

Calera High School

Student Handbook

2022-2023



FLY AS ONE
in **PURPOSE**
with **CHARACTER**
toward **EXCELLENCE!**

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2022-2023 Bell Schedule

***7:35 First Bell Allows Student to Lockers**

Regular Schedule:

1st Period 7:45-8:35

2nd Period 8:40-9:30

3rd Period 9:35-10:25

4th Period 10:30-11:20

Flight 60 11:20-12:20

6th Period 12:20-1:10

7th Period 1:15-2:05

8th Period 2:10-3:00

NOTE: Schedule may be subject to change

CALERA HIGH SCHOOL
100 Calera Eagle Drive
CALERA, ALABAMA 35040

TELEPHONES

MAIN OFFICE: 682-6100
BAND ROOM: 682-6107
BASKETBALL OFFICE: 682-5987
BOOKKEEPER: 682-6108
FOOTBALL OFFICE: 682-6103
REGISTRAR: 682-6102
FAX: 682-6105

SCHOOL COLORS:
COLUMBIA BLUE,
NAVY & WHITE

SCHOOL MASCOT:
EAGLE

ALMA MATER

Alma Mater, We will love
thee Throughout all eternity
For a light to guide our
pathway We will share each
memory
For you are our own dear high
school And though we from you
may part We will never sever all
our memories Gathered in these
words Calera High

MAIN OFFICE

Christopher Myles: Principal
Jennifer McCaleb: Assistant Principal
Russell Leonard: Assistant Principal
Maurice Whiting: Administrative Assistant
Jessica Gandy: Counselor
Karen Duke: Office Manager-Bookkeeper
Tami Watts: Registrar
Brandi Pardue: Secretary
Lauren Walker: Nurse

GUIDANCE OFFICE

Jerry Riggins: Counselor
Melissa Stano: Counselor

OFFICE OF SUPERINTENDENT

Dr. Lewis Brooks
P.O. Box 1910
Columbiana, Alabama 35051

SHELBY COUNTY BOARD OF EDUCATION MEMBERS

Aubrey Miller (President)
David Bobo (Vice-President)
Jimmy Bice
Jane Hampton
Peg Hill

FACULTY AND STAFF

Drew Barnett	Business Education
Austin Barnhill.....	Social Studies
Cody Bennett.....	Math
Haley Bentley.....	English
Clinton Billingsley.....	Math
Marie Branch.....	ESL
Tonya Bright.....	CTE Health
Tina Cargile.....	Fine Arts
William Conner.....	Math
Melissa Copes.....	Spanish
Matthew Curtis.....	Science
George Drake.....	Physical Education
Alexis Ellison.....	Paraprofessional
Samantha Englebert	Social Studies
Christopher Etheredge.....	SPED
Marjorie Eubanks.....	Choral Music/Theater
Douglas Forsythe.....	Construction
Carlene Gaines.....	Paraprofessional
Jessica Gandy.....	Counselor
Landon Gaskins.....	Social Studies
Katherine Guzman.....	Spanish
Ashley Hall.....	SPED
Jason Hamlin.....	Physical Education
Sabrina Harris.....	Paraprofessional
Jerad Holder.....	Social Studies
Paul Hovey.....	Health
Latonya Jack.....	Paraprofessional
Shelby Jay.....	English
Tracy Kies.....	Special Education
Leah Kirk.....	English
James Knowles.....	Social Studies
Mary Lytle-Wilson.....	Math
Luke Manning.....	Music/Band
Crystal McDonald.....	SPED
Anna McEntire.....	Science
Lee Ann McPhail.....	Librarian
Colin Miller.....	English
Amanda Norris.....	Science
Jo Northen.....	Fine Arts
Robin Parker.....	Special Education
James Parsons.....	Paraprofessional
Terri Prescott.....	Science
Stefanie Ray.....	Fine Arts
Dr. Mary Rees.....	English
Gerald Riggins.....	Counselor
Ericka Ripple.....	ESL
Rachel Roberts.....	Social Studies
Amber Robertson.....	Paraprofessional
Constance Salter.....	SPED
Amber Sansom.....	Paraprofessional
Mathew Scoggins.....	Math
Gentry Slay.....	Social Studies
Mike Smith.....	Science
Neva Smith.....	Science
Joseph Sparacino.....	Driver's Education

