

SHEFFIELD



HIGH SCHOOL

**Student Handbook
2019-2020**

Sheffield High School

Student Handbook

You are responsible for reading and keeping up with your handbook. If you lose your handbook and need another, extra handbooks may be downloaded at www.scs.k12.al.us.

Joey Burch
Principal

2800 19th Avenue
Sheffield, AL 35660

This handbook belongs to:

Name: _____ Grade: _____

Bulldog Period/ HomeRoom: _____

Phone: _____

Table of Contents

Principal’s Message	3	Dual Enrollment	18-19
Nondiscrimination Statement	4	Elections - Mr/Miss SHS	19
Sheffield City Schools Mission	5	Electronic Devices/Phones	20
School Calendar	6	Emergency Drills	21
Bell Schedule	7	Exam Exemptions	22
Grading Periods	8	Extracurricular Activities	22-23
Announcements	9	Fighting	23
Attendance Policy	9	Fines/Fees/Fraternities/Gambling	23
Absences	9-10	Grading Parameters	24
Assemblies	11	Gifted Program / Graduation Exercises	24
BookBags/GymBags/ Purses/etc.	11	ICU/No Opt Out	25
Cafeteria Conduct	11-12	ISS (PASS) & Alternative School	25-28
Check in & outs	12	SJHS/Library/Lockers/Lost & Found	28-29
Cheating	13	Make-up Work	29
Club Meetings	13	Medication/Order of Discipline	30
Conferences	13	Out of District/OSS	31
Dances/Prom	13-14	Parking/Pregnant Students	31-32
Defacing School Property	14	Schedules/Sat. School/ School Activities/School Hours/School Trips	33
Deliveries to School	14	Searches & Seizures/Student Passes	34
Detention Halls	14-15	Tardies/Technology fee/Chromebooks	35
Dress Code	15-17	Textbooks/ Tobacco/ Transcripts/Val/Sal	36
Drugs and Alcohol	17	Weighted Grades	37
Drug Testing	17-18	*Bullying/Harassment	38-40

Sheffield High School

2800 E 19th Avenue Sheffield, Alabama 35660

"Providing a pathway for SUCCESS for every student, teacher, and Instructional Leader"

Joey 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 2019-2020 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 5047 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 records that the parent or eligible student believes are 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: The mission of Sheffield City School System is to collaborate with families and community members to produce graduates prepared for success through innovative, rigorous, student-centered learning experiences and high expectations for all.

Sheffield City Schools Mission: The vision of Sheffield City Schools is to be recognized as a high performing school district that instills high expectations, accountability, collaboration, and standards-based instruction through the use of best practices.

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

SHEFFIELD CITY SCHOOLS
Sheffield, Alabama

**SHEFFIELD CITY SCHOOLS
SCHOOL CALENDAR
2019 - 2020**

Teachers Report for School Monday, August 5, 2019 Teacher
Professional Development days August 5 & 6, 2019

Students Report for Class.....Wednesday, August 7, 2019

Labor Day - Holiday Monday, September 2, 2019

I-learning/PD Day Friday, October 11, 2019

Fall Break Day Monday, October 14, 2019

Veterans Day – Holiday Monday, November 11, 2019

Thanksgiving Holidays Monday through Friday, November 25 – 29, 2019

Last day before Christmas Holidays (*1/2 day for students*) Fri., December 20, 2019

End of First Semester December 20, 2019

Christmas Holidays Monday, December 23, 2019 – Wednesday, January 1, 2020

Teacher’s Strand Day Thursday, January 2, 2020

Teacher’s Professional Development Day Friday, January 3, 2020*

Students Return to School after Christmas Holidays Monday, January 6, 2020

Martin Luther King, Jr. Day - HolidayMonday, January 20, 2020

I-learning/Data Day Tuesday, January 21, 2020

President’s Day - Holiday Monday, February 17, 2020

Spring Break Monday through Friday, March 23 – March 27, 2020

Good Friday - Holiday Friday, April 10, 2020

I-learning/PD/Conference Day Friday, May 1, 2020

Graduation, Sheffield High School Friday, May 15, 2020

Last Day for Students (*1/2 day of school*) Wednesday, May 20, 2020

Teacher’s Professional Development Days Thursday & Friday, May 21 & 22, 2020

End of Teacher Contract Period Friday, May 22, 2020

Memorial Day Holiday Monday, May 25, 2020

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

Board Approved January 28, 2019



Sheffield High School
Bulldogs

7 Period Day

1st	7:50 - 8:41	51 minutes
2nd	8:45 - 9:36	51 minutes
3rd	9:40 - 10:31	51 minutes
4th	10:35 - 11:26	51 minutes
5th	11:30 - 12:42	51 Instruction + Lunch SJHS - 11:30 - 11:55 SHS - 12:21-12:46 (25 minutes)
BULLDOG PERIOD	12:50 - 1:05	(Curriculum provided)
6th	1:09 - 2:00	51 minutes
7th	2:04 - 2:55	51 minutes

4 minutes between classes.

