Check-in Procedures

Students not in class by 7:45 need to report to the office to check in. Students must have a written excuse to be excused from the periods they miss. Attendance is taken each class period. Check-ins without a written excuse will be considered tardies to school.

## 10. Tardies

Excessive tardies to school and class accumulate and will result in disciplinary action. Being on time to school and class is essential to ensure optimal teaching and learning. Bus transportation is provided free of charge to students in Shelby County. Consequently, tardies to school repeatedly resulting from car problems or getting a ride will not be excused.

- A student is deemed tardy if he or she arrives in class after the tardy bell.
- Students having an excessive number of tardies to school will receive disciplinary action including detention, In-School Suspension, loss of driving privileges where applicable, Out-of-School Suspension, alternative school, and may be referred to the Early Warning program.

## 11. School Arrival

### **Non-Drivers (bus or parent drop off)**

- Upon arrival on the school campus, a student should go immediately into the building where they will wait in the designated areas.
- 9th grade - Right side of Gym
- 10<sup>th</sup> grade - Left side of Gym
- 11<sup>th</sup> and 12<sup>th</sup> grade - Lobby
- All students may go to the cafeteria to purchase breakfast.
- Once students are in the designated areas, they will stay until the 7:35 AM bell rings.

### **Drivers**

- All drivers and those who ride with them will stay in their individual cars until the 7:35 bell rings.
- The only exception will be those who choose to purchase breakfast.
- Students purchasing breakfast will exit their cars and report to the cafeteria.
- They will stay in the cafeteria until the 7:35 a.m. bell.

**Once a student has arrived on campus, he or she is not allowed to leave the campus without properly checking out. Leaving campus without checking out is considered "skipping" and will be addressed accordingly.**

## Conduct Policies

Refer to the Shelby County Student Code of Conduct and Attendance for more information.

### 1. Due Process

All students are entitled to and shall receive due process in all areas of student governance and discipline.

## **2. Dress Code for Students:**

A standardized dress code of Shelby County Schools has been adopted to assure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences, and to instill in students the need to dress appropriately and have respect for each other and authority. Students should be well-groomed. Attire should provide respect for self, fellow students, and teachers. The district's dress code, in its entirety, is available in the Shelby County Schools Student Code of Conduct and Attendance and is in force at Chelsea High School. The administration of Chelsea High School has the ultimate authority to determine what constitutes appropriate dress. A student who violates the dress code will receive consequences as explained in the Code of Conduct, the school dress code policy, and/or as determined by the school's administrators.

## **3. Alcohol / Drug Use or Possession**

- Students shall be dealt with according to the Shelby County Student Code of Conduct and Attendance and the laws of the State of Alabama.
- A student and/or their personal items may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession or under the influence of illegal, unauthorized, or contraband materials.
- This applies to any school-sponsored events as well.

## **4. Harassment/Bullying**

- Harassment/Bullying of any type is unacceptable behavior.
- Instances should be reported to a teacher or principal immediately.
- Refer to the Shelby County Student Code of Conduct and Attendance.

## **5. Cell Phones**

The unauthorized use of personal communication devices is prohibited during the instructional day. This includes, but is not limited to, cellular telephones, smart phones, messaging devices, tablets, smart watches, and walkie-talkies. When this policy is violated, the device may be confiscated and the incident will result in disciplinary consequences in line with the Code of Conduct. Parents may be required to meet with administrator prior to returning the device to the student. Chelsea High School is not responsible for theft, loss, or damage of cell phones or any other device. No phones/devices are allowed in the hallways. Phones and other devices are only allowed during halftime, before the 7:35 bell rings, and after the 3:00 bell rings.

## **6. Smoking and Tobacco Products**

Possession and/or use of tobacco products (cigarettes - electronic or natural, chewing tobacco, etc.) is a violation of Alabama law and the Shelby County Student Code of Conduct and Attendance. This applies to the school campus at any time, while attending school-sponsored activities and events, or on buses. These materials will be confiscated and will not be returned. Violations will be dealt with according to the Shelby County Student Code of Conduct and Attendance and the laws of the State of Alabama.