Melissa Stano.....	Counselor
Brittany Todd.....	Physical Education
Rebecca Vitry.....	SPED
Chuck Waid.....	Driver's Education
Pamela Waites.....	FACs
Patricia Waldrip.....	Math
Lauren Walker.....	Nurse
Alan Waring.....	Science
Amanda Westfall.....	Paraprofessional
Lori White.....	Math
Tamika Whitt-Wright.....	Business Education
Meagan Williams.....	English
Janie Wilson.....	Business Education
Maggie Worthy.....	English
Yadlin Zamora.....	ESL Aide

BUS DRIVERS

Anita Denard
 Jamie Franklin
 Seth Gandy
 James Hall
 Paul Hovey
 Marsha McCaig
 Vickie McGiboney
 Shelia Rupertus
 Kerie Stewart

LUNCHROOM ASSOCIATES

Manager: Megan Spain
 Assistant Manager: Katherine Davis

Pam Cordett
 Julie Nunnally
 Teena Gann

MAINTENANCE TECHNICIAN

Wayne Etrass

BUILDING CUSTODIANS

Paulette Alexander
 Suzanne Gottier
 Dallas Martin
 Sarah Spain
 Michelle Rood

STUDENT FEES*

Art I and Art II.....	\$40.00
Business Enrichment Supplies.....	\$10.00
Business Technology Essentials.....	\$30.00
Carpentry.....	\$40.00
Choral Music.....	\$25.00
Crafts.....	\$45.00
Food & Nutrition (per semester).....	\$25.00
Driver Education	\$40.00
Event Planning	\$50.00
Foreign Language.....	\$15.00
Foreign Language Enrichment Supplies.....	\$5.00
Forensics	\$30.00
Family and Consumer Science Foundations (per Semester).....	\$25.00
Interactive Multimedia Design	\$30.00
Introduction to Computer Science.....	\$30.00
Photography	\$45.00
Science Lab Fee	\$20.00
Technology Elective.....	\$15.00
Theatre	\$20.00
Web Page Design	\$40.00
Yearbook (Multimedia Publication)	\$50.00
Senior Fee.....	\$45.00

*FEES LISTED ABOVE ARE BASED ON THE 21-22 SCHOOL YEAR AND ARE SUBJECT TO CHANGE. SEE SCHOOL WEBSITE FOR ALL OTHER FEES.

CLUBS AND ACTIVITIES

All clubs will meet during club time or at a time approved by the principal. **The club sponsor must be present at all meetings. For further details and requirements, please see the school's website.**

Art Club	Miss CHS
Astronomy Club	Mu Alpha Theta
Athletics	National Art Honor Society
Boys State	National Honor Society
Battle of the Books	NJROTC
Chamber Choir	Peer Helpers
Cheerleaders	Photography Club
Chess Club	Robotics Club
Choir	Scholars Bowl
Color Guard/Dance Team	Science Club
Debate Team	Skills USA
Diamond Dolls	Sociedad Honoraria Hispanica
FBLA	Spanish Club
FCA	Step Team
FCCLA	Student Government Association
First Priority	Theater
Future Teachers of America	TRI-M
Girls State	Upward Bound
GSA	Yearbook
Honor Band	YLDP

STUDENT POLICIES AND REGULATIONS

(The administration retains the right to alter any policy or regulation when deemed to promote the welfare of any student or students, or to promote the public trust of Calera High School.)

AFTER-SCHOOL ACTIVITIES: Any student caught sneaking into any extra-curricular activity (i.e. sporting events, talent shows, etc.) will be removed from the event and banned from attending after-school activities until restitution is made.

AFTER-SCHOOL SUPERVISION: Students staying after school should be supervised by a sponsor or teacher. Students will not be allowed to remain on campus without direct supervision of a school employee.

AP CLASSES: Students taking an AP class are not required to take the AP exam. It is recommended for students to take the AP exam.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED): An AED is placed in the school for the protection of our faculty and students. Any tampering with the defibrillator or storage boxes will be handled in the same way as setting off the fire alarm. The result can be suspension.