Classes will meet every day for 51 minutes.

Teachers will teach 6 classes daily with planning.

Students can earn 7 credits - 4 cores with 3 electives.

Sheffield High School

Grading Periods

ENDING DATE DATE	# OF DAYS	REPORT CARD
1st Nine Weeks Wednesday, 10/9/19	45	Wednesday, 10/16/19
2nd Nine Weeks Wednesday, 12/20/19	45	Thursday, 1/9/20
3rd Nine Weeks Tuesday, 3.10/20	45	Wednesday. 3/18/20
4th Nine Weeks Wednesday, 5/20/20	45	Friday, 5/22/20 5/22 will be mailed.

Progress Reports 1st Nine Weeks
Progress Report September 9, 2019

Progress Reports 3rd Nine Weeks
Progress Report February 5, 2020

Progress Reports 2nd Nine Weeks
Progress Report November 13, 2019

Progress Reports 4th Nine Weeks
Progress Report April 20, 2020

Friday, December 20th, 2019 - End of First Semester
Monday, January 6th, 2020 - Beginning of Second Semester

Parents and students are encouraged to check INow weekly.

REVISED 7/10/19

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 the 1st period.

Attendance Policy and Regulations

- Any student enrolled in grades 9-12 who accumulates 18 or more days absent (excused or unexcused) during the school year is considered by The Alabama State Department of Education as Chronically Absent Student. Chronically Absent Students are subject to losing credit in any course that they exceed over the 18-day limit.
- Students at SHS who reach 15 absences will be encouraged to make up any more missed days on Saturday School.
- 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. Administration may adjust the time allowed for makeup work for extended, excused absences.
- 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.

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 will not be allowed to make up work from unexcused absences.
- 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, the parent or legal guardian

requesting an 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 7:50 a.m. This information will be used to determine if an 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 five (5) days per semester**. Any excuse above five days will be coded unexcused unless accompanied by a physician or legal excuse (i.e., the 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 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 three 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. To participate, the ½ day absence must be an excused absence. (If a situation warrants, the administration may grant an exception to this policy.) Students in violation of this policy will be considered in defiance of school policies.
- Perfect attendance will be rewarded for students who have attended every day of the entire year with no checkouts or check-ins to school, including tardies.
- Students with excessive absences (more than 5 unexcused) may not be allowed to participate in field trips, prom, or extracurricular activities including athletics and co-curricular activities which have their own specific policies in place.

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 turn his/her excuse into the main office and arrive to their class by 7:50 they may be considered tardy to class.
- Parent/dr. notes will be received each morning beginning at 7:35 a.m. in the front office.
- Mrs. Vandiver will enter in INow if the absence is excused.

Assemblies

- Assemblies will be held in the auditorium at various times during the school year.
- Students will sit in their assigned section based on Bulldog Period assignments.
- We will go to Bulldog Period prior to releasing for assemblies.
- Teachers are to accompany and sit with their students during assemblies.
- Students are expected to be on their best behavior during assemblies.

Book Bags, Gym Bags, Tote Bags, FannyPacks, Purses

- Gym bags and tote-bags must be placed in lockers before students report to their first period classes.
- Athletic bags, helmets, cleats, bats, etc. will be stored in a designated area (i.e. coaches' rooms, fieldhouse, locker room) before the first period.
- All purses larger than a book will be stored in the student's locker. All other bags are prohibited in the hallway - including but not limited to fanny packs, sports equipment bags, etc.

Cafeteria Conduct

- The fifth period is extended in order to accommodate lunchtimes.
- 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.
- Teachers/supervisors are to check their area before leaving the lunchroom each day.
- **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 students' or teachers' lunch accounts.
- Checks will not be cashed.
- Breakfast is served between 7:20-7:43 a.m.
- Rules of conduct apply for both breakfast and lunch periods with the exception of no

phones allowed during lunch.

- All Sheffield High School students will receive breakfast and lunch at no charge for the 2019-2020 school year.
- There will be a charge for extra food items beyond the meal. Visitor meals will cost \$4.00.
- Teachers may reward students with food in classrooms with prior permission from the administration.
- Due to tardies, student may be assigned to Lunch Detention. Students will be served their full lunch in room 115. Students will be supervised throughout lunch.
- A student may also be assigned a working lunch in room 110 if they are placed on the ICU list for not completing classroom assignments.

