

# PANTHER



# PRIDE



**2020-2021**

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**Smiths Station High School  
4228 Lee Road 430  
Smiths, Alabama 36877**

**Phone: (334) 298-0969 or (334) 664-4060**

**Fax: (334) 298-1304**

**Administration**

Dr. Brad Cook	Principal	(334) 664-4407
Mr. Josh Johns	Assistant Principal	(334) 664-4401
Mrs. Emma Whitlock	Assistant Principal	(334) 664-4402
Mr. Steven Davis	Assistant Principal	(334) 664-4403

**Counselors**

Christina DeLucca (12 <sup>th</sup> Grade)	Counselor	(334) 664-4404
Lisa Shores (11 <sup>th</sup> Grade)	Counselor	(334) 664-4405
Cathy Rowan (10 <sup>th</sup> Grade)	Counselor	(334) 664-4406

**Office Staff**

Paula Walker	Principal's Secretary	(334) 664-4407
Niki Patterson	Receptionist	(334) 664-4408
	Attendance Clerk	(334) 664-4409
Raven Huguley	Payroll Clerk	(334) 664-4410
Margie Smith	Bookkeeper	(334) 664-4411
Katrina Watson	Registrar	(334) 664-4412

**SMITHS STATION HIGH SCHOOL  
FACULTY AND STAFF  
2020-2021**

<b>MATH</b>	<b>SCIENCE</b>	<b>ENGLISH</b>	<b>SOCIAL STUDIES</b>	<b>BUSINESS/ MARKETING</b>
Byrd, Debra Daniels, Eddie Harris, Regina Maynard, Fredrick Mobley, Rachel Shaughnessy, Lindsay Thomason, Tina Tidwell, Elizabeth Urbanz, Chris Zogg, Murray	Andrews, Carolyn Brewer, Pamela Bryan, Autumn Drury, Christie Homburger, Kristy Long, Amy Martin, Vivian Smith, Chere' Stewart, Telynn	Brown, Alyssa Byrd, Jennifer Dunn, Tracy Hackney, Lacy Hammock, Kelly Hughes, Michelle Lee, Stephanie Peterson, Dana Taylor, Emily	Chancey, Tracie Eason, Bryan Fowler, Shawn Gilmore, John Hughes, Kelsie Lowery, Fred Madden, Dexter Summers, Catherine Whitlock, Teresa	Daniels, Randy Powe, Tamara Robinson, Quincy Sheley, Carolyn
				<b>MEDIA CENTER</b>
				Dunn, Tessa Jackson, Veronica
<b>CAREER TECH/DISTANCE LEARNING</b>	<b>FOREIGN LANGUAGE</b>	<b>PHYSICAL EDUCATION</b>	<b>FINE ARTS/VIDEO PRODUCTION</b>	<b>DRIVER'S EDUCATION/ HEALTH</b>
Cosby, Jan Davis, Steven Dixon, Robin Duff, Seth Gauer, Eddie Hickman, Michael Manderson, Melissa Riggs, Rachel Ryan, Emily	Gregory, David Konz, Zulaica Vazquez, Zahily Wimberly, Kathleen	Coleman, Kristi Johnson, Shana King, Michael Larsen, Meg Rivers, Dake Sanders, Tommy  <b>Athletic Directors</b> Davis, Steven Johnson, Shana	Butler, Eugene Chase, Lorrie Fuller, Shaun Geiger, Shawn Lee, Jason Poland, Mary Weathers, Wade Wright, Belinda	Ferry, Mike King, Michael Peters, Ron <b>HEALTH</b> Wimberly, Marcus
				<b>ROTC</b>
				Bolden, William Sturla, James
<b>SPECIAL EDUCATION</b>	<b>AIDES</b>	<b>CUSTODIANS</b>	<b>CAFETERIA</b>	<b>ISS/ALT SCHOOL</b>
Davis, Alex Horton, Jacob Mayoral, Tammy Robinson, Beth Shaw, Jeromy Summers, Christina	Crouch, Kristie Dobbins, Gladys Ferguson, James Ford, Miriam Pennington, LaShasta Rentz, Mary Smith, Markita Summers, Chelsy	Boykin, Kevin Brooks, Sylvia Carpentier, Donny Cross, Mary LaFoy, Sandra Moratin, Brenda Williams, Charita	Hightower, Brandi Howard, Marie Luke, Valerie Miles, Wendy	Mehren, Erik Pennington, Cencade Porter, Cameron
				<b>Nurse</b>
				Holt, Rebecca Scott, Heather

# Smiths Station High School Mission Statement

The mission of Smiths Station High School is to:

**P**rovide opportunities for students to

**R**each and excel in their

**I**ndividual academic, athletic, social, and leadership pursuits,  
while staying

**D**etermined and focused

**E**very day in a safe, nurturing, and disciplined environment.

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## Smiths Station High School Beliefs

Together we shape the future of our community by inspiring and supporting today's learners. Smiths Station High School believes that:

- ❖ Learning is a lifelong process
- ❖ Every student is entitled to a quality education which is achieved through exemplary educational opportunities
- ❖ Every child will learn and be successful
- ❖ High expectations and hard work are essential to high performance
- ❖ Education is the shared responsibility of the student, home, school, and community
- ❖ High academic achievement is a priority
- ❖ Academic excellence is a worthy and attainable goal
- ❖ Continuous improvement is essential
- ❖ Students should develop a sense of self-discipline, self-respect, and self-reliance and demonstrate social and civic responsibility
- ❖ All learning should be meaningful to the student, should require high levels of thinking, and should simulate real-life experiences
- ❖ Success breeds success and influences esteem, attitude, and motivation.

## **COMPREHENSIVE NON-DISCRIMINATION POLICY STATEMENT**

The Lee County Schools 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:

Michelle Washington  
Title IX Coordinator  
2410 Society Hill Road  
Opelika, AL 36804  
334-705-6000

Brad Hunter  
Federal Programs Coordinator  
2410 Society Hill Road  
Opelika, AL 36804  
334-705-6000

Jason Wright  
504 Coordinator  
2410 Society Hill Road  
Opelika, AL 36804  
334-705-6000

### **ATTENDANCE**

- 1. Students arriving later than 8:45 a.m. must be checked in at the attendance office.**
- A student who misses (45) minutes or more of a class is counted absent from that class. Students must also be officially recorded as present in school to receive credit for any work.
- Students will be able to provide 5 parent notes per semester for absences, check-ins and check-outs.
- There will be no telephone or fax check in/outs at Smiths Station High School, unless approved by an Administrator. **All check-out notes** must be turned in to the Attendance Clerk in the main office prior to 9:00 a.m. on the day of the check-out. A valid telephone number for a parent/guardian is required for verification.
- The following will be the **ONLY** reasons considered for **EXCUSED** check-ins/check-outs:
  - Doctor – Excuse must have the doctor’s name, time and date of appointment, and telephone number.
  - Court Order – Excuse must be on letterhead with time and date of court appearance along with a telephone number.
  - Hospital – Excuse must have date(s), time, and telephone number.

6. Getting a driver's license/permit will be considered an Excused check-in/check-out **one time**. Any subsequent check-ins/check-outs for this purpose will be **Unexcused**.
7. **Proper identification** will be required for someone to check out or to see a student. A student will only be allowed to check out with an adult that is listed on his/her contacts in STI I-Now.
8. No changes will be made to your child's contact list (check-in/check-out list) unless the Parent/Guardian reports to the school with valid ID. No changes by phone, fax, email, or through the student will be permitted.

