

# Sheffield High School

# Student Handbook

You are responsible for reading and keeping up with your handbook. If you lose your book and need another, extra handbooks may be downloaded at [www.scs.k12.al.us](http://www.scs.k12.al.us).

Joseph Burch  
Principal

Casey Pirtle  
Assistant Principal

2800 19<sup>th</sup> Avenue  
Sheffield, AL 35660

256-383-6052

This handbook belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Homeroom/Bulldog Teacher \_\_\_\_\_

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# Sheffield High School

*“Providing a pathway for SUCCESS for every student, teacher, and Instructional Leader”*  
**2800 E 19<sup>th</sup> Avenue**  
**Sheffield, Alabama 35660**

**Joseph Burch-Principal**

## **Principal’s Message**

Welcome to another great year at Sheffield High School. We are very excited and ready to work with the best community, student body, faculty and staff around. Our superintendent, board of education and school administrative staff are all dedicated to providing each student with a quality education that prepares our students for educational opportunities as well as fulfilling careers. Working together, we can make great things happen during the 2017-2018 school year at Sheffield High School. Please let me know if I can assist you in any way. Go Dogs!

## **Nondiscrimination Statement**

The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies and grievance procedures:

Julie Box, Special Education and 504 Coordinator / Carlos Nelson, Federal Programs Coordinator  
300 West Sixth Street, Sheffield, AL 35660. Phone number (256) 383-0400

## **DECLARACIÓN DE NO DISCRIMINACIÓN**

El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación:

Educación Especial y Coordinador de 504/ Coordinador de Programas Federales 300 W. Sixth Street  
Sheffield, AL 35660 256-383-0400

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to students’ educational records.

These rights include the following:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student’s educational record that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901



# Sheffield City Schools

## **Sheffield City Schools Vision:**

*“Success for Today, Preparation for Tomorrow, Learning for a Lifetime”*

**Sheffield City Schools Purpose:** The purpose of Sheffield City Schools is to provide a safe, rigorous, academic environment for all students, to instill each student with the skills to successfully enter college, career training, or the workforce and to create productive citizens and lifelong learners.

**Sheffield High School Mission:** “Provide a pathway for success for every student, teacher, and instructional leader.”

**Sheffield High School Motto:** *“Enter to Learn, Leave to Serve”*



SHEFFIELD CITY SCHOOLS  
Sheffield, Alabama



**SCHOOL CALENDAR**

**2017 - 2018**

Teachers Report for School.....	Thursday, August 3, 2017
Teacher Professional Development days .....	August 3 – 7, 2017
Students Report for Class .....	Tuesday, August 8, 2017
Labor Day - Holiday.....	Monday, September 4, 2017
Fall Break.....	Friday & Monday, October 13 & 16, 2017
Veterans Day – Holiday (observed).....	Friday, November 10, 2017
Thanksgiving Holidays .....	Monday through Friday, November 20 – 24, 2017
Last day of school before Christmas Holidays (1/2 day for students).....	Wed., December 20, 2017
End of First Semester.....	December 20, 2017
Christmas Holidays .....	Thursday, December 21, 2017 – Wednesday, January 3, 2018
Teacher’s Professional Development Day.....	Thursday & Friday, January 4 & 5, 2018
Students Return to School after Christmas Holidays .....	Monday, January 8, 2018
Martin Luther King, Jr. Day - Holiday .....	Monday, January 15, 2018
President’s Day - Holiday .....	Monday, February 19, 2018
Spring Break .....	Monday through Friday, March 26 – March 30, 2018
Last Day for Students (1/2 day of school).....	Thursday, May 24, 2018
Graduation, Sheffield High School.....	Friday, May 25, 2018
Teacher’s Professional Development Day.....	Friday, May 25, 2018
End of Teacher Contract Period .....	Friday, May 25, 2018
Memorial Day Holiday .....	Monday, May 28, 2018

**188-day [Certified personnel Hired BEFORE May 23, 2011]** work two (2) extra days / **187-day [Certified Personnel Hired May 23, 2011 or later]** work one (1) extra day of professional development (approved by Administration) during summer institute for: AMSTI, ARI, LTF, or AP. **ALL teachers** report to work on August 3, 2017.

Any missed days for weather will need to be made up when school is not scheduled to be in session.

Board Approved January 23, 2017



# Sheffield High School Bulldogs

## 7 Period Day

4 minutes between classes.  
Lunch 5th period.

1st	7:50 - 8:42	52 minutes
2nd	8:46 - 9:38	52 Minutes
3rd	9:42 - 10:34	52 minutes
4th	10:38 - 11:30	52 minutes
5th	11:30 - 12:42	52 Instruction + Lunch SJHS - 11:30 - 11:55 SHS A - 12:02 - 12:22 SHS B - 12:22 - 12:42

**BULLDOG PERIOD** 12:46 - 1:01 (Curriculum provided)

6th 1:05 - 1:57 52 minutes

7th 2:01 - 2:53 52 minutes.

Classes will meet every day for 52 minutes.  
Students can earn 7 credits - 4 cores with 3 electives.

# Sheffield High School

## Grading Periods 2017-2018

	<b>ENDING DATE</b>	<b>DAYS IN PERIOD</b>	<b>REPORT CARDS DISTRIBUTED</b>
1 <sup>st</sup> Nine Weeks	Tuesday, October 10, 2017	45	Wednesday, October 18, 2017
2 <sup>nd</sup> Nine Weeks	Wednesday, December 20, 2017	43	Thursday, January 11, 2018
3 <sup>rd</sup> Nine Weeks	Wednesday, March 14, 2018	46	Wednesday, March 21, 2018
4 <sup>th</sup> Nine Weeks	Thursday, May 24, 2018	46	Friday, May 25, 2018 (Pick up after 1:00 pm)

**180**

**PROGRESS REPORTS 1<sup>st</sup> Nine Weeks**

Progress Report August 28, 2017  
Progress Report September 18, 2017

**PROGRESS REPORTS 2<sup>nd</sup> Nine Weeks**

Progress Report November 1, 2017  
Progress Report November 30, 2017

**PROGRESS REPORTS 3<sup>rd</sup> Nine Weeks**

Progress Report January 29, 2018  
Progress Report February 20, 2018

**PROGRESS REPORTS 4<sup>th</sup> Nine Weeks**

Progress Report April 11, 2018  
Progress Report May 3, 2018

**Wednesday December 20, 2017**

**Monday, January 8, 2018**

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-

**End of first semester**

**Beginning of second semester**

# School Policies and Procedures

## Announcements

- Announcements are made daily in order to inform the faculty, staff, and student body of important information.
- **Students are to remain quiet during announcements.**
- Announcements will normally be made at the beginning of 1<sup>st</sup> period.