## Guidance

### 1. Student Assessment Tests

#### ACT-SAT

The ACT and SAT are college entrance tests. One or both are required for admission to four-year colleges. These tests are generally taken near the end of the junior year and may be taken more than once. All juniors will take the ACT here at Chelsea High School in the spring. Students wishing to take it other than the state mandated time can find registration packets in the counseling center. Registration may also be completed online at [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.com](http://www.collegeboard.com) (SAT). The Pre-ACT test is administered to sophomores and serves as a precursor to the ACT.

#### PSAT/NMSOT

The PSAT/NMSOT is strictly optional and serves as a preliminary to the SAT. Juniors scoring high enough on the PSAT may be recognized as National Merit Scholars. Students considering highly selective colleges and universities are strongly encouraged to take the PSAT.

#### ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) assessment is offered to juniors or seniors on a voluntary basis and is taken in the fall. The ASVAB scores in four critical areas -- Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, and Mathematics Knowledge. This counts towards your Armed Forces Qualifying Test (AFOT) score. The AFOT score determines whether you're qualified to enlist in the U.S. military. Your scores in the other areas of the ASVAB will determine how qualified you are for certain military occupational specialties and enlistment bonuses.

### 2. Student Schedule Change Policy

- Students are expected to exercise careful planning in course selection for each school year.
- Class offerings are based on requests, making schedule changes limited.
- **Students should not request changes unless an administrative or clerical error has been made in the original pre-registration placement.**
- If you feel an error has been made with your schedule you will need to adhere to the following procedure:
  1. All requests must be made on a prescribed form with acceptable reasons for the change. These forms may be obtained in the Guidance Office.
  2. Request changes must be accompanied by a \$25 fee if made after July 1, 2021. Schedule changes will not be made based on student preference or convenience.

### 3. School Counselors

Counselors are available throughout the day for individual or group counseling if problems arise that interfere with the academic environment for students to learn. Students are encouraged to consult their counselor about development in personal/social, career, and academic areas.

More specifically, this service assists students in the following:

- Direct counseling services to students individually and in support groups.
- Facilitating referrals to community support services.
- Advising students in academic planning.
- Providing career guidance to students.
- Maintaining an up-to-date library of career, military and postsecondary school information.

#### 4. Requests for Transcripts

- Students must go online to request transcripts.
- Go to the Chelsea High School website or visit the Students Link page.
- Transcripts will be run in 5-7 business days.

#### 5. Parent-Teacher Conferences

Parents may ask for a conference with their student’s teacher(s) at any time if they feel a conference will help the educational development of the child. Requests may be made through direct e-mail with the teacher or through the main office with the school secretary at 205-682-7200. Conferences may include parents, teachers, counselors, the student, and administrators, or any combination of the above that will best benefit the student. Conferences must be scheduled during a teacher’s preparation period or immediately before or after school.

## Athletic Programs

### Extra-Curricular Activities

SGA	Scholar’s Bowl	Concert Band	Medical Club
FTA	Concert Choir	Cheerleaders	First Priority
FBLA	æam	Yearbook Staff	Literary Magazine
Beta Club	Journalism	FCA	Mu Alpha Theta
Key Club	Thespians	Dance Team	Majorettes
Peer Helpers	Ambassadors	Color Guard	National Honor Society
Marching Band	French Club	Spanish Club	National Art Honor Society
Broadcast	French Honor Society	Spanish Honor Society	Model UN
PALs	Robotics	Student Organ Donation Association	

### Athletic Programs

Football	Wrestling	Boys Tennis	Girls Tennis	Girls Swimming
Baseball	Boys Soccer	Girls Basketball	Boys Track	Boys Cross Country
Boys Basketball	Girls Soccer	Boys Golf	Girls Track	Girls Cross Country
Softball	Volleyball	Girls Golf	Boys Swimming	



## 1. Academics First (Extracurricular Activity Eligibility Guidelines)

- A student must maintain certain academic requirements.
- Academics First provides students the chance to establish and maintain eligibility.
- Each sponsor or coach shall provide details, which provides you with the board-required standards.
- See **a** coach or sponsor for this information.