ASSEMBLY PROGRAMS: Students are to be dismissed to programs by announcement and will sit with their TEACHER and their CLASS during assembly programs. Rude or improper behavior may result in removal from the assembly and from all other programs for at least one semester. Once students are dismissed from the assembly, they should leave in an orderly manner and report to their designated classroom.

ATTENDANCE: Each and every time a student is absent from class the chances of success are reduced and the student's education is compromised. Furthermore, excessive absences could result in loss of credit for an entire semester's work, possible Saturday School detention, and/or referral to Early Warning Court. If a student must be absent, a note from a doctor's office or a parent must be filed with the school office within three (3) days. **Students should always make up missing assignments; however, the SCBOE Code of Conduct only allows students to earn credit for excused absences.** The Shelby County Board of Education recommends a minimum attendance of 164 days per school year. Therefore, **a student who accumulates more than 10 absences (5 per semester for grades 9-12) during a school year is subject to loss of credit and/or retention. Absences beyond 5 per semester must be documented with a doctor's or court excuse or permission of the principal. Completing and submitting the form to administration does not guarantee automatic approval.** Unexcused absences put both the student and parents in danger of being considered in violation of the compulsory attendance laws of the state of Alabama. **NOTE: Please see the Student Code of Conduct and Attendance for definitions of excused and unexcused absences, and for other important information.**

CELL PHONES/EARBUDS/HEADPHONES/SMART WATCHES:

Cell phones will not be allowed to be out after the bell rings for dismissal to class. Phones should be kept in lockers. Students will be allowed to access phones during Flight 60, after which they must be put away. Cell phones, earbuds, and headphones are not allowed in the hallways and restrooms. Failure to comply with the cell phone policy will result in progressive discipline following the Shelby County Board of Education Code of Conduct.

Electronic devices (including smart watches) should not impede instruction in any way.

CAFETERIA REGULATIONS: Breakfast will be served from 7:20 am to 7:35 am and the cost is \$1.75. Students are not allowed to leave the cafeteria with breakfast food or drinks. Students are not allowed to stay in the cafeteria after 7:40. The cost of a lunch is \$2.75 and tea may be purchased for an additional \$1.00. You must pay at time of purchase as the lunchroom does not allow charges. Students should display proper manners and good etiquette by: (1) entering and

exiting the lunchroom through the proper doors; (2) never breaking or pushing in the lunch line; (3) never throwing food or any object; (4) not making excessive or intentional noises (5) and after finishing meals placing trays, utensils, tea cups, and milk cartons in their proper places.

Students leaving trash or other items in the lunchroom will be assigned lunchroom clean-up or other disciplinary actions. It is a "reasonable request" for a teacher to ask a student to assist in cleaning up the lunchroom even if the trash is not theirs. Students must remain in designated areas during lunch time (See Flight 60 for more details).

CHEATING POLICY: The student will receive a zero on the assignment. The classroom teacher will determine if a student's behavior and work ethic merit retesting. In addition, the student may face one or multiple days of ISD.

CLUBS (NEW): Student clubs are a vital part of any school culture, provide connectedness, and allow students to develop leadership skills. Students interested in starting a new club should take the following steps:

1. Schedule an appointment with the principal with a written proposal including a rationale for the club with goals and suggested rules.
2. Seek out a sponsor (with administration's help).
3. Communicate with student body and schedule an interest meeting
4. Each club should appoint officers.

CHECK IN/OUT POLICY: The Shelby County check-out procedure states that students may only be checked out of school by their parent, guardian, or an individual designated by the parent on a check-out authorization form. **Only the people listed on the check-out authorization form will be placed in the computer for check out authorization. Calera High School Faculty and Staff members should not be listed on the check-out form unless they are related to the student. Parents should be aware that signing the check-in slip only acknowledges that the student was late. To be excused, the student or parent must bring an acceptable note (see Code of Conduct for acceptable reasons for absences).** Students arriving after 7:45 will be allowed to sign themselves in. Students may check themselves in with a doctor's note. Students may not be checked out of school by a fax or a phone call; one of the adults on the student's check out list must sign out the student in person. Identification will be requested. **CHS Employees should not be asked to check students out.**

COLLEGE VISITS: CHS recognizes the value of college visits. Therefore, juniors will be given one college visit per year, and seniors will be allowed two. In order to have the absence excused (4X), students should request the absence in advance, using the request form at the end of the Code of Conduct, and must return proof from the college that they attended.