## Attendance Policy and Regulations

- Any student enrolled in grades 9-12 who accumulates more than 10 absences (per semester) in any course or subject in any term (18 weeks) is susceptible to losing credit for the term's work in that course or subject.
- Documented doctor's visits, court dates and school sponsored/sanctioned activities (i.e. field trips, etc.) count as excused absences; however, arrangements must be made for making up work missed. In order to receive credit for assignments, missed work must be made up **within 3 school days** upon returning to school. Teachers reserve the right to adjust the allowed time if needed.
- Excused absences accompanied with a parent note will be counted as part of the student's total absences.
- A student suspended for disciplinary reasons will not have those days charged against his/her total number of absences for NCA policies.
- Suspension absences are coded unexcused.
- See Non-compliance Attendance (NCA) for more information.

## Absences

- All student absences will be designated by the principal or his/her designee as either excused or unexcused.
- The following reasons are approved by the state and city boards of education as constituting excused absences: illness, death in the immediate family, legal quarantine or other emergency conditions, and absences for other reasons which may be advisedly excused by the principal.
- Absences for other reasons than those listed may be considered as unexcused. Students may be allowed to make up work missed during unexcused absences at the discretion of the teacher. The maximum grade assigned will not exceed sixty.
- Planned absences may be considered excused only if **prior approval** has been given by the principal. These may include college visitation, religious observances, or family matters other than illness.
- The day a student returns to school after being absent, he/she shall bring a written statement from his/her doctor, parent or legal guardian requesting excuse for the absence. This statement must include the current date, the student's first and last name, an explanation of the reason for the absence(s), the date(s) of the absence(s), phone number, and a signature of the parent or legal guardian. This note must be presented to the front office before 8:00 a.m. This information will be used to determine if the absence is excused or unexcused.
- When a student forgets to bring a written statement, it will be coded as unexcused. This unexcused absence may be coded excused if a valid excuse is presented within three (3) school days of unexcused absence.



- **Parent or guardian notes for excused absences will be accepted for a maximum of seven (7) days per semester.** Any excuse above seven days may be coded unexcused unless accompanied by a physician or legal excuse (i.e., judicial system, etc.).
- Any student absent five (5) or more consecutive days will require a physician, legal, or principal excuse to make-up work missed.
- Doctors' excuses will not be accepted for an absence **after three days**, upon return to school.
- A student must be present in a class for a minimum of 26 minutes in order to be considered present for that day. Any checkouts or check-ins that fall short of 26 minutes of class time will be counted as an absence. As with an all-day absence, all excuses must also be turned in within two days upon returning to school.
- Any student absent from school over 3.5 hours (1/2 a school day) may not participate or attend any school function on the day of his/her absence. **The absence must be excused!** (If a situation warrants, administration may grant an exception to this policy) Students in violation of this policy will be considered in defiance of school policies.

### **Admittance to Class after Absence**

- If a student is absent for more than 26 minutes in a class period or one or more entire periods, he/she must have a note from the office or a teacher or a check-in slip in order to enter a classroom.
- If a student fails to obtain an Excuse for Absence Form before 8:00 a.m. and it results in the student being late to first period, he/she may be considered tardy to class.
- Blue slips will be handed out each morning beginning at 7:55 a.m. in the front office.

### **Assemblies**

- Assemblies will be held in the auditorium at various times during the school year.
- Students will sit in assigned section assigned based on Bulldog period assignments. .
- We will go to Bulldog Period prior to releasing for assemblies.

### **Book Bags, Gym Bags, and Tote Bags, Purses**

- Gym bags and tote-bags must be placed in lockers before students report to their first period classes.
- All purses larger than a book will be stored in the student's locker.
- All draw-string bags and sports equipment must also be placed in a locker and are NOT to be worn in the hallways during the day.

### **Cafeteria Conduct**

- Fifth period is extended in order to accommodate lunch times.
- Students will move to and from the cafeteria in a manner which will not disrupt the learning process in other classes.
- Students are expected to respect the rights of others in the cafeteria.
- Students should not remove chairs from other tables.

- Students will sit in their assigned areas during lunch and should only leave their tables to empty trays or go to the restroom.
- Students should leave their eating areas and tables clean and in order.
- Fast food may **NOT** be delivered on school property during school hours.
- Commercially prepared food containers or wrappers are not allowed in the cafeteria. This includes drink cans and bottles.
- All students are expected to remain in the cafeteria during the assigned time and may leave **only** with permission and with a pass from their teachers.
- **No food or drink will be taken out of the cafeteria!**
- Students may not have visitors for lunch without prior approval from the administration.
- All checks written for lunch will be deposited into student'(s) or teacher'(s) lunch account.
- Checks will not be cashed.
- Breakfast is served between 7:20-7:43 a.m.
- Cell phones and electronic devices are NOT allowed to be used during breakfast or lunch.
- Rules of conduct apply for both breakfast and lunch periods.

All Sheffield High School students will receive breakfast and lunch at **no charge** for the 2017-2018 school year. There will be a charge for extra food items beyond the meal. Visitor meals will cost \$3.50.

### **Check-Ins**

- Any student who arrives to school after 8:00 a.m. must check-in through the main office. A student who fails to check-in through the main office will be considered in violation of school policies.
- A student will be allowed to check-in to school without being counted tardy a maximum of two (2) times per semester if accompanied by a parent or legal guardian.
- Documentation of a physician's visit or legal appearance will be accepted in place of being accompanied by the parent.
- After two parent check-ins, the student may be counted late, regardless of the excuse presented.
- Employees will not be allowed to check-in a student attending SHS unless that employee is on the student's check-out list.

### **Check-Outs**

- Students who have a valid need to leave school before the dismissal bell **must** be checked-out through the main office.
- All students are to be signed out by a parent, legal guardian, or parent designee listed on the school's contact list. This policy requires a signature and picture ID at the time of checking out from the parent, legal guardian, or parent designee.
  - Employees will not be allowed to check-out a student attending SHS unless that employee is on the student's check-out list.
- ***Notes or phone calls will not be accepted for check-out proposes.***

- Official documentation of a physician’s visit, legal appearance, or other principal approved situations will be accepted in place of being accompanied by the parent.
- Students must be present in school a minimum of four periods in order to participate in extracurricular activities.