**Notes:**

- ✓ All absences from school, except school-sponsored trips, are unexcused until a parent or Doctor's excuse is presented to the school. This includes all check-ins and check-outs.
- ✓ Excuses should be brought to school immediately upon the student's return to school. All excuses should be signed by all four teachers prior to being turned in to the Attendance Secretary.
- ✓ Any excuses for a death in the family should be accompanied by an obituary and/or a program from the deceased person's funeral.
- ✓ Students that are placed in ISS and need to check-in/out will make up any time missed due to the check-in/out. **NO EXCEPTIONS!**

**SMITHS STATION HIGH SCHOOL  
BELL SCHEDULES  
2020-2021**

**REGULAR BELLS**

8:10	Parents Begin Drop-Off
8:15	Release 1 <sup>st</sup> Wave to Breakfast/Class
8:25	Release 2 <sup>nd</sup> Wave to Breakfast/Class
8:35	Release Student Drivers to Breakfast/Class
8:45	First Block Begins
10:15	Seniors Transition
10:19	Juniors Transition
10:23	Sophomores Transition
10:27	Second Block Begins
11:57	Seniors Transition
12:01	Juniors Transition
12:05	Sophomores Transition
12:09	Third Block Begins
Lunch Zones:	(Virtual Lunch Service begins at 11:15)
12:15	126B/128B/400
12:30	200A
12:45	200B
1:00	300
1:15	100B
1:30	100A
1:45	PE/Athletics (In Cafeteria)
2:11	Seniors Transition
2:15	Juniors Transition
2:19	Sophomores Transition
2:23	Fourth Block Begins
3:50	Release Car Riders
4:00	Release 1 <sup>st</sup> Bus Wave
4:10 – 4:15	Release 2 <sup>nd</sup> Bus Wave



## **HOMEROOM SCHEDULE**

### Student Movement Schedule:

8:10	Parents Begin Drop-Off
8:15	Release 1 <sup>st</sup> Wave to Breakfast/Class
8:25	Release 2 <sup>nd</sup> Wave to Breakfast/Class
8:35	Release Student Drivers to Breakfast/Class
8:45	First Block Begins
10:00	Seniors Transition to HR
10:04	Juniors Transition to HR
10:08	Sophomores Transition to HR
10:12	Homeroom
10:35	Sophomores Transition to 2 <sup>nd</sup> Period
10:39	Juniors Transition to 2 <sup>nd</sup> Period
10:43	Seniors Transition to 2 <sup>nd</sup> Period
10:47	Second Block Begins
12:02	Seniors Transition
12:06	Juniors Transition
12:10	Sophomores Transition
12:14	Third Block Begins
Lunch Zones:	(Virtual Lunch Service begins at 11:15)
12:15	126B/128B/400
12:30	200A
12:45	200B
1:00	300
1:15	100B
1:30	100A
1:45	PE/Athletics (In Cafeteria)
2:11	Seniors Transition
2:15	Juniors Transition
2:19	Sophomores Transition
2:23	Fourth Block Begins
3:50	Release Car Riders
4:00	Release 1 <sup>st</sup> Bus Wave
4:10 – 4:15	Release 2 <sup>nd</sup> Bus Wave

## CAFETERIA

Students are permitted to bring his/her lunch on a daily basis. However, in accordance with Federal Law, no fast food, in its original wrapper is permitted in the cafeteria. Additionally, no soft drinks are permitted unless in a thermos or another approved container.

### Prices:

	<u>Breakfast</u>	<u>Lunch</u>
Reduced	\$.30	\$.40
Full	\$1.50	\$2.40
Employee	\$2.00	\$3.20
Visiting Child	\$2.00	\$3.25
Visiting Adult	\$2.75	\$4.00

**THE CAFETERIA HAS A “NO CHARGE” POLICY.**

### CHECK-IN/CHECK-OUT PROCEDURES

The administration at Smiths Station High School encourages each parent or guardian to limit the number of times his/her child is checked in or out of school. **Lee County Board of Education policy states that each student is permitted three (3) check-outs each semester, with a verified note.** Excessive check-ins or checkouts may result in a negative impact on a child’s progress and credits earned for Graduation. **It is recommended that all appointments be scheduled after normal school hours, if possible.**

**All check-in/check-outs and absences will be coded as unexcused unless the student presents an acceptable note of explanation from his or her parent or legal guardian WITHIN THREE (3) DAYS upon returning to school, and this explanation meets one of the recognized reasons for absences as listed on page 5. The principal or his designee may require verification of any absences.**

Smiths Station High School accepts the responsibility to do our best to regulate attendance. We ask for parents and students’ help and cooperation in this matter. Parents must ensure that students attend school daily.

**The Principal or an Assistant Principal can make exceptions in cases of extended illness, accidents, hospital confinement, or other just cause when pre-arranged in writing or by parent conference.**

### Notes:

- ✓ It is the student’s responsibility to report to the check-out window at the appointed time. The Attendance Clerk **WILL NOT** call a student to remind him/her.
- ✓ Check-ins/outs are considered unexcused, until a parent/Doctor note is provided.
- ✓ Check-in/out notes must be signed by a parent/guardian. The notes will be verified. Students will face disciplinary measures should he/she forge a signature on the note.
- ✓ Check-in/out notes are NOT excuses. A separate excuse should be signed by all seven (8) teachers upon the student’s return to school.
- ✓ There will be **NO** phone check-outs, without Administrative approval. Phone check-outs are not permissible, even if the student drives himself/herself to school.

## **CHECKS**

Personal checks will be accepted for payment of fees, lost books, etc... Checks should be made to Smiths Station High School for the correct amount. The school will cash no checks. **ALL RETURNED CHECKS WILL BE SUBJECT TO A \$30.00 FEE.**

## **COLLEGE DAYS**

Two (2) college days are provided for any Senior wishing to visit a college of his/her choice during normal school hours. **The school may select the two visit dates.** Any student requesting college days must be in good academic standing. The following procedures must be followed:

1. Obtain a College Day Permission form from the Guidance Office.
2. Fill the form out completely and obtain signatures from an Administrator, Counselor, and all seven (8) of your teachers.
3. Once the college visit is complete, return the completed form, along with documentation of your visit, to the Attendance Secretary.

## **COUNSELING AND GUIDANCE**

Counseling and guidance services are available to all Smiths Station High School students. Our counselors are prepared to assist students with a wide range of problems and concerns, including, but not limited to: choice of curriculum (program), career planning, student orientation, school adjustment, coping with daily demands and personal problems. All students are encouraged to see a counselor when educational, personal, or social problems arise. Confidential interviews can be arranged at the student's request.

## **CREDIT RECOVERY**

### **Program Implementation**

The Lee County Credit Recovery Program was implemented in the summer of 2009. This program is designed for students who have been unsuccessful in mastering content or skills required to receive course credit. Students with course deficiencies benefit from the credit recovery program by mastering the deficiency rather than repeating an entire course. The secondary schools will be allowed to offer credit recovery during school or after school.

## **Student Eligibility**

Eligible students must meet all of the following criteria:

- Currently enrolled in Lee County Schools
- Must be classified in grades 9-12
- Must complete an application process
- Must receive consent from parent/guardian
- Must have lost two or more credits in high school career
- Must have failed the course with a baseline score of 40-59 on a 100-point scale

## **Application Procedures**

In order to participate in the Credit Recovery Program, students must complete a credit recovery application. A portion of the application must be completed by the student's guardian. Both the student and guardian must agree to abide by all rules of the program in order to regain lost credits.

A plan of study for each student will be designed with input from teachers, guidance, and the program director. Both the student and the guardian will sign off on the plan of study prior to the student's admission into the program.

## **Removal Policies**

Students are expected to abide by all school rules while in the Credit Recovery Program. Students may be dismissed from the program for lack of attendance (Four or more absences and/or tardies in a semester), disruptive behavior, lack of effort, or any other circumstance that prevents the student from successfully mastering the required course content. Guardians will be contacted by the program director regarding any issues that may lead to the removal of the student from the program. The final decision for removal will be made by the school principal.

## **Instruction**

The Credit Recovery program will be monitored by the assistant superintendent of secondary education. Approved certified personnel will serve as program instructors at each location. This instructor will be responsible for training students on the credit recovery software, collaborating with teachers and guidance, monitoring student success, providing assistance to students, and compiling pertinent information on student progress and scoring.