DISCIPLINE: Learning good behavior and appropriate responses to correction is critical to our students' success. Discipline works best when parents and school personnel work together to ensure proper student behavior. CHS will follow a progressive disciplinary model, meaning students who are referred repeatedly to the office should expect greater consequences.

DRESS CODE POLICY: The student dress code is outlined in the Shelby County Code of Conduct. Skirts, shorts and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings, or other similar garments (i.e. jeggings), should be worn with the appropriate outer garment (i.e. shorts, dress, or skirt) **the outer garment must be of proper length. Leggings and/or jeggings will not be allowed.**

Clothing or hairstyles that are deemed inappropriate or distracting to the learning environment will not be allowed. All hats and backpacks are to be stored in students' lockers during the school day. Students will be allowed to carry their backpacks to 8th period classes. Students with hats or backpacks during the day will have the items confiscated and receive disciplinary consequences for multiple violations. Items may be returned at a later time.

Clothing that is too tight or loose to fit appropriately is unacceptable at school. Tank tops (regardless of the width of the strap) are not allowed for any student. Shirts should cover the entire chest and back area. Administrators will have the final judgment on the appropriateness of a student's dress.

VAPES/E-Cigarettes: Vapes/Electronic cigarettes are not allowed on school property. Pods, chargers, and other e-cigarette accessories are not allowed. Disciplinary actions will be taken for violations.

EMERGENCY SITUATIONS: In any emergency situation, students are to follow the instructions of the principal and their teachers.

EQUAL EDUCATIONAL OPPORTUNITIES: It is the policy of Calera High School that no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age, or gender.

FIGHTING: Fighting is a class III violation of the Code of Conduct. A police report will be filed for any fight; furthermore, students may be subject to loss of privileges such as driving to school and serving as a teacher's aide. **Students suspended from school may not return to school without a parent meeting with an administrator.**

FIRE DRILLS: THE SIGNAL FOR A FIRE DRILL IS THE ACTIVATION OF THE FIRE ALARM. Fire drills will be held four times a year. Instructions on how and where to leave the building are posted in each classroom.

FLIGHT 60: Students will be given greater flexibility during lunches at CHS. This effort is being made to afford students with greater ownership and control of their academic needs, provide for more efficient and timely academic support, and foster better club involvement. However, certain key elements will be strictly enforced:

1. Mondays will be designated as LEAD days. Students will be assigned to a teacher to check grades, work on leadership, time management, and organizational skills.
2. Students must remain on campus during Flight 60.
3. Students should communicate in a proactive manner with their teachers about coming for extra help, making up assignments, etc.
4. Students should keep food in designated areas. Students are allowed to take food to a teacher's classroom with teacher permission.
5. Students should display good citizenship and help keep our campus clean.
6. Students may be required to return to one of their teachers during Flight 60 for one or more days if the teacher sees the student needs academic support.
7. OUTSIDE food and drinks are not allowed in the building. This includes drop offs in the office and delivery from friends or delivery companies.

*** Failure to honor these expectations will result in lunch detention, assignment to a SUCCESS group during Flight 60, or other disciplinary consequences following the Shelby County Code of Conduct.

GRADING SCALE: CaHS will use the following grading scale:

- A - 100-90
- B - 89-80
- C - 79-70
- D - 69-60
- F - 59 or lower

HALL REGULATIONS: NO student shall leave any classroom without a school hall pass from his or her teacher. Students should remind teachers who send them on errands that they need a hall pass. Any student in the hall without a hall pass will be subject to disciplinary action.

IN-SCHOOL DETENTION: In the event a student checks out on a day he or she has been assigned ISD, he or she will be required to complete another full day of ISD. A student must complete a "successful" day of ISD in order to return back to class.

LEAVING SCHOOL GROUNDS: Students are not to leave school grounds without permission from an administrator or through proper check out procedures. **Once a student arrives on campus, by bus, car, or walking, they are considered at school and may not leave.** Students who are "absent" or who check out

cannot come on the campus unless they check in at the office. Violation of these regulations will lead to disciplinary action. Additionally, students are not permitted to visit any other Shelby County School campus without following proper check in procedures.