### **Cheating**

- Students who are found guilty of cheating (receiving, providing, talking, aiding in any form, and/or not following teacher’s specific instructions) will receive a grade of zero (0) on the assignment, test or exam. Additional disciplinary action may also be taken to discourage future academic dishonesty.

### **Chromebooks**

- Chromebooks are furnished by the Sheffield Board of Education for students that pay the assigned technology fee.
- Each student will be responsible for the chromebook assigned to him/her.
- Any lost or damaged chromebook must be replaced or repaired by the student.
- The cost for replacing or repairing a chromebook will be the responsibility of the student and/or his/her parent or legal guardian.
- Participation in school activities like graduation exercises may be withheld due to a lost or damaged chromebook or for failure to pay the required technology fee.

### **Class and Club Meetings**

No class or club meeting will be held without the supervision of the faculty sponsor.

### **Class Officers**

The officers for freshmen – juniors are president, vice-president, and secretary/treasurer. The senior class officers are president, vice-president, secretary/treasurer, and historian. The elections are held after nominations have been made. The persons who receive the majority of votes are elected. All candidates must meet the requirements listed in the General Rules to hold office.

### **Conferences**

- Parents are to call the main office at 256-383-6052 and make arrangements for a meeting time and place.
- **Unannounced conferences are not generally granted.**
- All parents, guardians, and/or visitors **MUST** report to the main office upon entering the school.

### **Dances (Prom)**

Students must meet the following criteria in order to attend any dance (including prom) sponsored by Sheffield High School or any school organization.

- The student may not have been suspended out-of-school during the current school year.
- The student may not have been placed in in-school suspension (ISS) 5 or more total days during the current school year. Any other discipline issues leading up to a dance or Prom are subject for review regarding a student’s ability to attend.

- The student may have no more than ten (10) unexcused absences during the school year.
- The student may not have been absent more than half the day of the event or half of the day before the event if it is held on a non- school day.

**The following rules will be enforced for all dances (including prom, banquets & military ball) sponsored by Sheffield High School.**

- A student inviting a guest must provide the name of the guest to school officials.
- A student may be dismissed from a dance without refund due to violations of personal conduct.
- Students and guests are required to abide by all school rules and regulations at school events.
- Guests who have pending criminal charges filed against them will not be allowed to attend any dance.

**Defacing School Property**

- Any student caught defacing school property (this includes marking on desks, walls, bathroom stalls, etc.) will receive disciplinary action.
- Any damage must be cleaned, repaired, and/or paid for by the student and/or his/her parent or legal guardian.

**Deliveries to Students at School**

- No deliveries of candy, flowers, balloons, birthday gifts, etc. will be accepted by any office personnel.
- **In order to conform to federal guidelines no deliveries of outside food will be allowed.**

**Detention Halls (Teacher and School)**

Students may be detained for disciplinary purposes at the discretion of the school principal or faculty members.

- If a student is to be detained after school hours, the student and parent will be given notice of assigned detention a **minimum of one day** before the assigned detention date.
- Students shall not be required to remain after school for more than one hour daily for detention purposes.
- School detention hall will be held in Room 102. Detention will begin promptly at 3:00 p.m. and end at 3:45 p.m. Students who participate in extracurricular activities after school must attend detention hall before joining practice or a game.
- Any student who fails to attend teacher assigned detention will be assigned school detention by the principal or assistant principal.
- Any student who fails to attend school detention will be assigned three days of ISS.
- Teachers will not be required to reschedule their detention halls for extracurricular activities, work, etc.
- It is the student's responsibility to make arrangements to serve all assigned detention halls.

- Teacher detention hall times will begin and end at the teacher's discretion but will not exceed one hour daily for detention purposes.
- Students assigned to teacher detention will have detention assigned either morning or afternoon detention hall (designated by teacher).
- Any student reporting late to school detention will be counted not present and not allowed to attend.
- No Chromebooks, cell phones, earbuds, or headphones will be allowed in school detention
- If a student is assigned teacher detention and school detention on the same day, the school detention will be served first. The teacher detention will be served the following day.
- Students will be required to complete a writing assignment, to have school related materials or assignments to complete while in detention hall and/or to complete community service. (assignments will be determined by the teacher)
- Students will not be allowed to sleep, eat any food, or drink any beverages while in detention hall.

### **Dress Code**

**Students are expected to be in dress code and *remain* in dress code for the ENTIRE duration of the school day.**

All offenders of the dress code will be subject to disciplinary action. Anyone in violation of the dress code will be required to change clothes and obtain a *yellow* dress code violation notice from the main office before returning to class. The yellow dress code notice must be given to the referring teacher immediately upon returning to class.

#### **Consequences for dress code violations include:**

*Cumulative dress code violations will be kept for the entire year.*

Violation 1	Student must change clothes
Violations 2&3	Change clothes & assigned detention hall
Violation 4	Change clothes and assign one day of ISS
Violation 5	Change clothes & assigned three (3) days ISS
Violation 6	Change clothes & assigned five (5) days ISS
Violation 7+	Sent home & suspended from school for a minimum of one day

### **Dress Code Expectations**

**Tops:** Tops must not be revealing. Tucking in shirts is required when the shirt extends below the back pockets (males). All buttoned shirts should be buttoned appropriately.