In addition to the certified instructor, students will have access to Highly Qualified, certified teachers in the content area of the course they are attempting to recover. Students will be required to complete all failed standards. Once students pass all required standards, they will be released from the credit recovery program.

## **Grades and Credits**

Only students who are currently enrolled in Lee County schools with a baseline score of 40-59 on a 100-point scale in a core academic course are eligible to enroll in the credit recovery program. A maximum of ten (10) credits may be earned by a student in a school year which includes the subsequent summer school term.

A maximum grade of seventy (70) is available through the course recovery program. The final grade for the course will be recorded along with the letters CR to indicate that the grade was earned in Credit Recovery. The student's original grade will also remain on the transcript.

## **Program Expense**

Students participating in the credit recovery program will be expected to pay a minimal administrative fee. Schools will only be allowed to charge a fee that covers the necessary teacher resources. No school will be allowed to earn money from fees paid by credit recovery participants. At-risk funds will be used to provide credit recovery for all high schools.

## **DENIAL OF CREDIT**

The attendance policy of the Lee County School System states that credit will be denied automatically after **TEN (10)** unexcused absences for **full credit classes** and **FIVE (5)** unexcused absences from **semester long classes**. The absences include late check-ins and check-outs.

## DRESS CODE (STUDENTS)

School officials are aware that personal dress and appearance constitutes an individual's expression and within certain limits, wishes to allow the student the freedom to express themselves. The faculty and administration of Smiths Station High School sincerely encourages all students to be aware that dress and personal appearance may, in a very real manner, influence the image and attitude others come to assume of you as an individual. Therefore, we do ask that you consider reasonable judgment, tact, and decency in your selection of clothing for school and in your personal appearance.

In general, any garment, apparel, and/or type of grooming which attracts undue attention to the wearer, which would be considered inappropriate in a typical workplace environment, and which would tend to hamper the school in carrying on its regular schedule of activities, distract or disturb classes, interfere with the health of students, or disrupt the learning atmosphere in any way, are not considered permissible. All students and parents are expected to review the Dress Code in the Lee County Student Handbook for High Schools. Specifically, the administration at Smiths Station High School will place an emphasis on the following expectations:

1. All students should be clean, neat, and practice good hygiene each day.
2. Shorts (both male and female), skorts, and skirts are allowed with the following guidelines:
  - **No shorter than 2" inches above the knee.**
  - If a dress/skirt has a shorter layer under a sheer layer, the shortest layer must meet the 2 inch above the knee requirement.
  - The following types of shorts are unacceptable dress (students will be sent home to change with an unexcused absence from classes missed): short shorts; cut-off sweats; bicycle shorts; unhemmed, raveled or frayed cut-off jeans.
  - Common sense is the best rule in choosing acceptable shorts. If you think shorts may be unacceptable, then they probably will be. Shorts will be allowed only as long as the student body complies with the guidelines.
3. Hats, caps, visors, toboggans, bandannas, headbands, knitted caps, or any other type of head covering **MAY NOT BE WORN** at Smiths Station High School during the school day. **These items will be confiscated immediately by an Administrator or faculty member.**
4. Pants should be neat and mended, with no holes **ABOVE** the knee. Holes above the knee must be patched. Leggings/Yoga pants under outer garments are not considered patches. **Yoga pants are not permitted to be worn at school, unless the top that accompanies the pants meet the required length. Pajamas and blankets/covers are PROHIBITED.**
5. No leggings or tights may be worn as pants/outer garments. **If leggings or tights are worn under shirts, dresses, shorts or skirts, the top garment must meet the 2 inch above the knee required length.**
6. Blouses/shirts must have a sleeve. Off the shoulder, backless, and shirts with cut outs are not allowed. Spaghetti straps are **PROHIBITED.**
7. Slits in skirts or dresses may extend no higher than five (5) inches above the kneecap.
8. Students should possess their ID badge **AT ALL TIMES** during the school day (both in the hallways and during class).
9. **The administration reserves the right to determine proper dress and take necessary action at his/her discretion.**

## **DRESS CODE VIOLATIONS**

**A student whose clothing violates the dress code will be disciplined according to the standards below:**

**Listening Devices/Headphones (Ex. Headphones, Ear Buds, etc.) will also follow the Dress Code Standards. Teachers reserve the right to allow/disallow use in the classroom. Use in the hallway is prohibited. In addition to the consequences below, students wearing listening devices/headphones will have the listening device confiscated.**

**1<sup>st</sup> offense-** the student will be sent to the office and will be given the opportunity to correct the violation and parental contact. If the violation can't be corrected, the student will be sent home or placed in ISS until a parent comes to the school to remedy the issue.

**2<sup>nd</sup> offense-** the student will be placed in ISS for one (1) school day and parental contact.

**3<sup>rd</sup> offense-** the student will be assigned ISS for three (3) school days and parental contact.

**4<sup>th</sup> offense-** the student will be assigned OSS for two (2) school days and parental contact.

**5<sup>th</sup> offense-** Administrative discretion; possible extended placement in ISS or Alternative School.

## **FEES/DUES/LOST BOOKS**

Smiths Station High School reserves the right to set reasonable fees in non-required courses for laboratory supplies, shop materials and equipment. No fee shall be collected for courses required for graduation except science laboratory and calculator rental. Fees, dues, lost books, etc. may be paid by check until **April 15<sup>th</sup>** of each year. After that no checks will be accepted until the next school year begins.

## GENERAL BEHAVIORAL EXPECTATIONS

ALL STUDENTS AND PARENTS SHOULD READ AND UNDERSTAND THE STUDENT HANDBOOK FOR HIGH SCHOOL, JR.HIGH, AND MIDDLE SCHOOL DIVISION.

1. **Bullying/Student Harassment will not be tolerated. Students are encouraged to follow the procedures in the Lee County Student Handbook, if necessary.**
2. **FIGHTING WILL NOT BE TOLERATED AT SMITHS STATION HIGH SCHOOL. Law enforcement authorities will be notified and students will be arrested and charged with Disorderly Conduct (which results in court fees upwards of \$1500 for the student).**
3. Smiths Station High School students are expected to exemplify appropriate conduct at all times. This not only applies during the school day, but at any school-sponsored activity either at home or away. Your conduct reflects upon your school and family.
4. Students are expected to be courteous and obedient, and to show proper respect to all stakeholders at Smiths Station High School.
5. Students must change classes in an orderly and quiet manner for the safety and well being of all students. Loitering, running, or horseplaying in the hallways is not permitted.
6. Students are expected to take **PRIDE** in our campus. Trash cans are readily available, and everyone is expected to maintain the cleanliness of the buildings.
7. Students should not damage school property in any form or fashion. Students will be required to pay for any damages caused by his/her actions.
8. **The school telephone is for official business only.** Students **will NOT** be allowed to use the phone except in cases of sickness and/or emergency. **Only emergency messages will be delivered to students during normal school hours.**
9. No student activity will be conducted anywhere on school property at any time without supervision by a sponsor or approval by the Principal.
10. **No public display of affection allowed. Students will be disciplined according to the Administrative Guidelines for Discipline. Please show respect for yourself and your friends and set a good example for others.**
11. The **USE** of electronic devices of any kind is not allowed on the Smiths Station High School campus unless approved by the Administration for special pre-arranged projects, athletic trips, or field trips. **PLEASE SEE THE LEE COUNTY BOARD OF EDUCATION'S STUDENT HANDBOOK FOR HIGH SCHOOLS.**
12. No skateboards, roller-skates, roller-blades, or ATVs are allowed on campus at any time.
13. All food and drinks purchased in the cafeteria must be consumed inside the cafeteria (or classroom) and should not be taken outside into the courtyard area or inside the other buildings.