SCHOOL FEES: Students must purchase a locker (\$30.00), a Student ID (\$10.00), and a Technology fee (\$20.00). This is bundled together as Plan A for \$50, saving \$10 per registration. The senior fee for the class of 2022-2023 is \$45.00. Students are not to share lockers. All students will be responsible for keeping their lockers locked at all times. The school is not responsible for any lost or stolen items. **STUDENTS ARE NOT ALLOWED TO CHANGE OR SHARE LOCKERS.**

MAKE-UP TEST POLICY: (1) Any test missed should be discussed with the teacher the day the student returns to school. (2) The student is responsible for asking the teacher about making the arrangements to take the test. Tests should be made up within a reasonable length of time, usually three days. (3) The following absences allow students to make up tests missed: (a) personal illness; (b) death in the immediate family (in other cases where a student attends a funeral, arrangements must be made with principal and the student's teachers before the absence); (c) permission of the principal; and (d) court. (4) A properly coded absence must be entered in the computer before a make-up test will be given. (5) In the event that a test is given on the day the student returns to school, the student will be required to take the test unless the test was assigned during the student's absence, or other circumstances exist which prevent the student from having appropriate time to prepare for the test.

MEDICINE: ALL medications, whether prescription or over-the-counter, chemicals, vitamins, pills, herbs, or other substances, must be turned in to the office by the student's parent/guardian in the original container. In addition, a School Medication Authorization form—available in the office—must be completed by the parent/guardian (by a licensed prescriber if medications are to be administered for more than two weeks) before any medication can be administered by the school. Parents who anticipate their child needing long term medicine should review the SHELBY COUNTY SCHOOLS ADMINISTRATION OF MEDICATION PROCEDURES.

MEETINGS: All student meetings or practices must have a sponsor or authorized person present. All student activities must be supervised on and off campus.

NCAA INITIAL-ELIGIBILITY CENTER: Many colleges are regulated by the National Collegiate Athletic Association (NCAA), an organization that has rules on eligibility, recruiting, and financial aid. If you are planning on enrolling in college as a freshman and you wish to participate in Division I or Division II athletics you must be certified by the NCAA Initial-Eligibility Center. Please see the Athletic Director and the High School Counselor for information.

OFF- LIMIT AREAS: Areas off limits to students during the school day unless accompanied by their teacher are: (1) the lobby at the front of the gym; (2) the stage and the auditorium; (3) the student parking lot area; and the football and band practice field; and the GYM (any student in the gym during a period in which they is their gym class will be considered skipping). **Before 7:45 a.m., all areas are off limits except for the gym and the cafeteria unless they have a pass from a teacher.**

OUTSIDE FOOD AND DRINKS: **Outside food and drinks are NOT allowed in the building. Deliveries will not be accepted in the front office from fast food places or local restaurants. In addition, students are not allowed to have food delivered via the student parking lot or other locations by friends, family or local delivery companies.**

OPENING OF THE SCHOOL BUILDING: Students who arrive before 7:35 A.M. must report to the gym or the cafeteria unless they have a **pass** to make up a test or receive teacher tutoring. Doors to the school will open at 7:15 A.M. Students should not arrive to school prior to that time.

PARKING LOT REGULATIONS (Also See CaHS Parking Policy): Some general rules are listed below for those students who drive to school and use the student parking lot: (1) a parking form must be signed by each student and by his or her parent or guardian agreeing to rules, regulations and random drug testing; (2) students must purchase a parking hang tag after the required form is signed and completed (**passes will not be issued until all paperwork has been returned**); (3) **students must park in a designated parking space**; (4) once arriving on campus, students must park in the student parking lot and **immediately leave**

their car to enter the building; (5) students may not return to their cars at any time during the day without administrator permission; (6) the parking lot is off limits to all students during school hours, except for those students who have driving permits from the College and Career Center. Students are expected to drive safely. Violation of safety expectations and traffic rules could result in the temporary or permanent loss of driving privileges. Once all parking spots have been assigned, students will be allowed to purchase a parking spot in the Overflow lot near the Eagle Sportsplex. Students are required to purchase a tag for this location. The school has an agreement with the city in place to extend parking requirements and search rights to the school during the school day.