**Bottom - Boys:** Dress or casual slacks, khakis, jeans, shorts.

**Bottom - Girls:** Dress or casual slacks, jeans, skirts, capris, shorts and dresses.

### **Dress Code Rules**

- Shorts, dresses, and skirts are to be hemmed and extend no higher than a credit-card's **WIDTH** above the kneecap.
- Pants and shorts with holes no bigger than 1 inch will be allowed, but the hole must not be above the knee.
  - “Sagging” will not be tolerated.
  - Any type of tight-fitting or form-fitting pants (or shorts) and leggings will not be permitted without a top reaching to the fingertips that also covers the seat of the pants. This includes leotards, spandex, “yoga pants” and “jeggings”.
  - Sweatpants without any writing on the seat of the pants are allowed.
- Tops may not extend lower than the collar bone (one-hand rule).
  - Muscle shirts, tank tops, midriff tops, halter tops, spaghetti straps, or other sleeveless tops or dresses are not allowed if the material of the top strap is not wider than the LENGTH credit card. **Male students may not wear muscle shirts or tank tops.**
  - Mesh, sheer, see-through, off the shoulder and low cut tops are not allowed. **Any garments that expose undergarments or shirts not in dress code are not to be worn.**
- All shirts including athletic jerseys must be tucked in (if it falls below the back pockets).
- Tops or pants that make any undergarments (bras, panties, underwear) of any kind visible are not allowed. This applies whether your hands are lifted or not.
- Clothing, paraphernalia (including drawings), and/ or devices which are judged to be related to or associated with gang affiliation; gang activity; Satanism; death; the occult; rebel flags; the use of drugs, tobacco, or alcohol; sexually obscene activity; and/or any other inappropriate writing or graphic(s) design shall be considered disruptive to the educational process and are therefore prohibited.
- Excessively long and/or bulky oversized shirts and outer garments (pants, shirts, or coats/jackets) will not be permitted. These items must be placed in lockers before class begins.
- Cover-ups or jackets over attire that is not in dress code are not allowed.
- Shoes or sandals must be worn at all times.
  - Shower shoes, house shoes, and water shoes may not be worn.
- Hats, caps, bandannas, sunglasses, gloves, head wraps, doo-rags, hoodies or any other head coverings are not to be worn in any school building. This includes sports headbands.
- Chains and/or clothing with sharp objects, pins or spikes are not allowed.
- Piercings must not distract nor cause safety issues. Septum piercings and spiked gauge plugs are prohibited.
- Dyed hair will be permitted only if it does not disrupt the learning environment.
- Blankets or snuggies will not be allowed inside the school building or classrooms.
- All dress code rules apply to all field trips and school-sponsored events.
- Any absence of a student checking-out to change clothes will be coded unexcused and school work may not be made up.

ALL STUDENTS ARE EXPECTED TO ADHERE TO THE DRESS CODE. The administration reserves the right to address individual instances of inappropriate dress

that are not covered by these guidelines. A record will be kept of students who violate the dress code and appropriate disciplinary action will be taken. The SHS dress code is NON-negotiable. Students who participate in school extracurricular activities, sports, or represent Sheffield High School in the community will conform to the specific standards set by the administration, coaches, and sponsors for participation.

### **Drugs and Alcohol**

- Unauthorized possession, transfer, use, or sale of drugs (narcotics, controlled substances, prescribed or over-the-counter), drug paraphernalia, intoxicating beverages, etc., on school grounds, in school buildings, at school sponsored activities, or on field trips is prohibited. This includes all synthetic drugs and electronic cigarettes/cigars (vapor devices).
- Violators are subject to suspension, expulsion, and the appropriate legal action.

### **Drug Testing**

- Participation in extracurricular activities is a privilege and not a right.
- Students involved in Extra-Curricular Activities (ECA), grades 7-12, may be required to submit to random, unannounced screenings for alcohol, drugs, and tobacco during the school year.
- Students whose names appear on this list will be notified and required to report to the designated collection site for substance screening as soon as possible.
- Refusal to submit to a screening will be seen as a positive test result.
- SHS will have four random testing days the 2017-2018 school year.
- Students who test positive during the random drug screening will be suspended from all extracurricular activities for a period of one full year (365 days) from the date of testing. 2nd offense will result in suspension of all extracurricular activities for the remaining time at Sheffield City Schools.

**Dual Enrollment/Dual Credit Programs** Students meeting the following requirements may enroll dually in post-secondary institutions to earn college credit only (dual enrollment) or to dually earn elective credits at both Sheffield High School and the postsecondary institution (dual credit):

1. Enrolled in grade 11 or 12 (UNA grades 11 or 12 only)
2. Cumulative “B” average in high school course work
3. Written approval of the high school for dual enrollment or dual credit.
4. Approval from the Guidance Office.

Elective courses designated as dual credit must be scheduled with the guidance counselor, student and parent. These courses must be pre-approved. Students are not allowed to substitute a required course for graduation. The course taken during the regular academic calendar will be transcribed on the student’s high school transcript and included in the GPA or ranking. One Carnegie Unit (one elective credit) is equivalent to six hours if college coursework in the same subject area. The official transcript from the college awarding credit must be sent to the high school. The student’s numerical GPA and standard GPA should be reported from the transcript. The Guidance Office must be notified immediately if a student withdraws from a college course. The student will be scheduled for a high school course.

PLEASE NOTE: Only academic courses will be approved for the dual enrollment option.

### **Elections**

- Candidates must have an average of at least a C average.
- Students who have been suspended, in school or out of school, during the previous school year are disqualified from participating in school elections.
- Each student who is elected to class office or Student Council office must maintain at least a C average to remain in that office.
  - If a student fails to maintain at least a C average, he/she will be replaced.
  - To run for office, all candidates must be in attendance at an election meeting at a pre-announced time and/or notify the Student Council sponsor prior to the meeting. No exceptions allowed.

### **Mr. and Miss Sheffield High School**

The faculty nominates a maximum of ten percent (ten at school's discretion) students from the senior class on the basis of scholarship, citizenship, attitude, and involvement at SHS. The faculty submits votes for one boy and one girl. The boy and girl who receive the highest number of votes will be Mr. and Miss Sheffield High School. The boy and girl receiving the second highest votes will be the first alternates. The remaining students will compose the court.

### **Student Council**

The following offices are elected each year for the Student Council: president, first vice-president, second vice-president, and secretary/treasurer. The Student Council functions as a bridge between students, faculty, and school administrators and serves to help promote positive events and activities for the enjoyment of all students. All candidates must meet the requirements listed to hold office.

### **Electronic Devices & Telephones**

- Students may not use cell phones or any other electronic devices (iPod, mp3 player, earbuds, headphones, etc.) during school hours of 7:30am -3:00pm. This includes the cafeteria.
- Electronic Devices and phones may not be used during class time in the restroom, hallways, outside the building, during fire drills and severe weather drills, or assemblies in the auditorium.
- School administrators may make exceptions as to when and where these devices may be permissible.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school or school related activities.
- Any student found in violation of this policy will have his/her cell phone or electronic device confiscated and released only to a parent or legal guardian. If a parent or guardian is unavailable to come retrieve the device, the device will be held for 24 hours and returned to the student at the end of the following school day. Further disciplinary action will be taken against students who violate this policy.



- All electronic devices including cellular phones **must** be stored in the student's locker or designated area during the academic day.

### **Consequences**

- **1<sup>st</sup> Offense** – cell phone/electronic device confiscated, released only to parent or legal guardian, assigned to detention.
- **2<sup>nd</sup> Offense** - cell phone/electronic device confiscated, released only to a parent or legal guardian, and assigned 2 days detention.
- **3<sup>rd</sup> Offense** – cell phone/electronic device confiscated, released only to a parent or legal guardian, and three days in-school suspension (ISS) assignment.
- **4<sup>th</sup> Offense**- cell phone/electronic device confiscated, released only to a parent or legal guardian after 24 hours, out-of-school suspension one day for each following offense(s). Continued noncompliance with this policy may result in alternative placement.