## Lee County Learning Center (LC2)

LC2 offers students who are behind on credits, who wish to graduate early, or who may benefit from a non-traditional education setting the opportunity to fulfill their academic goals. LC2 is housed in Salem, AL. Students may drive themselves to LC2 or may ride the bus to/from SSHS, and then take a transfer bus to/from LC2. Upon arrival in the afternoon, the students may leave or remain in the ISS room until the end of the school day. Space at LC2 is limited. Students who are interested in submitting an application to attend LC2 should meet with their grade level counselor. All students attending LC2 still fall under SSHS's discipline requirements. Any discipline infractions while on SSHS's campus will be handled following the code of conduct addressed in this book. Students who are presently attending LC2 may participate in before or after-school extracurricular activities while they are in attendance at LC2. Due to completion of credit recovery or attendance at LC2, students may move up in their grade level classification during the school year. However, due to deadlines beyond the school's control, in order to participate in some activities, there are some deadlines that will apply to activities that are grade level specific.

- For the yearbook, students will be pictured with the grade level that they are in as of October 1st.
- In order to attend the prom, a student must be a junior or senior by the junior dues deadline (typically late March).
- In order to participate in Senior Day, a student must be classified as a senior by May 1st.

## Lunch Schedule (3<sup>rd</sup> Block) – COVID19 Schedule

2020-2021

11:15	Virtual Students Lunch Service
12:15	400 Building
12:30	200A Zone
12:45	200B Zone
1:00	300
1:15	100B
1:30	100A
145	PE/Athletics (in cafeteria)

All lunches will be grab and go and taken back to the rooms for consumption until Lee County is cleared to resume normal operations. At that time, your lunch schedule will be altered to eat in the cafeteria.

## **SAFE SCHOOL POLICY**

The Smiths Station High School Administration, Faculty, and Staff believe that a businesslike, orderly, and safe atmosphere must be maintained at all times. It is the responsibility of each student and each staff member to adhere to self-discipline and conduct himself/herself with respect and consideration for the rights of others.

It is the responsibility of each school staff member to enforce the policies of the school and the Lee County Board of Education to ensure that each member of the school staff and each student be given the best and safest environment in which to work and learn.

## **SCHOOL DELIVERIES**

Smiths Station High School does not accept any deliveries for students. This includes, but is not limited to, flowers, candy, food or any item delivered by a vendor, parent, or other individual. Students and parents are encouraged to have any gift, flowers, etc. delivered to the home of the student.

**ANY FOOD DELIVERED TO THE SCHOOL FROM A RESTAURANT WILL NOT BE ACCEPTED BY THE OFFICE STAFF AT SMITHS STATION HIGH SCHOOL.**

**STUDENTS ARE STRONGLY ENCOURAGED TO BRING HIS/HER LUNCH WHEN REPORTING TO SCHOOL EACH DAY**

## **SCHOOL SPONSORED CLUBS**

Smiths Station High School offers a variety of opportunities for students to join clubs in areas of interest. Many of our clubs complete community service projects that enable our students to give back to their community. **ALL OF OUR STUDENTS ARE ENCOURAGED TO FIND A CLUB OF INTEREST AND BECOME AN ACTIVE MEMBER!** A list of our clubs can be found on **page 20**.

## SCHOOL SPONSORED CLUBS

<b>Club</b>	<b>Sponsor(s)</b>
Beta Club	Mr. Horton
Thespian Society	Mr. Fuller
Robotics	Mrs. Harris
Athletic Ambassadors	TBD
Jr. Class Representatives	TBD
National Honor Society (NHS)	Ms. Wimberly
FBLA	Mr. Robinson/Mrs. Sheley/Mr. Daniels
Game Changers	TBD
Mu Alpha Theta	Mrs. D. Byrd
PALS	Mrs. Manderson
FFA	Mr. Duff/Mrs. Dixon
Scholars Bowl	Mr. Horton
Young Republicans	TBD
Young Democrats	Mrs. Jackson
Student Council	Mrs. Chancey
Math Team	Mrs. D. Byrd
French Club	Ms. Wimberly
Art Club	Ms. Chase
Spanish Club	Mr. Gregory
Tri-M	Ms. Poland
Aerophagus	Mrs. J. Byrd/Mrs. Hackney
SADD	Mrs. Stewart
DECA	Mrs. Powe
HOSA	Mrs. Riggs
FCA	TBD
RHO Kappa	Mrs. Chancey
History Club	Mrs. Whitlock
Ruri-Teen	Mrs. Whitlock

## SELLING MATERIALS

1. Selling materials on school grounds is against school policy. **No individual or group may sell or distribute any goods or materials on school grounds which are not school sponsored and which have not been approved through the Principal.**
2. Groups, individuals, or organizations that are not school sponsored and/or approved may not carry on any activity at the school or through the school. This prohibits selling, soliciting money, posting announcements, distributing any written material or otherwise impeding the orderly flow of traffic of the planned educational process.

## SEMESTER EXAMS

Students must remain on campus unless they have an approved parental permission form to check out. A tutorial study hall will be held in the Cafeteria for those students remaining on campus after exams are over each day. End of course exams are given at the end of each term and count **2/10 or 20%** of the final grade.

### Projected Exam Dates

#### 1<sup>st</sup> Term (Tentative)

January 14, 2021  
January 15, 2021

#### 2<sup>nd</sup> Term (Tentative)

May 27, 2021  
May 28, 2021

## END OF YEAR REPORT CARDS

All report cards will be available electronically by the end of the day on May 28, 2021. Students/Parents may access report cards through the Chalkable Parent Portal. Parents/Students may also bring a self-addressed/stamped envelope to the main office by May 26, 2021.

**SEMESTER EXAM EXEMPTIONS**  
**Options May Be Combined**

**SENIORS**

**Option 1** may be exempt from Final Exams, if they meet ALL of the following criteria:

A average with no more than 3 absences for the semester

B average with no more than 2 absences for the semester

C average with 1 absence for the semester

**Option 2** may be exempt from 1 SECOND Semester Exam, if they meet a proficiency score of **4** on ACT Workkeys in all categories.

**Option 3** may be exempt from All Exams, if a student has a minimum proficiency score of **4** on ACT Workkeys in all categories and an ACT Composite Score of **27**.

**JUNIORS**

**Option 1** may be exempt from SECOND Semester Exams, if they meet ALL of the following criteria:

A average with no more than 3 absences for the semester

B average with no more than 2 absences for the semester

C average with 1 absence for the semester

**Option 2** may be exempt from 1 SECOND Semester Exam, if a student has an ACT Composite Score of **20**.

**Option 3** may be exempt from All 2<sup>nd</sup> Semester Exams, if a student has an ACT Composite Score of **25**.

**SOPHOMORES**

**Option 1** may be exempt from SECOND Semester Exams, if they meet ALL of the following criteria:

A average with no more than 3 absences for the semester

B average with no more than 2 absences for the semester

C average with 1 absence for the semester

**Option 2** may be exempt from 1 SECOND Semester Exam, if a student has a Pre-ACT Composite Score of **18** on the spring administration test.

**Option 3** may be exempt from All 2<sup>nd</sup> Semester Exams, if a student has a Pre-ACT Composite Score of **23** on the spring administration test.

## NOTES:

1. There will not be any consideration for extenuating circumstances in regards to students and the exemption criteria. **IT IS WHAT IT IS!**
2. Students that are absent due to an Off-Campus Student Activity (OCA) will not have those absences count against his/her exemption status.
3. Students will automatically forfeit exemptions for any exam if he/she is placed in ISS, has been suspended, or placed in Alternative School.
4. A student may re-take a Final Exam if he/she was passing the class prior to taking the Final Exam. The Final Exam must cause the student to fail the course in order for the student to be eligible to re-test.
5. A grade of "0" will be given for an unexcused absence from Final Exams.
6. Students enrolled in Advanced Placement (AP) classes will take a Mock AP Exam as his/her midterm exam. The AP Exam in May will serve as the student's Final Exam in the AP course. Students taking AP courses will be "exempt" from the actual Mid-term and Final Exam. **If an AP Student does not take their required AP Exam(s), a class final(s) and exam re-stocking fee(s) will be charged to the student/parent. The student also forfeits the AP Weighted Grade(s).**

End of term exam re-tests will be given to any student if the exam grade determines passing or failing in regard to graduation. Only one re-test will be given. The re-test will be given over the same material, but may take a different form. Failure to meet any end of term exam for any reason is strongly discouraged. Emergency excused absences from an exam will necessitate a different exam being given of equal difficulty for the student to receive a final grade. A grade of "0" will be given for unexcused absences from term exams. This includes any unexcused absence due to a suspension.