PARTICIPATION IN AFTER-SCHOOL ACTIVITY POLICY: In order for a student to participate in any after-school activity, he or she must be present at least four periods of the school day. The only exceptions to this policy are for authorized absences which are approved by the office or students who participate in the Dual Enrollment Program.

PHYSICAL EDUCATION: High School students must take one year of PE/Life or two years of marching band. Additional PE courses may be taken as electives. As part of our educational program, physical education is taken very seriously at Calera High. Students are expected to do their best just as they should in each of their academic classes. **Students are required to dress out in clothing appropriate to the gymnasium (PE uniform), and to participate in all activities.** Failure to dress out and participate will result in loss of credit. Students present at school will be considered physically able to participate. **Non participation for medical reasons requires a doctor's note.**

PRANKS: Pranks (senior pranks, etc.) are not allowed. Such actions often result in physical damages and are criminal. Students involved in such behavior may be held out of commencement ceremonies and may face additional school consequences or criminal charges.

SCHEDULE CHANGE POLICY: Staffing and scheduling is based on classes that students select during the spring semester. Each change in a student schedule that is approved by the administration or counseling department will involve a fee of **\$20 per request**. No changes will be made to schedules for either the first or second semester unless it is for **academic purposes**. Students must learn to complete tasks they undertake and should not drop a course just because it is difficult. **Schedule changes cannot be made after the first five days of each semester.**

SCHOOL BUS REGULATIONS: There are some general rules of behavior for students who ride buses to school, go on field trips, and to the School of Technology: (1) no bus driver shall be required to wait for a child after the scheduled departure time; (2) no bus driver shall allow any student to load or unload except on the school grounds and at their designated bus stop unless approved by an administrator; (3) **students are considered under the school rules from the time they leave for school, and must observe all rules and instructions of the bus driver;** (4) students must conduct themselves in an orderly fashion. Talking should be kept low and should cease when the school bus nears a railroad crossing; (5) no student will be permitted to ride a bus, except children assigned to that bus; (6) students are expected to keep the bus clean and should never write on or deface the school bus in any way; (7) students should never use the rear door of the bus to load or unload except in an emergency; (8) drivers have the right to assign seats and make other reasonable and necessary rules to ensure safety; and (9) students whose poor conduct will result in a report to the principal and will be subject to disciplinary action. (10) Students should not attempt to get off the bus at any stop other than their home stop. Violations may result in temporary or permanent removal from the bus.

SCHOOL INSURANCE: School insurance is available to all students. This insurance is limited in coverage, and the school assumes no responsibility in insurance matters. These forms can be picked up from the office, and should be mailed directly to the insurance company.

SEMESTER EXAMS: Semester examinations given at the end of each semester shall be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives set forth by the State Board of Education and/or local curriculum guidelines of the Shelby County Board of Education.

All students in grades 9-12 shall take semester examinations for the appropriate courses in which the students are enrolled. Semester exams will be administered according to a schedule recommended by the Superintendent and reviewed by the Board of Education.

Because it has been determined that semester exams are very important to the learning experience of students in Shelby County, the following guidelines have been recommended:

1. Semester Exams shall be designed to test subject matter and aligned with the standards of the appropriate Alabama Course of Study.
2. Semester Exams must be comprehensive common assessments.
3. The semester exam shall be used to determine 20% of the semester grade.
4. An administrator shall review all final exams at least 5 school days prior to being administered to students.
5. Data gathered from results should be used for guiding instruction
6. All regular classroom projects and tests should be completed two days prior to the first day of semester exams
7. If a senior has a passing grade and as a result of the semester exam the student has a failing grade, the student will have a second opportunity to take the exam.

Exemptions

1. Seniors with an 80% average in their class may be exempt from the semester exam the second semester.
2. Students taking an Advanced Placement Test will be exempt from the semester exam in that class.
3. Seniors who CCRI may choose to exempt one exam regardless of the average in the course.

SEXUAL HARASSMENT: Sexual harassment is considered a serious offense at Calera High School. Any student who feels he or she may be a victim of sexual harassment should notify an administrator or counselor immediately so appropriate action may be taken.