At any point, if a student refuses to give a cell phone or electronic device to a teacher or administrator that has requested it, it will result in automatic ISS.

### **Emergency Drills & Procedures**

#### **Fire**

- The signal for a fire drill is an uninterrupted tone or verbal announcement.
- Upon activation of the fire alarm, teachers will direct their students to move quickly and silently to the exit designated for that room.
- Students will walk in a safe and orderly fashion to an assigned area away from the school building.
- The “all clear” signal will be a verbal announcement and/or the ringing of the school bell.
- At that time students will return to their assigned schedule as quickly as possible.
- Students will be considered truant if they leave their assigned area without permission during a fire drill.

#### **Lock Down**

- The signal for a lockdown is a verbal announcement.
- Upon activation of the lock down alert, teachers will direct their students to the corner of the classroom away from all windows and doors. Evacuation and/or “defense” procedures may also be practiced at this time.
- The window of the classroom is to be covered and the lights are to be turned off.
- Students must remain quiet during lock downs.
- The “all clear” signal will be a verbal announcement by two administrators, or an administrator and a front office employee.
- Students will return to their assigned schedule as quickly as possible
- During a “soft” lockdown, teachers and students are only required to clear all hallways and remain inside of a LOCKED classroom until the “all-clear” signal has been issued.

### **Severe Weather Drill**

- The signal for a severe weather drill is an interrupted tone or verbal announcement.
- Upon activation of the severe weather alert, teachers will direct their students to an assigned area against the lockers in the main hallway.
- Students must remain quiet during severe weather drills in order to hear announced information.
- The “all clear” signal will be a verbal announcement and/or the ringing of the school bell.
- Students will return to their assigned schedule as quickly as possible.

### **Exam Exemption Criteria**

As a reward for excellent academic achievement and/or consistent attendance, students who meet the following criteria will have the option of taking or exempting a final exam for a particular class.

- One, two or three absences in a class with at least a B average; the class exam may be exempted.
- Up to five absences in a class with at least an A average; the class exam may be exempted.
- Six or more absences will disqualify students from any exemption opportunity.
- School functions are not counted as absences.
- If a student misses more than **26 minutes** of a class due to check-in/ check-outs, he/she will be counted absent from that period for daily attendance as well as exemption purposes.
- Any in-school or out-of-school suspension will disqualify a student from the exam exemption option.
- Teachers will inform the students of their exemption status. Teachers will consider the student’s exemption status when tests are assigned during the last week of the semester.
- Students who score average-high or above average on the Scantron Series Test may exempt the exam or midterm in the correlating class. Special Education students may exempt if they are on pace to meet (midterm) or meet their annual growth target.

### **Fall & Spring Retake Exam for Seniors Only**

- In the fall and spring semesters, those seniors who have a passing average going into the final exam, fail their exam and fail the class due to the exam grade will be allowed to retake that exam.
  - These students shall be allowed to take a second final exam (a different test without tutoring from the teacher).
  - The makeup exam must be scheduled with the teacher of the class.
- There will be no make-up work assigned to seniors for the purpose of pulling up failing grades at the end of the school year.
- Seniors who have a failing average going into the exam and fail the exam will NOT be allowed to retake the exam.
- In the spring Thursday before Senior Awards Day or a day at the teacher’s discretion will be the make-up day for seniors to retake their final exam.

*\* Every academic course at Sheffield High School is subject to a mid-term, a final exam, and any other assessment prescribed by the Alabama Department of Education.*

### **Extracurricular Activities**

Participation in athletics and other extracurricular is a privilege which carries with it honor, responsibility, and self-sacrifice. Since these activities are a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the school and their individual coaches or sponsors. Each student who participates in extracurricular activities must realize that he/she represents his/her school and student body. It is the student's duty to conduct himself/herself in a manner that brings honor to himself /herself, his/her family, Sheffield High School, and the community. Students may be subject to disciplinary actions and possible dismissal from extra-curricular activities should they violate these rules and regulations whether they are at school or off campus. Sheffield High School student athletes will be held to the high standards. Requirements are set by coaches as to maintaining respectable grade point averages, enforcing attendance and tardy policies, and discipline actions that affect the image of the team. Consequences for failure to meet and exceed these standards can range to extra physical assignments (aka Busters, etc.), reduced playing time, sitting out complete games or multiple games, and even dismissal from the team.

### **Fighting**

Fighting is the act of physically assaulting or attempting to do bodily harm to any person on school property or going to and from school including any activity under school sponsorship. The act of inciting a disturbance or conflict is also viewed as fighting.

- Penalties for fighting are assigned by the principal or his/her designee.
  - The first offense will result in three (3) days out of school suspension.
  - The second offense will result in five (5) days out of school suspension and referral to student services committee.
  - The third offense will result in the student being suspended out of school and referral to student services committee with a recommendation for expulsion/alternative school.
- Fighting will not be tolerated. Any student observed encouraging; recording, or watching a fight with no intent on stopping the fight will be viewed as a part of the disturbance and may also face disciplinary action.

### **Fines and Fees**

Students must pay all fines and fees prior to the ending of each semester. School privileges (including extra-curricular activities and prom) will be withheld until all responsibilities are met.

### **Fraternities, Sororities, and Non-school Clubs**

- Fraternities, sororities, and non-school clubs that operate primarily for social purposes are not allowed to function in Sheffield High School.
- Initiations are prohibited.

### **Gambling**

- Any form of gambling is prohibited and will result in disciplinary action.

### **Grading Parameters**

All classes at Sheffield High School will follow the same grading parameters, based on the following percentages: 50% test and quizzes, 30% homework/classwork, 10% presentation/project graded on a rubric, 10% nine week test/assignment.

### **Gifted Program**

A gifted and talented program is provided for identified students attending Sheffield City Schools. At Sheffield High School indirect services are provided for grades 9-12. To make a referral you may contact the Director of Student Services at the Sheffield Board of Education 256-383-0400, or the gifted specialist for Sheffield City Schools. Eligibility for gifted services will be determined by the total score received on the ALSDE approved Gifted Eligibility/Screening Determination Form: the Matrix.

### **Graduation Exercises- Eligibility for Participation**

- A standard or advanced diploma may be awarded only if a student has completed all state and local school board requirements and has also met the 26 Carnegie Units required for a standard diploma or the 28 Carnegie Units required for an advanced diploma.
- Students with individualized educational plans will graduate according to the requirements in their plan.
- All students who wish to participate in the graduation exercises must attend graduation practice at the scheduled time. Failure to come to practice may result in a student not being able to participate in the graduation exercises.