## 2. Eligibility

- Athletes, band members, dance team, cheerleaders, and certain extracurricular activity candidates may obtain the eligibility standards from the respective sponsors or coaches.
- Eligibility depends on meeting these standards and is subject to the regulations and policies set forth by the Shelby County Board of Education.

## 3. Extracurricular Activities

- **Students must be in attendance at least ½ (3 ½ hours) of the school day in order to participate in any extracurricular activity.**
- Each student is encouraged to participate in some form of extracurricular activity.
- The purpose of extracurricular activities (sports, band, clubs, publications, etc.) is to provide the opportunity for each participant to develop habits that will benefit the student morally, physically, socially, and intellectually.

## 4. School Activities

The principal shall approve any activity conducted at school facilities or held under the auspices of the school. The principal shall ensure that an adequate number of faculty members are present to assist with the supervision and conducting of each activity. The principal or the principal's designee shall be present for overall supervision. Adequate police supervision shall be engaged to help with surveillance of the school grounds or other facilities and to assist with emergencies that may arise.

- Students should not bring drugs, alcohol, or tobacco products to any school activity.
- Violators will be dealt with according to the Shelby County Student Code of Conduct.
- Students serving suspension time or time at the Shelby County Alternative School are **not** allowed to come to any school activities, whether on or off the school campus.

## 5. Sportsmanship/Behavior at School Functions and Events

Students are expected to behave appropriately and conduct themselves in a manner that reflects well on Chelsea High School. Good sportsmanship and courteous behavior are expected at events that occur on campus and at school functions that occur away from the school itself. Any student who fails to behave appropriately at such an event may be removed as deemed necessary by administration.

- In addition, all Shelby County Schools' policies governing student behavior apply at all events, programs, and athletic contests in which the school is involved (on or off campus, in or out of state).
- Students who repeatedly display poor sportsmanship or behavior may lose their privileges of attending school sponsored functions.

## Emergencies

### 1. Weather

If there is a question as to whether or not school will be in session, information may be found on radio, television, and the SCBOE website. Information will also be provided through Listserv.

### 2. Fire and Storm Signals

Each room has directions to follow for practice and emergencies.

- An announcement will be made over the school's intercom to announce all alarms.
- If a tornado warning or severe storm occurs at dismissal time, students will be held in the safe areas until the storm danger has passed.
- Evacuation directions are found in each room to help speed evacuation of the building.
- Stay with the teacher and class until an all-clear notice or further instructions are given.
- Other emergency directions may be relayed in cases of necessity.
- At all times follow the instructions of proper school personnel.

## General Information and Policies

### 1. Accreditation

Chelsea High School is accredited by the Alabama State Board of Education and the Southern Association of Secondary Schools and Colleges. These organizations require annual reports and periodic reviews of all standards that include pupil teacher ratio, certification of teachers, programs provided, staffing, etc.

### 2. Visitors

All visitors, without exception, should report to the school's main office. All visitors will receive a badge.

### 3. Hall Passes

- In order to leave a class, a student must obtain a proper hall pass.
- Failure to do this may result in disciplinary action.

### 4. Lockers

- Chelsea High School furnishes school lockers.
- Lockers may be rented for \$20 per year.
- Purposely jamming locks so that one does not need to use the combination defeats the purpose of a lock and damages the lock mechanism.
- Abuse of lockers, including purposely jamming, may result in damage charges and/or disciplinary action.
- **School officials may search lockers without notice.**

## 5. Drink Machines

- Drink machines are provided in the lobby for use before and after school.
- All drink bottles should be disposed of in proper containers.
- **Drinks and food items purchased off-campus are not to be brought into the building.**

## 6. School Records

If the telephone number, address, or place of employment of the parent/guardian or student changes during the school year, please notify the school.