## STUDENT ARRIVAL TO SCHOOL

1. **Car riders will enter/exit campus from Lee Road 430 through the main entrance/exit from campus and follow the signage to the BLUE parking lot. The BLUE lot will be for students to be dropped off no earlier than 8:10 a.m.**
2. **The GREEN parking lot is designated for Senior and Junior parking. The back BLUE lot is for Sophomores. Students will enter the parking lot from the far entrance/exit from the school.**
3. Students must park in their assigned parking spot. If a student has not purchased a pass, they may park in the orange lot and come in to purchase a parking permit.
4. Students should not be dropped off at school prior to 8:10 a.m. each day. The building will be secured and will not be unlocked prior to 8:10 a.m.
5. Students will report to their first block class once they are released from the car/bus. Students may go through the cafeteria to get breakfast on the way to 1<sup>st</sup> block.
6. Students must remain in the car they arrived on campus with until called for at 8:35 a.m. Students will not be permitted to linger in the parking lot.

7. Students participating in Band may drop off his/her instrument in the band room (outside door/not through the hall) prior to the first bell ringing at 8:40 a.m. Students will not be permitted to hang out in the band room prior to the beginning of the school day.

### **STUDENT DEPARTURE FROM SCHOOL**

1. The official school day ends at 4:00 p.m.
2. Students are expected to exit the campus in an orderly fashion. **All students should be off campus by 4:20 p.m., unless he/she is involved in an extra-curricular activity, with a sponsor, or is serving time for a disciplinary infraction.**
3. Smiths Station High School is not going to provide a location for students to remain on campus until a parent or guardian gets off work at 6:00 p.m. **If this issue persists, we will conduct a home visit to ensure that the student lives within the boundaries of the areas served by the Lee County School System.** Your cooperation is greatly appreciated in this area.
4. Students that ride a 1<sup>st</sup> wave bus should proceed to the bus loading and unloading area as quickly as possible once the bell rings at 4:00 p.m. Students that ride a 2<sup>nd</sup> wave bus will be released from class at approximately 4:15 p.m.
5. Car riders will be picked up in the **BLUE** parking lot across from the Gymnasiums. **NO STUDENT WILL BE PICKED UP ON THE CURB NEXT TO THE GYM/courtyard.** This procedure will allow for a more safe departure from campus.

## STUDENT PARKING

The regulations listed below are necessary to promote a safe environment for students, faculty, and all other stakeholders.

1. All students must park in their assigned spots. **SSHS reserves the right to issue parking fines for violations. Those fines will be added to the student's fee list.**
2. All vehicles must have a current parking permit. Vehicles without valid permits or improperly parked cars will be towed or booted at the owner's expense.
3. **Student parking permits may be purchased from Mrs. Huguley in the front office before school. The parking permits are \$35.00**
4. Students are required to complete an application for a parking permit and must provide a copy of his/her driver's license and proof of insurance prior to being issued a parking permit. **The school reserves the right to add the permit fee for non-compliance.**
5. The maximum speed limit anywhere on campus is **15 MPH**. Reckless driving or repeated minor infractions may result in the loss of campus driving or parking privileges.
6. Drivers must follow the flow of traffic while entering or exiting the school campus.
7. Students are not permitted to enter the parking lot or his/her car during the school day without approval from an Administrator.
8. **No student vehicles are permitted in the area directly behind the school. This area is reserved for Faculty/Staff parking and also serves as the drop-off and pick up area for all bus riders.**
9. Students are asked to enter and exit the campus in an orderly fashion. Students will not be permitted to "hang out" in the parking lot.
10. All student drivers will exit campus thorough the **FAR** entry/exit.  
**Parents and non-SSHS students are prohibited in the student parking areas.**



## STUDENT TARDIES

A tardy is defined as a student's arrival after the official time set for the beginning of each respective school's regular daily activities. Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must be checked in by a parent(s)/guardian(s).

### **TARDY PROCEDURES**

1. Students will be allotted **SIX (6) tardies per nine weeks**. Tardies are cumulative and not on a class by class basis.
2. All tardies for the day should be entered into STI on a daily basis. Each teacher is responsible for reporting tardies each day. **ALL TARDIES WILL BE REPORTED TO ENSURE EQUITABLE ENFORCEMENT OF THE PROCEDURE.**
3. Disciplinary measures will be enforced on the 6<sup>th</sup> cumulative tardy per nine weeks following the steps below:
  - A. 7<sup>th</sup> Tardy- ISS x 1 week of detention
  - B. 8<sup>th</sup> Tardy- ISS x 1 day
  - C. 9<sup>th</sup> Tardy- ISS x 2 days
  - D. 10<sup>th</sup> Tardy- ISS x 3 days
  - E. 11<sup>th</sup> Tardy- ISS x 5 days
  - F. 12<sup>th</sup> Tardy- OSS x 1 days
  - G. 13<sup>th</sup> Tardy- OSS x 2 days
  - H. 14<sup>th</sup> + Administrative Discretion

**ANY STUDENT THAT ARRIVES TO SCHOOL AFTER 8:45 a.m. IS REQUIRED TO CHECK-IN THROUGH THE ATTENDANCE OFFICE. THE STUDENT MAY BE REFERRED TO THE TRUANCY OFFICER UPON THE FIFTH (5<sup>th</sup>) TARDY TO SCHOOL DURING EACH SEMESTER OF THE 2020-2021 SCHOOL YEAR.**

**STUDENT TECHNOLOGY DEVICE POLICY  
(Phones/Laptops/Tablets/ETC.)**

**If a student does not render the device, the 1<sup>st</sup> offense discipline will be waived.**

**1<sup>st</sup> Offense**- The student's device will be taken up and returned to an adult on the child's contact list. The device will not be returned prior to 4:00 PM on the day it was taken up.

**2<sup>nd</sup> Offense**- The student's device will be taken up and returned to an adult on the child's contact list. The device will not be returned prior to 4:00 PM on the day it was taken up. **The student will be assigned three (3) days of ISS by an administrator.** The parent(s)/guardian(s) will be contacted.

**3<sup>rd</sup> Offense**- The student's device will be taken up and returned to an adult on the child's contact list. The device will not be returned prior to 4:00 PM on the day it was taken up. **The student will be assigned five (5) days of ISS by an administrator.** The parent(s)/guardian(s) will be contacted.

**4<sup>th</sup> Offense**- The student's device will be taken up and returned to an adult on the child's contact list. The device will not be returned prior to 4:00 PM on the day it was taken up. **The student will be assigned three (3) days of Out of School Suspension (OSS) by an administrator.** The parent(s)/guardian(s) will be contacted.

**5<sup>th</sup> Offense**- The student's device will be taken up and returned to an adult on the child's contact list. The device will not be returned prior to 4:00 PM on the day it was taken up. **The student will be recommended to the Alternative School for a minimum of ten (10) days.** The parent(s)/guardian(s) will be contacted.

**6<sup>th</sup> Offense and subsequent offenses**- Administrative Discretion

**STUDENT WITHDRAWALS**

All student withdrawals must go through the Registrar, Mrs. Watson, and the appropriate Counselor. Students will not be withdrawn without completely clearing all obligations. Records will not be released until the student returns all textbooks and pays all of his/her outstanding fees, if applicable.

**TEXTBOOKS**

Textbooks will be furnished to all students. There are some workbooks and other related materials that students may be required to purchase. Some elective courses may require a **FEE**. Once textbooks are issued to students, they become the responsibility of that student. The student will be required to pay for the cost of a new textbook, if the book is not returned or is returned in an unusable condition.