### **In-school Suspension (ISS) and Alternative School**

#### **REASONS FOR PLACEMENT IN IN-SCHOOL SUSPENSION:**

- (1) Defiance or insubordination of a school system employee's authority
- (2) Disrespectful acts or words directed toward a school employee
- (3) A pattern of classroom disruption or excessive distraction of other students
- (4) Violence and/or Aggression
- (5) At the discretion of an administrator for class II or III violations that would ordinarily result in an out-of-school suspension
- (6) A full list of infractions and disciplinary actions can be found in the Sheffield City Schools Student Code of Conduct.

#### **DURATION OF PLACEMENT FOR IN-SCHOOL SUSPENSION:**

- 1<sup>st</sup> placement – 1-3 days
- 2<sup>nd</sup> placement – 3-5 days
- 3<sup>rd</sup> placement – 5-10 days
- 4<sup>th</sup> placement – Written up as Class 3.26 Willful Disobedience and referred to student services committee.
- Additional days may be added to the original placement if the student's attendance and behavior is unacceptable or work assignments are not completed satisfactorily

#### **REASONS FOR PLACEMENT IN ALTERNATIVE SCHOOL:**

- (1) Excessive or continued behavior problems such as those listed above under "reasons for placement in in-school suspension"
- (2) Violations of the law by a student or pending court proceedings that would, in the judgment of school administrators, prohibit attendance in the regular classroom

- (3) At the discretion of an administrator for class II or III violations that would ordinarily result in a recommendation for expulsion
- (4) Extenuating circumstances in which, at the discretion of an administrator, it would benefit the student
- (5) A full list of infractions and disciplinary actions can be found in the Sheffield City Schools Student Code of Conduct.

**DURATION OF PLACEMENT FOR ALTERNATIVE SCHOOL:**

- (1) Alternative school placements will normally range from a 15, 30, or 45 school day assignment depending on the severity of the violation.
- (2) A student may be placed for the remainder of a semester or school year for a time period less than 15 school days.
- (3) Additional days may be added to the original placement if the student's behavior is unacceptable or work assignments are not completed satisfactorily.

**FAILURE OR REFUSAL TO SERVE ASSIGNED PLACEMENT:**

- (1) Written excuses are required for days missed.
- (2) Appropriate court action may be initiated by the attendance officer in accordance with state laws and school rules.
- (3) Continued willful failure or refusal to serve the assignment may result in a recommendation for expulsion.

**CONTINUED MISCONDUCT DURING PLACEMENT:**

- (1) Continued misconduct during in-school suspension will result in additional days added to the original placement, out-of-school suspension, or extended placement in the alternative school
- (2) Continued misconduct during alternative school will result in an out-of-school suspension, recommendation for expulsion, or possible court action depending on the violations
  - If behavior of a student assigned to the Alternative School/ISS is such that the administrator must suspend the student, the student's time there begins anew; in other words, his/her days will start over if they are suspended from Alternative School/In-School Suspension for any reason.
- (3) Parent conferences will be required, as needed, to correct inappropriate behaviors

**POLICIES AND PROCEDURES:**

- (1) ISS will operate from 7:30 am until 2:00 pm, Monday through Thursday. There will be no ISS on Fridays.
- (2) Attendance is mandatory. Any time lost due to absences, trancies, tardies, or check outs must be made up prior to the student's return to the regular classroom.
  - For each day that a student is absent while assigned to the Alternative School/ISS, regardless of the cause, he/she will remain an extra day at the Alternative School/ISS.
- (3) Academic work must be satisfactorily completed and returned to the regular teacher(s) for grading.
- (4) Daily records will be kept on each student related to behavior, attendance, and academic assignments.
- (5) Special education students will receive assistance from a certified special education teacher and will be allowed to pursue the objectives outlined in their individual education plans.
- (6) Parents of students placed in the alternative school and in-school suspension may be required to attend an entrance and/or exit conference with school officials to discuss the violation(s), review program rules and expectations, and to complete and sign appropriate forms.
- (7) Before returning to regular classes, each student may be required to cooperate with the alternative staff to complete an individual improvement plan to prevent further disciplinary problems.

(8) Upon return to the regular school, the student will report to the building administrators for a re-entry conference prior to returning to a regular schedule.

## **RULES AND REGULATIONS FOR ALTERNATIVE PLACEMENTS/IN-SCHOOL SUSPENSION**

- (1) Students must be in their assigned desks and on task by 7:30 a.m. Students are considered tardy at 7:31 a.m.
  - a. Students are to wait in line by the entrance door until they are called into the classroom one at a time and subjected to a security check. Students will be asked to empty their pockets of all items; these will be stored and returned to the students at the end of the day unless they are considered contraband. This regulation applies to handbags and purses also.
  - b. Following the security check, students will be directed to their cubicle.
- (2) Students must be prepared when they arrive with pens, pencils, paper, and other materials needed to complete assignments.
- (3) Only books and materials related to class work will be permitted in the room.
  - Bookbags, toys, electronic devices, and cell-phones are not allowed at the Alternative School/ISS.
- (4) All classroom assignments must be completed satisfactorily as well as any additional learning packets or assignments from the alternative school staff. All assignments will be checked for completeness by the in-school suspension teacher. The correctness of the work will be judged by the regular classroom teacher.
- (5) Students will sit quietly, sit up straight with both feet on the floor throughout the day.
- (6) Students will raise their hands to receive assistance from staff members.
- (7) Students may not talk without permission.
- (8) Students may not leave their assigned seats during the day without permission.
- (9) Students will be given one bathroom and water break in the morning and one in the afternoon. Exceptions will be granted for medical conditions verified by a medical doctor.
- (10) Meals from the school cafeteria will be available for the students or they may bring a sack lunch from home. Students will not prepare their own trays in the cafeteria. The cafeteria will prepare the lunch trays.
- (11) No soft drinks, fast food, gum, or snacks will be allowed.
- (12) Students will be responsible for cleaning up assigned areas in the room as instructed.
- (13) Unannounced searches will be conducted periodically. Any unauthorized items will be held by school officials. Appropriate disciplinary action will be taken for items that are illegal or violate school rules.
- (14) Tardies will be recorded on the progress report that is forwarded to the regular classroom teacher and administrator. Students will be counted as absent to Alternative School/In-School Suspension after 8:00 A.M. Students reporting after 8:00 AM will be required to remain in ISS, but the day will not count toward their assigned days.
- (15) Physical education may be required for 30 minutes each day.
- (16) Dress code: Same as specified in student hand-book
- (17) Students enrolled in ISS or alternative school will not be allowed to attend any school related events nor participate in extracurricular activities (including practice) on or off school property. All Sheffield City School campuses are off-limits while a student is assigned to Alternative School/ISS.
- (18) No outside visitors will be permitted.