## 7. Vehicle Registration/ Parking Lot

- Only licensed junior and senior students at Chelsea High School may drive a personally owned vehicle to school, provided a parking pass has been purchased in advance.
- Failing to follow this procedure makes one subject to having his or her car towed.
- All vehicles must be covered by insurance.
- Automobiles and other transportation vehicles are to be used for the purpose of getting to and from school and must remain in the parking areas throughout the day.
- Cars are not to be used as storage areas for books, instruments, uniforms, equipment, or other items that may be needed during school hours.
- Students should lock their vehicles upon arrival at school and should not return until the end of the school day.
- Students must enter and exit following designated routes, drive safely at all times and obey all traffic laws.
- There is a 5 MPH speed limit on school grounds.
- Students are assigned designated parking spaces and are expected to park facing forward in their assigned space.
- The Chelsea High School parking tag is to be displayed at all times.
- Transferring or sharing hangtags is prohibited and may result in the loss of driving privileges.
- Students who lose hang tags should seek replacement immediately.
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, or other prohibited items might be inside the vehicle.
- Acts such as reckless driving, improper parking and disregard for the safety of others may result in disciplinary action and the student's parking privileges may be revoked.

**Parking privileges are subject to the regulations and policies set forth by the Shelby County Board of Education.**

## 8. Proof of Enrollment

Requests for Proof of Enrollment forms for driver's permits or licenses must be submitted online to the main office. Proofs are valid for only 3 business days. Go to the Student Links page to request a proof or enrollment.

## 9. Medication Policy

Students are not allowed to have prescription or non-prescription medication in their possession at school. If medication is necessary, a medication authorization form must be on file in the nurse's office; you may obtain the form from the main office. All medication must be delivered to the school by the parent and kept in the nurse's office

where it is monitored and issued by the school nurse.

#### **10. School Bus Transportation**

Transportation to and from school shall be provided by the Shelby County Board of Education to eligible students of Chelsea High School. The transportation program shall be operated in accordance with provisions of the Code of Alabama State Board of Education rules and regulations for safety and welfare of students. Transportation on the school bus is a privilege and, like all other privileges, may be revoked if it is abused. Policies governing bus riders are listed in the Shelby County Student Code of Conduct.

#### **11. Lunch Program**

The school lunch program is provided for the students.

- Students may not leave the campus for lunch.
- It is a violation of Federal Lunch Program Regulations for individuals to eat commercially prepared foods or drink soft drinks in the school lunchroom.
- It is permissible to bring lunch from home.
- Free and reduced price lunches are provided for qualified students upon request from the parent/guardian and upon recommendation from the school board.
- Proper forms must be completed and submitted to the CNP department at the Central Office for approval.
- Students are not permitted to use another student's lunch account number, even with that student's permission.
- Good manners and proper behavior are expected in the lunchroom; this includes keeping the building clean.

#### **12. Advertisements and Handbills**

All advertisements (signs, handouts, intercom announcements directed to students or staff members during school hours) must be approved through the principal's office. No flyers will be posted without having been approved by the principal.

#### **13. Fundraising Projects**

Any club or other school organization that desires to raise funds in the name of the school must have approval of the sponsor and principal and have their fund-raising event placed on the school calendar.

#### **14. SWAT Team (Students War Against Temptation)**

The purpose of this group is to help our students resist the temptations of drugs and alcohol. Parents and students may voluntarily sign up for the SWAT team. Two main elements of SWAT are

- (1) voluntary random drug testing of students
- (2) equipping parents with knowledge of relevant issues and how to address them.

## **15. Drug Testing**

- All students participating in extracurricular activities and students parking vehicles on school premises are subject to periodic, random drug testing in accordance with the Shelby County Board of Education's drug testing policy.
- Students who fail a drug test will be subject to disciplinary action as stipulated in this policy.
- Please refer to the Shelby County Board of Education's drug testing policy for additional information.
- Students participating in the SWAT Program (voluntary drug testing requested by parents) will have their results sent directly to parents and not sent to school officials.

## **16. Military Recruiters**

Parents who do not want their student's name and address to be given out to official recruiting representatives of branches of the armed forces and military forces should submit that request in writing to the principal. (See Shelby County Student Code of Conduct for more information.)

## **17. Parent-Teacher Organization**

Parents are encouraged to participate in the Chelsea High PTO. The PTO provides valuable assistance to the school program. Contact the office to receive more information on how to be involved in this important organization.