# **SMITHS STATION HIGH SCHOOL**

## **ADMINISTRATIVE GUIDELINES FOR DISCIPLINE**

**August 2020-May 2021**

## **INTRODUCTION**

The Administration at Smiths Station High School believes that instruction should occur in an environment that is conducive to learning. Order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

It is the Administration's desire to assist students, parents, and school personnel in developing and maintaining an environment conducive to learning. This document is designed to provide the administration with guidelines, not policies, in dealing with disciplinary issues at Smiths Station High School.

It is the policy of the Lee County Board of Education that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

### ***STUDENT BEHAVIOR CODE***

*Students enrolled in Smiths Station High School should:*

- *Obey the laws of the City, County, State, and Federal governments.*
- *Exercise good citizenship.*
- *Respect individuals and their property.*
- *Arrive at their designated school at the appropriate time.*
- *Report to all classes promptly.*
- *Prepare assigned work and participate in all learning activities as directed by teachers.*

### ***PROCEDURES FOR THE ADMINISTRATION OF DISCIPLINARY ACTIONS***

*In each class of violations the principal or designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. No student shall be punished for any suspected violations until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving student rights shall be followed.*

*All academic grades should reflect the teacher's most objective assessment of the student's academic achievement and should not be influenced by student behavior.*

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

### **Before or After-School Detention**

The Administration/Faculty have the authority to assign students to a designated area at the end of the regular school day for a reasonable and specified period of time. The parent/guardian is responsible for providing transportation in these cases. A reasonable attempt will be made to notify the parent(s) or guardian on the day of the misbehavior. If the parent/guardian is notified, the student may be assigned on that day; if not, the student will be assigned the following school day.

### **In-School Suspension (ISS)**

ISS is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The Administration has the authority to assign students to the ISS program for a reasonable and specified period of time.

### **ISS Procedures**

**ISS is located behind the lower office in the Administration Building.**

**If a student does not follow the dress code on an assigned ISS day, that day will not count.**

1. **Continuous** assignments to ISS may result in the following policies and procedures being followed:
  - a. The student may have their driving privileges and/or bus privileges revoked for the duration of the ISS assignment.
  - b. **Parents/guardians may be required to bring their child to school between 8:00 and 8:30 a.m. (EST) and to pick them up between 3:30 and 4:00 p.m.**
  - c. Any student not signed-in or signed-out in the proper time-frame will be subject to one day being added to the ISS assignment per offense.
2. Students will be required to complete all ISS and class assignments before he/she will be returned to the regular classroom setting. Students will be assigned character education work from ISS to complete in addition to normal coursework. Students will be given credit for all work completed in ISS that was also given in class.
  - a. Any misbehavior will result in a student having additional days in ISS or being suspended from school.  
Upon returning from suspension, the student will be required to complete the assigned time in ISS before returning to the regular classroom setting.
  - b. If a student refuses to report to ISS, he/she will be suspended from school and will complete the assigned time in ISS before returning to the regular classroom setting.

- c. Students who stay out of school will be required to furnish SSHS with a valid medical excuse or an excuse approved in advance by the administration. All excuses must be provided to Coach Pennington/Coach Porter for approval. *If a student does not provide a valid medical or approved excuse, he/she will have three (3) additional days added to the assignment in ISS. The student will complete the assigned time in ISS before returning to the regular classroom setting. **THE STUDENT WILL COMPLETE THE ASSIGNED TIME IN ISS REGARDLESS OF THE REASON FOR THE ABSENCE(S).***

### **Alternative School**

Alternative School is an alternative learning environment for students with severe disciplinary issues, continuous disciplinary issues, and students transferring in from other disciplinary programs. Students are still provided an education with a classroom teacher. Credit will be given for all work completed during Alternative School that is also completed in the regular classroom.

### **Alternative School Procedures**

1. An Alternative School hearing must be held between the parents and the school representative for Alternative School to determine appropriate disciplinary actions. At this time, the student will either be assigned days of Alternative School or another appropriately deemed action. If parents are not satisfied with the results of the hearing, an appeal process will be explained at the conclusion of the hearing – Please see the Lee County Student Handbook for Secondary Schools for further actions.
2. A letter will be sent to the parent(s)/guardian(s) after the initial Alternative School hearing. This letter will explain the offense, length of time the student will be in Alternative School, Alternative School procedures, and the appeal date, time, and location if one is desired.
3. Once a student has been assigned Alternative School, he/she will have to be signed in by a parent, or another adult (over 18 and not in school) assigned by the parent, each morning by **8:00 a.m.** If the student is late, the door will be closed and locked and the student will be counted as suspended for the day (all work for the day will result in “0”). Also, the day will be added to the time remaining in Alternative School.
4. The student will have to be signed out each afternoon no later than **3:30 p.m.** If a student is still on campus after **3:30 p.m.**, additional days will be assigned.
5. The parent/legal guardian must bring the student the first morning of the first assigned day. At that time, the ALC teacher will orient the parent and give the parent the appropriate paperwork to fill out for the Alternative School records. This will include the Alternative School rules, expectations, and emergency contact information.
6. **During Alternative School, the student will not be allowed to attend or to participate in ANY school functions whether on campus or off. Furthermore, the student will not be allowed on campus at any time outside of Alternative School hours without administrative permission. Violation of this rule will result in suspension from school and could result in trespassing charges and/or expulsion.**

7. Any misconduct during Alternative School may result in the following actions: additional days assigned, suspension, or expulsion. Dr. Cook, if available, will handle all disciplinary actions from Alternative School.
8. Before a student can be released from Alternative School, an exit hearing must be held. This meeting will be conducted the last assigned day and will involve Dr. Cook or his designee, and the parent and student. This meeting will detail the time spent in Alternative School, lessons learned, progress, and a reflection of the initial offense. This meeting typically lasts about five (5) minutes.

### **Physical Restraint**

The Administration has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

### **Out of School Suspension**

The Administration has the authority to temporarily remove a student from attending school on the campus of Smiths Station High School for a reasonable amount of time. When suspended, a student is prohibited from entering any Lee County School's property and from attending or participating in school or Board-related activities (for example: athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule could result in additional charges of trespassing against the student.

**Students under local suspension (not "assignment to the Alternative School") will receive unexcused absences from all days missed due to the suspension and will not be entitled to make up work for the missed days.** Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises. **A parent conference will be required for the student to be re-admitted to school.**

### **School Bus Suspension**

The Administration has the authority to deny the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time. Please see the Lee County Schools handbook for a list of offenses and suspension timelines.

### **Expulsion**

Any student expelled from school must follow the guidelines for re-admission as stated in the Lee County Board of Education's Policy Manual.

### **VIDEO SURVEILLANCE**

Video equipment may be used to document student behavior. Disciplinary action may be taken as a result of this surveillance.

## SEARCHES AND INTERROGATIONS

### I. Search and Seizure

**See the Lee County Student Handbook for Secondary Schools**

### II. Interrogations of Students

A student enrolled in Smiths Station High School will not be interrogated by any law enforcement authority or representative of the courts on public school property during regular school hours without the knowledge of the parent(s)/guardian(s) and the school's principal or his designee. All interrogations will be conducted in private, with an official school representative (principal or his designated representative) present. An exception may be made in cases of interviews by the Department of Human Resources.

**To ensure that all rights and requests are respected, the following procedures will be followed by school administrators:**

- Every reasonable effort will be made to contact and/or have a parent or guardian present.
- Police officers will not be permitted to take the student from school unless the student is under arrest.
- Make certain that only a school administrator and not the police summons the student out of class.
- Be certain the student is advised of his/her rights.
- A school administrator should be present during the entire interrogation.
- The school administrator should not participate in the questioning of the student.