### **Junior High School Building**

No high school student should be in the Sheffield Junior High School building without the expressed permission of a teacher or administrator. Failure to comply with this rule can result in being written up for Class II disobedience.

### **Library (Rachel Berryman Media Center)**

- The library is open daily from 7:50 a.m. until 3:30 p.m.
- All books, with the exception of reference and reserve books, may be checked out for a two week period and one (1) renewal.
- A ten cent fee will be assessed on each item, for each day past the due date.
- Each student is responsible for the care and prompt return of library material.
- Participation in school activities like graduation ceremonies may be withheld due to an unpaid balance.
- A pass from a teacher will be required if a student requires library services at a time other than his/her assigned library day.
- A charge of 25 cents per copy may be assessed for printing non-school related materials from any school computer/printer.

### **Lockers**

- Lockers are the property of the Board of Education and are subject to being searched at any time.
- Lockers will be sold under the supervision of JROTC before the first week of school.
- A student who does not select and purchase his/her own locker will be assigned one.
- The school assumes no responsibility for articles lost or stolen in lockers.
- A student is responsible for the contents of the locker assigned to him/her.
- Lockers should remain locked at all times.
- **A student is not to share his/her locker with any other student.**
- A student **may not** swap lockers without prior approval from the administration.

### **Lost and Found**

- All lost and found articles should be reported or turned in to the main office.
- The school assumes no responsibility for personal items lost or stolen.

### **Make-up Work**

- A student who has an excused absence has the privilege of making up the work missed at the convenience of the teacher and in a timely manner.
- It is the responsibility of the student to contact the teacher for work missed and to arrange for making it up.
- A student may receive a grade of zero on all work he/she fails to make up within five days of returning to school.
- All incomplete (I) grades will be satisfied within three (3) weeks into the next grading period.

### **Married Students**

- Any student who is married or marries during the school year must inform the principal. The parent or guardian must be present at this meeting.

- Married students and their parents or legal guardians must follow all rules and regulations and continue with the same relations with the school as the parents or legal guardians of unmarried students. This includes writing excuses, signing reports, etc.
- A student's maiden name is to be retained.

### **Medication**

Prescribed or nonprescription medication (including asthma inhalers, diabetes medication and epinephrine pens) will be dispensed when the school has a written request from a parent or legal guardian. The Alabama State Department of Education requires parents/guardians to submit a completed "Authorization for Prescription" or "Authorization for Nonprescription" form for each medication to be dispensed during the school day. Medication forms are available in the main office of each campus and on the SCS website at [www.scs.k12.al.us/nurse/medforms](http://www.scs.k12.al.us/nurse/medforms).

- All medication must be in the original container, labeled with the student's name, drug name, dosage, time to be given, and physician's signature.
- It is the responsibility of the parent to notify the school of any changes in the student's medication.
- All medication will be housed and dispensed by the school nurse or approved medication assistant.
- Medication scheduled for three times per day should be given at home before school, after school, and at bedtime unless ordered to be given during lunch.
- Any student in possession of unapproved medication, who gives/sells or attempts to give/sell medication (prescription or nonprescription) will be subject to appropriate disciplinary and legal action.
- It is extremely important to keep emergency contact information up to date at all times (person to be notified and telephone number, physician's name and telephone number, any special health conditions – seizures, asthma, allergies, diabetes, etc.).

### **Non-compliance Attendance (NCA)**

- A student who has been retained or who has lost credit(s) because of non-compliance with attendance policies shall receive a notation of Non-compliance Attendance (NCA) on his/her report card and cumulative record for that term or year.
- Sheffield High School students missing more than 10 days per semester (20 per year) are subject to the student receiving NCA and not receiving credit for these classes.
- The principal shall make the determination of retention or loss of credit due to non-compliance with attendance policies (NCA). If any medical or legal issues are causing attendance issues please be proactive and notify the administration.
- A parent or legal guardian and/or student may request a hearing with the principal and superintendent to appeal such a loss of credit or retention. This request must be written, dated, and signed within five days of the notification of the loss of credit or five days after report cards are distributed. Failure of parent or legal



guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention.

A letter will be sent to parents/guardians notifying them of possible loss of credit due to excessive absences. Credit which is lost because of absences will be made up in the same manner as academic failures.

### **Out of District Students**

Students who live outside the city limits are welcome to attend Sheffield City Schools. Sheffield City Schools encourages serious minded students to enroll in our schools. At this time, no out-of-district tuition will be charged to out-of district students.

- Students interested in enrolling in a Sheffield City School should complete an out-of-district application.
  - Applications will be reviewed first by the principal and/or designee and then by the superintendent.
  - The parents of the student will be notified in writing by the principal of the decision of the school.
- Students who have a history of criminal behavior, violent behavior toward other students and staff members, or behaviors that are deemed socially unacceptable will not be enrolled in Sheffield City Schools.
- Students who are out-of-district students and choose Sheffield City Schools are expected to maintain at least a grade point average of 75 in each class.
- The student's attendance record must be at the level of the school's average.
- The student must also maintain an excellent citizenship record.
  - The student must not have demonstrated any behaviors that are socially unacceptable or harmful to other students and staff members.

Out-of-district students who do not maintain records as outlined above may be asked to return to his/her home district at the end of any grading period or progress report upon recommendation from the principal and review by the superintendent.

### **Out of School Suspension**

- Students suspended out of school for any reason will be required to have a parent conference before being allowed to return to their regular classes.
- Students suspended out of school may not participate in any extracurricular activities during their suspension.
- Any student suspended out-of-school may not be on any Sheffield City School campus or attend any school-sanctioned event involving SHS during the duration of their suspension term. Violation of this policy will be considered trespassing and will result in further disciplinary action.

### **Parking and Traffic**

Vehicles parked on the school grounds are under the jurisdiction of the school.