SKIPPING: Any student who is not in class and/Lead within five minutes of the tardy bell ring will be considered skipping. First violation will result in 1SD. Second offense will result in two days of 1SD. Third offense will result in OSS and a parent conference upon the students return to school. Leaving campus without permission will result in two days of 1SD for the first offense. Second offense will result in OSS and a parent conference upon the student's return to school. Any offense after will continue to be progressive and follow the SCBOE Code of Conduct.

STUDENT ALCOHOL AND DRUG USE: Alcohol and controlled substances are strictly forbidden by Board of Education policy. Being under the influence of, consuming, soliciting, or possessing alcohol or a controlled substance on school property or at a school event shall subject the student to disciplinary action and/or prosecution.

TARDINESS: We stress being on time for several reasons: (1) being prompt is an important lesson to be learned that will be valuable throughout life; (2) when students are late to class they may miss important opportunities for learning; and (3) the student entering the classroom late draws the attention and compromises the learning of everyone inside. A pattern of tardiness is disrespectful of students.

The following is the Tardy Policy:

Students arriving after 7:45 may sign themselves in. Upon the 8th tardy to school ASD will be assigned and a pre-early warning conference will be held. Student drivers will lose their parking tag for 2 weeks at 10 tardies to school. After 20 tardies to school, the tag will be revoked for the rest of the school year.

Tardies to class will be run weekly. Students with **four or more tardies** in a **month** will receive the following consequences:

4 Tardies After-School Detention

6 Tardies After-School Detention

8 Tardies In-School Detention

10+ Tardies In-School Detention/Early Warning Court Pre-Referral Meeting * Students are responsible for checking their school email for notifications.

Students who display a repeated pattern of tardiness may be subject to additional disciplinary consequences, including suspension and/or referral to early warning court.

TELEPHONE: The telephone in the office is a **business phone**. In case of illness or emergency, **office personnel will make necessary calls for students**. Only **emergency** messages from parents will be delivered to students. Students will not be called to answer phone calls. **No long distance calls are allowed.**

TEXTBOOK POLICY: Textbooks will be checked out to students, but remain the property of the Shelby County School System. Students are expected to bring their books to school / class each day and to keep all textbooks in good condition.

TORNADO DRILLS: The signal for a tornado drill is an announcement over the PA System. Tornado drills are held throughout the school year. Instructions on where to go during a tornado drill are posted in each classroom.

TRADING/PLAYING CARDS: Trading and or Playing cards of any type should not be brought to school. They cause distractions in the classroom and are often lost or stolen. Cards will be taken up, stored in the office, and may be picked up the last week of school.

VALEDICTORIAN/SALUTATORIAN POLICY: The Valedictorian/Salutatorian policy is posted on the Shelby County Schools website. The student with the highest grade point average will be named Valedictorian; the student with the second highest grade point average will be named Salutatorian.

VISITOR POLICY: All visitors must check-in through the main office. All Shelby County Schools operate under a closed campus policy.

LIBRARY MEDIA CENTER (LMC):

All library media materials are the property of Calera High School. Books and audio materials are checked out for 2 weeks.

Students with overdue materials or outstanding fines are not allowed to check out additional materials until all obligations have been cleared.

Penalties for overdue, lost, and/or damaged books are:

- Overdue fines are 10¢ charge per day after book's due date.
- Lost book: Students must pay replacement cost of the book plus a non-refundable \$5.00 processing fee

- Damaged books: Students must pay according to the amount of damage determined by the media specialist.
- Students who lose or damage more than three books per semester may be subject to loss of library checkout privileges.
- Overdue materials not returned to the LMC by the end of the school year are considered to be lost and must be replaced at the expense of the person in whose name the materials are checked out. The replacement cost will be the current price of the book plus a non-refundable \$5 for processing.

Library Use Policies:

- **Independent students must have a hall pass or signed note by a teacher or administrator (even during lunch).**
- Food, Drinks, and Gum are NOT allowed
- Students must comply with the Shelby County Schools Technology Policies and Shelby County Student Code of Conduct
- Library hours are posted outside the LMC door. Any changes in the schedule will be posted outside of LMC
- Students must sign-in and out
- Magazines and newspapers may be read in the LMC