## **DRUGS AND ALCOHOL**

**See the Lee County Student Handbook for Secondary Schools**



## ***DISCIPLINARY INFRACTIONS AND CONSEQUENCES***

***The following guidelines will be considered in carrying out disciplinary procedures. However, each principal reserves the right to apply rules as needed based upon the severity of the infraction.***

### **Class I Offenses**

- 1.01 *Distraction of other students-Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.*  
*Examples: talking excessively, interrupting class functions, chewing gum, provoking other students excessively.*
- 1.02 Excessive tardiness-Repeatedly reporting late to school or class.
- 1.03 Non-directed use of profane or obscene language verbal, written, gesture.
- 1.04 Non-conformity to dress code set at the local school level.
- 1.05 Minor disruption on a school bus.
- 1.06 Failure to follow instructions-*Examples: Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.*
- 1.07 Unauthorized use of school or personal property.
- 1.08 Littering of school property.
- 1.09 Any other violation which the principal may deem reasonable to fall within this category.

### **DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS**

**First Offense:** Informal conference-A school official will talk with the student regarding how the student should behave and will assign Before or After School Detention. Other actions may be deemed necessary by principal or designee.

**Subsequent Offenses:** Conference-A formal conference will be held with the student and one or more school officials and the parent(s)/guardian(s). During this conference the student must agree to change his/her behavior. The student may be assigned to Saturday School or ISS for repeated Class I Offenses. **Corporal punishment may be deemed necessary by the principal or his designee and the student's parent(s)/guardian(s).**

## CLASS II OFFENSES

2.01	Defiance of authority- Any verbal or non-verbal refusal to comply with reasonable directions or orders of school personnel.	1 <sup>st</sup> ISS 3-5 days 2 <sup>nd</sup> OSS 1-3 days 3 <sup>rd</sup> OSS 3-5 days 4 <sup>th</sup> Admin. Discretion
2.02	Possession, use, and/or sale of tobacco products. Electronic Cigarettes or other related smoking devices included. CBD based products are prohibited.	1 <sup>st</sup> ISS 3-5 days 2 <sup>nd</sup> OSS 1-3 days 3 <sup>rd</sup> & all others OSS 3-5 days
2.03	Harassment and/ or verbal confrontation or contention with another student.	1 <sup>st</sup> ISS 3-5 days 2 <sup>nd</sup> OSS 1-3 days 3 <sup>rd</sup> OSS 3-5 days 4 <sup>th</sup> Admin. Discretion
2.04	Intentionally providing false information to school personnel; forgery of parents signature, intentionally providing false to parents.	1 <sup>st</sup> ISS 1-3 days 2 <sup>nd</sup> OSS 1-3 days 3 <sup>rd</sup> OSS 3-5 days 4 <sup>th</sup> Admin. Discretion
2.05	Inciting student disorder and/or malicious mischief. Refusing to disperse.	1 <sup>st</sup> ISS 3-5 days 2 <sup>nd</sup> OSS 1-3 days 3 <sup>rd</sup> OSS 3-5 days 4 <sup>th</sup> Admin. Discretion
2.06	Property damage- intentional and deliberate action resulting in damages to public property or to the real personal property of another. If a student destroys or damages property, the parent/guardian shall be required to repair or replace it. (Senate Bill 73)	1 <sup>st</sup> ISS 3-5 days 2 <sup>nd</sup> OSS 1-3 days 3 <sup>rd</sup> OSS 3-5 days 4 <sup>th</sup> Admin. Discretion
2.07	Stealing/Larceny/Petty theft – the intentional unlawful taking or carrying away of public real, or personal property. Law enforcement will be notified.	1 <sup>st</sup> OSS 1-3 days 2 <sup>nd</sup> OSS 3-5 days 3 <sup>rd</sup> OSS 5-10 days 4 <sup>th</sup> Admin. Discretion
2.08	Possession of stolen property Law enforcement will be notified.	1 <sup>st</sup> OSS 1-3 days 2 <sup>nd</sup> OSS 3-5 days 3 <sup>rd</sup> OSS 5-10 days 4 <sup>th</sup> Admin. Discretion
2.09	Trespassing – willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited and is warned by an authorized person to depart and refuses to do so. Law enforcement may be notified.	1 <sup>st</sup> OSS 1-3 days 2 <sup>nd</sup> OSS 3-5 days 3 <sup>rd</sup> Recommendation to Alternative School

2.10	<p><b>Bullying/unlawful harassment including racial</b></p> <p>Committing or instigating aggressive acts toward another student with the intent to irritate, intimidate hurt, or produce a negative reaction from the other student. Verbal or physical conduct based on actual or perceived race, color, national origin, sex, age, disability, or religion when the conduct (a) has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or (b) has the purpose of interfering or otherwise adversely affecting an individuals work or academic performance or opportunities.</p>	<p>1<sup>st</sup> ISS 3-5 days  2<sup>nd</sup> OSS 1-5 days  3<sup>rd</sup> OSS 5-10 days  4<sup>th</sup> Admin. Discretion</p>
2.11	<p><b>Leaving campus/premises without permission and/or unauthorized transport of others.</b></p>	<p>1<sup>st</sup> ISS 3-5 days  No driving 30 days  2<sup>nd</sup> OSS 1-3 days  No driving 60 days  3<sup>rd</sup> OSS 3-5 days  No driving 90 days  4<sup>th</sup> Admin. Discretion</p>
2.12	<p><b>Unauthorized activation of fire extinguisher  Activation of pepper spray/mace</b></p>	<p>1<sup>st</sup> OSS 3 days  2<sup>nd</sup> OSS 5 days  3<sup>rd</sup> OSS 10 days  4<sup>th</sup> Admin. Discretion</p>
2.13	<p><b>Participation in gambling or games of chance for money and/or other things of value.  Gambling devices and money will be confiscated.</b></p>	<p>1<sup>st</sup> ISS 3-5 days  2<sup>nd</sup> OSS 1-3 days  3<sup>rd</sup> OSS 3-5 days  4<sup>th</sup> Admin. Discretion</p>
2.14	<p><b>Disruptive behavior on the bus.  Driver should contact parent and inform the parent of the problem.</b></p>	<p><b>See the Lee County Student Handbook for Secondary Schools</b></p>
2.15	<p><b>Threats or Extortion – verbally or by written or printed communication, maliciously threatening an injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.</b></p>	<p>1<sup>st</sup> OSS 1-3 days  2<sup>nd</sup> OSS 3-5 days  3<sup>rd</sup> OSS 5- 10 days  4<sup>th</sup> Admin. Discretion</p>
2.16	<p><b>Possession of fireworks.</b></p>	<p>1<sup>st</sup> OSS 1-3 days  2<sup>nd</sup> OSS 3-5 days  3<sup>rd</sup> OSS 5-10 days  4<sup>th</sup> Recommended to Alternative School</p>
2.17	<p><b>Profanity or obscene language or gestures directed to a student.</b></p>	<p>1<sup>st</sup> ISS 3-5 days  2<sup>nd</sup> OSS 1-3 days  3<sup>rd</sup> OSS 3-5 days  4<sup>th</sup> Admin. Discretion</p>

2.18	Disrespectful language, gestures, or profanity either stated or implied to or about a board employee or guest.	1 <sup>st</sup> OSS 3-5 days 2 <sup>nd</sup> OSS 5-10 days 3 <sup>rd</sup> OSS pending Recommendation to Alternative School
2.19	Cell Phones/Electronic Devices	<b>See Lee County Student Handbook for Secondary Schools</b>
2.20	Possession of non-prescription, over the counter medications.	1 <sup>st</sup> Parent conference and 3-5 days ISS 2 <sup>nd</sup> OSS 3-5 days 3 <sup>rd</sup> same as 3.01
2.21	Inappropriate public display of affection. Including but not limited to embracing and kissing.	1 <sup>st</sup> ISS 1-3 days 2 <sup>nd</sup> ISS 3-5 days 3 <sup>rd</sup> OSS 1-3 days 4 <sup>th</sup> Admin Discretion
2.22	Excessive tardiness to school or class.	<b>See page 26 in this document.</b>
2.23	Non-conformity to dress code	(See dress code policy)
2.24	Computer misuse – Minor incidents of computer computer fraud and tampering. (This includes playing games, downloading or trying to access inappropriate material.) There will be a \$15.00 per hr. charge to correct the damage.	1 <sup>st</sup> ISS 1-3 days 2 <sup>nd</sup> ISS 3-5 days 3 <sup>rd</sup> OSS 1-3 days
2.25	Habitual class 1 violations	1 <sup>st</sup> ISS 1-3 days 2 <sup>nd</sup> ISS 3-5 days 3 <sup>rd</sup> OSS 1-3 days
2.26	Any other violation which the principal may deem reasonable to fall within this category	Principal's Discretion
2.27	Verbal, physical, or sexual harassment	1 <sup>st</sup> OSS 1-3 days 2 <sup>nd</sup> OSS 3-5 days 3 <sup>rd</sup> Recommendation to Alt. School
2.28	On campus skipping of class/unauthorized location. Being in a location that is out of bounds to students or in a place where you are not supposed to be without the permission of a teacher or administrator.	1 <sup>st</sup> ISS 1-3 days 2 <sup>nd</sup> ISS 3-5 days 3 <sup>rd</sup> OSS 1-3 days 4 <sup>th</sup> Admin. Discretion