- Students are permitted to park on school premises as a matter of privilege, not a right.
- The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property.
- The interior of any student vehicle may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials are contained inside.
  - Such patrols may be conducted without notice, without student consent, and without a search warrant.
  - A student will be held responsible for any such prohibited items that are found in his/her vehicle, and will be subject to disciplinary action by the school administration
- A student has full responsibility for securing his/her vehicle, making certain that it is locked, and insuring that the keys are not given to others.
- Any student who drives must register his/her vehicle, possess a valid driver's license, provide a copy to the school and purchase a parking permit from the school.
- Students will receive assigned parking spaces from Mr. Pirtle on a seniority basis at a cost determined by the location of the parking spot.
- Any student who parks in another student's parking space may be assigned detention for the first offense and ISS for each offense thereafter.
- Any vehicle that is not registered will be subject to removal from the campus at the owner's expense.
- No student shall be permitted to drive a vehicle on school grounds if he/she is not licensed by law.
- **Students are not to remain in vehicles or in the parking areas after arriving to school.**
- Students are not to return to the vehicles until dismissal time, unless permission is given from the principal or his/her designee.
- If special permission is granted by the administration for a student to go to his/her car during school hours he/she must go by the main office and receive a pass.
- **Vehicles are not to be used during the school day, unless special permission is granted by the administration.**
- Students **may not** drive to the Career Technical Center.
- Speeding, reckless operation, or creating excessive noise on school property or near any school building will not be tolerated.

Violation of any rules or policies listed above may result in the loss of campus driving privileges and/or prosecution. The school assumes no financial responsibility for damage to any vehicle parked on the campus.

### **Pregnant Students**

Pregnant students are required to abide by the same rules and regulations governing all other students. The student may be required to provide a written medical release to participate in activities as determined by administration.

### **Registration/ Schedule Request/ Schedule Changes**

- Students are required to submit the necessary paperwork for registration during the designated registration period.
- In order for a schedule change to be considered a student must have submitted all paperwork during registration.
- Students who do not submit the required paperwork forfeit the opportunity to request a schedule change.

### **School Activities/ School Calendar**

- All school activities and programs must be approved by a faculty sponsor and the principal. The requested activity cannot take place without prior approval first.
- All approved school activities will be chaperoned by school officials.

### **School Opening and Closing Times**

- The time established for the opening and closing of the school is 15 minutes prior to the start of the first class and 30 minutes after the last class each day.
- School personnel will not assume responsibility for students whose parents allow them to arrive at school before or to remain at school later than the time noted above.
- Students who loiter on any Sheffield City Schools campus outside of the times mentioned above will be subject to disciplinary actions for Class II disobedience or defiance. Students may also be referred to the Sheffield Police Department for trespassing.
- Students are not allowed to enter the school building before the first bell without a pre-approved signed pass from a teacher. Club meetings are exempt.

### **School Trips**

- No group will be permitted to make a school sponsored trip without adequate planning and direct teacher supervision.
- Teachers will not honor notes or requests for students to visit friends or relatives or to leave the group at any time.
- Students will be required to leave and return with the group. However, parents or legal guardians of students may take their own children at any point during a trip by making arrangements with the teacher but are requested not to ask for the children of friends or neighbors.
- Permission slips signed by the parent or legal guardian specifying that the school (although responsible for reasonable care) will not to be held responsible for any accident or injury to the pupil are required for each student.

### **Searches and Seizures**

- School officials uphold the authority to reasonably conduct a search and seizure of a student's property (i.e., lockers, purses, book-bags, clothing, or other belongings) to protect the health, safety, and welfare of all students.
- The school administration may without prior notice inspect a vehicle that a student brings on school property and at other locations where school related activities are being conducted.

### **Student Passes**

- All students should report promptly to their assigned classes.
- Any student not in his/her assigned class during class time must have a pass from his/her teacher.
- A student will be considered skipping if he/she is found outside his/her assigned classes without a proper pass.
- Falsifying a pass will result in disciplinary action.
- Every student must have a hall pass in order to be out of class. Any Sheffield High School employee can ask a student to present a written hall pass if they are found not in class during regular class hours.
- If a student is given a hall pass to go to the restroom, he/she is expected to go to the nearest restroom and return in a timely manner. Failure to do this will result in disciplinary action.

### **Supervision of Students**

- All students are subject to the authority of any faculty member, staff member, or administrator at any point or location on the campus.

### **Tardiness**

- Students are expected to be at school and in each class on time.
- The first tardy bell sounds at 7:50 a.m.
- Students have four minutes between each class and must be in the classroom when the tardy bell sounds.
- Anyone not in the classroom when the tardy bell sounds will be considered tardy to class and will be required to obtain a tardy pass from Mr. Pirtle or the front office before admittance to class.
- Cumulative tardiness will be kept on a nine (9) weeks basis.
- Reporting to class without checking in through the main office may be treated as defiance.
- Tardies will be kept on a period to period basis for purposes of exemptions, prom, etc.

#### **Consequences for tardiness include:**

2 Parent Morning Check-Ins	No consequences
Tardies number 1 - 3	No consequences
Tardy number 4	Assigned School Detention Hall
Tardies number 5	Assigned one (1) day of ISS
Tardies number 6	Assigned three (3) days ISS
Tardy number 7	Assigned five (5) days ISS
Tardies number 8 +	Referral to Student Services Committee

### **Technology Fee**

Beginning with the 2017-2018 school year, all Sheffield High School students are required to pay a \$50 technology fee.

### **Textbooks**

- Textbooks are furnished by the Sheffield Board of Education.
- Each student will be responsible for all textbooks assigned to him/her.
- Any lost or damaged textbooks must be replaced or repaired by the student.
- The cost for replacing or repairing a textbook will be the responsibility of the student and/or his/her parent or legal guardian.
- Participation in school activities like graduation exercises may be withheld due to lost or damaged textbooks.
- Textbooks will not be issued to students who have missing textbooks from previous semesters.

### **Tobacco**

- All forms of tobacco, lighters, matches, e-cigarettes, or vape on school grounds, in school buildings, or at school activities or field trips are prohibited.
- Tobacco logos of any kind are not permitted.

### **Transcripts**

- Transcripts are prepared by the school guidance counselor.
- For all graduating seniors, initial transcripts are provided at no charge.
- For graduates, transcripts may be obtained by visiting [needmytranscript.com](http://needmytranscript.com).
- There will be no charge for transcripts of underclassmen actively enrolled in school

### **Valedictorian/ Salutatorian**

- The student with the highest average in the senior class will be the valedictorian and the student with the second highest average will be the salutatorian.
- The valedictorian/salutatorian will be determined after final exams of the second semester of the senior year.
- Speeches from the valedictorian and salutatorian must be turned in by noon to the principal on the Monday after Senior Awards Day.