**\*If a student has been approved for the Alternative School, but there are no openings at the time, he/she may be allowed to return to school and be placed in the ISS classroom until a space becomes available.**

### CLASS III OFFENSES

Police report will be filed for all Class III violations.

3.01	Drugs, Chemicals, and Alcohol – the unauthorized possession, or use of controlled substances to include illegal substances and prescribed substances (examples Ritalin, Adderall, Dexedrine, Valium, etc.) or to appear under the influence of drugs, chemicals, or alcohol, or the dispensing of non-prescription, over the counter medications. Possession of drug paraphernalia or non-controlled substances that are represented to be an illegal or controlled substance. Before returning to school a rehabilitation plan must be developed and implemented. Alcohol/drug counseling must be included as a vital part of the plan. Parent/guardian is responsible for the cost of the development and implementation of the plan.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	up to 10 days OSS pending Alternative School placement Recommended Expulsion Rec. Permanent Expulsion
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**NOTE: One who distributes drugs, chemicals or alcohol may be recommended for expulsion on the first offense.**

3.02	Arson – the willful and malicious burning or attempting to burn any part of Board property.	1 <sup>st</sup> 2 <sup>nd</sup>	Same as 3.01 Recommend Expulsion
3.03	Threatening a school board employee; either stated or implied or the property of an employee.	1 <sup>st</sup> 2 <sup>nd</sup>	Same as 3.01 Recommend Expulsion
3.04	Robbery – the taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of it. Restitution will be made before returning to school.	1 <sup>st</sup> 2 <sup>nd</sup>	Same as 3.01 Recommend Expulsion
3.05	Stealing, Larceny, Grand Theft – the intentional, unlawful taking and/or carrying away of property valued at \$100.00 or more belonging to or being in the lawful possession or custody of another.	1 <sup>st</sup> 2 <sup>nd</sup>	Same as 3.01 Recommend Expulsion
3.06	Criminal Mischief – intentional and deliberate action resulting in injury or damages of \$100.00 or more to public property or the real or personal property of Parent/guardian must make restitution before the student returns to school.	1 <sup>st</sup> 2 <sup>nd</sup>	Same as 3.01 Recommend Expulsion
3.07	Possession of weapons (not including firearms) knife, metallic knuckles, or any other weapon, instrument or object.	1 <sup>st</sup> 2 <sup>nd</sup>	Same as 3.01 Recommend Expulsion

3.08	Threats – any such communications concerning school board property, which has the intentional effect of interrupting the educational environment, including but not limited to; bomb threats, riot threats, biological threats, or other threats of group violence. Any student found to have communicated a threat will at the minimum be assigned to the Alt. School for 36 weeks, will be prosecuted and restitution will be sought for lost income and expenses due to the interruption of school activities.	1 <sup>st</sup>	Same as 3.01
		2 <sup>nd</sup>	Recommend Expulsion
3.09	Igniting fireworks – igniting an explosive or incendiary charge.	1 <sup>st</sup>	OSS 10 days
		2 <sup>nd</sup>	Rec. Alt. School
		3 <sup>rd</sup>	Recommend Expulsion
3.10	Sexual Misconduct – Acts of a serious sexual nature including but not limited to intercourse, or indecent exposure.	1 <sup>st</sup>	Same as 3.01
		2 <sup>nd</sup>	Recommend Expulsion
3.11	Inciting or participating in a major student disorder and/or refusing to disperse. Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property; personal injury to participants or others during any school-sponsored activity.	1 <sup>st</sup>	10 days OSS pending Rec. to Alt. School
		2 <sup>nd</sup>	Recommend Expulsion
3.12	Major threat to the safety of school bus passengers or driver.	1 <sup>st</sup>	same as 3.01 & Bus Suspension for 1 year
		2 <sup>nd</sup>	Recommend Expulsion 1 year from school & permanently from the bus.
3.13	Gang activity – Participating in gang activity, including but not limited to wearing or displaying jewelry, art, tattoos, clothing, or symbols previously designated by the principal as prohibited gang attire, commonly associated with a gang or intended by the wearer to be so associated.	1 <sup>st</sup>	Same as 3.01
		2 <sup>nd</sup>	Recommend Expulsion

3.14	Any other violation which the principal may deem reasonable to fall within this category.	Principal's Discretion
3.15	Inappropriate Cell Phone Use (Sexual/Illegal Content)	1 <sup>st</sup> OSS pending Alt School
3.16	Battery/ Fighting	1 <sup>st</sup> OSS 3 days plus ISS 5 days  2 <sup>nd</sup> OSS pending Alt School  3 <sup>rd</sup> Recommend Expulsion
3.17	Habitual Class 2 violations	1 <sup>st</sup> OSS 5-10 days  2 <sup>nd</sup> Recommend Alt School

**\*If a student has been approved for the Alternative School, but there are no openings at the time, this student may be allowed to return to school and be placed in the ISS classroom until a space becomes available.**

#### CLASS IV VIOLATIONS

**Law enforcement will be notified for all Class IV violations. The student will be immediately assigned to Alternative School or suspended indefinitely from school pending an Expulsion Hearing.**

4.01	Battery upon Board employees – The unlawful striking of a Board employee, or the intentional causing of bodily harm to a Board employee.	1 <sup>st</sup> Recommend Expulsion
4.02	Possession of a firearm – A firearm is any weapon (as defined in Section 921 of Title 18 of the United States Code), which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter pistol, tear-gas gun, or air gun)	1 <sup>st</sup> Recommend Expulsion
4.03	Discharge of a firearm – Discharging of any pistol, rifle, shotgun, air gun, teargas gun, etc.	1 <sup>st</sup> Recommend Expulsion
4.04	Explosives – Possessing, preparing, igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge of more than one-quarter ounce on school board property.	1 <sup>st</sup> Recommend Expulsion

4.05	Burglary of school property – Entering or remaining in a structure when the premises are closed with the intent to commit a crime.	1 <sup>st</sup>	Recommend Expulsion
4.06	Aggravated battery – Intentionally causing great bodily harm, disability, or permanent disfigurement.	1 <sup>st</sup>	Recommend Expulsion
4.07	Illegal organization – Any threatening or overt acts by fraternities, sororities, secret societies, gangs, or non-affiliated school clubs which promote gang participation or threaten others. Includes enticing others to join a gang by threats, intimidation, initiation, and physical contact.	1 <sup>st</sup>	Recommend Expulsion
4.08	Sexual Assault/ Battery	1 <sup>st</sup>	Recommend Expulsion



## Acknowledgement Form

I(We) have received a copy of the **PANTHER PRIDE** for the 2020-2021 school year. I(We) have reviewed the contents of this publication and fully understand the contents in this student handbook. I(We) understand that the Administration and Faculty/Staff at Smiths Station High School will hold students accountable for meeting the high expectation set forth in the **PANTHER PRIDE**.

Please sign below to indicate that you have received and reviewed the **PANTHER PRIDE** for **2020-2021**.

**This acknowledgement form should be returned to the student's Homeroom teacher.**

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date