Check-Ins

- Any student who arrives at school after 7:50 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.
- 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 signed note by the legal guardian for students that drive. The Principal or his/her designee will call the guardian to confirm the note.
- Employees will not be allowed to check-out a student attending SHS unless that employee is on the student's check-out list.
- (On certain occasions, the administration will pre-approve checking out with a note. These occasions would be exams, I-Learning days, state testing, etc.)
- 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 50% of the school day 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 that particular assignment, test or exam. The student will be given an opportunity to make up this grade during a working lunch or after school detention. Additional disciplinary action may also be taken to discourage future academic dishonesty.

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, vendors, and/or visitors MUST report to the main office upon entering the school to enter their drivers license into the RAPTOR system to receive a name tag.

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 served any time in Alternative School during the current school year.
- 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 (PASS) 6 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 five (5) unexcused absences during the school year or have a total of 18 absences (excused and unexcused).
- The student may not have been absent more than half the day on the day of the event or half of the day before the event if it is held on a non-school day.

- Students must not be on the ICU Missing Assignment List to attend.

The following rules will be enforced for all dances (including prom & banquets) sponsored by Sheffield High School:

- A student inviting a guest must provide the name of the guest to school officials for approval.
- 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 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 115.
- 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 Saturday School, as well as another assignment in detention.
- 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.

o Teacher detention hall times will begin and end at the teacher's discretion but will not exceed one hour daily for detention purposes.

o 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 at the discretion of the teacher..
- 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 before returning to class. At no point will a student be allowed to leave and go home to change clothes.
- If a change of clothes can not be obtained, the student will be sent to PASS for the remainder of the day, or until a change of clothes can be obtained.
- A parent may come and check the student out, but the check-out will be subject to the rules and regulations regarding check-outs and absences.

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

Violations 1&2	Student must change clothes.
Violations 3&4	Change clothes & assigned detention hall
Violations 5&6	Change clothes and assigned one day of PASS
Violations 7&8	Change clothes & assigned three (3) days PASS
Violation 9	Change clothes & assigned five (5) days PASS
Violation 10	Suspended from school for a minimum of 1 day

Dress Code Expectations If it is questionable, don't wear it! *The goal of school is to secure an education. Any dress that distracts from the educational process or may pose a danger to students will not be permitted.*

Tops: Tops must not be revealing. All buttoned shirts should be buttoned appropriately. No undergarments may be visible.

Bottom - Boys: Dress or casual slacks, khakis, jeans, shorts. No undergarments may be visible.

Bottom - Girls: Dress or casual slacks, jeans, skirts, capris, shorts and dresses. No undergarments may be visible.

Dress Code Rules

- Shorts, dresses, and skirts are to be hemmed and extend past mid thigh length.
- 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 that covers the seat of the pants. This includes leotards, spandex, "yoga pants" and "jeggings". **Mesh panels that show skin above the knee will not be allowed.**
- Sweatpants without any writing on the seat of the pants are allowed. Tops may not extend lower than the collar bone (one-hand rule).
- Revealing tops that expose cleavage or midriff are not permitted.
- 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.**
- Tops or pants that make any undergarments (bras, panties, underwear/shorts) 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.
- 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, doo-rags, hoodies or any other head coverings are not to be worn in any school building.
- 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.
- Pajamas are not allowed except on “Pajama Spirit Days” Even then they must meet all other dress code rules.
- All dress code rules apply to all field trips and school-sponsored events. Athletic uniforms vary and may not meet all requirements in this dress code. The administration and coaches agree that the uniforms meet AHSAA guidelines and are allowed. 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.
- 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.

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).
- For the safety of all at SHS, students that are reported as possibly being under the influence of any illegal substance will be screened by school administration, school SRO, and school nurse. Students may be requested to take a drug test or
- Violators are subject to suspension, expulsion, and the appropriate legal action.

Drug Testing

- Participation in extracurricular activities and the right to drive on to campus is a privilege and not a right.
- Students involved in Extracurricular Activities (ECA), grades 7-12, may be required to submit to random, unannounced screenings for alcohol, drugs, and tobacco during the school year.
- All testing procedures and screening dates will be conducted by Valley Screening Drug Testing Services.
- Screening list will be generated by Valley Screening Drug Testing Services using the

school database of listed participants in extracurricular activities and drivers on to SHS campus.

- 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/SJHS will have a maximum of four random testing days the 2019-2020 school year.
- Upon confirmation of a positive test result from the testing lab, students will be suspended for 20% of the current season or 20% of the upcoming season, whichever is applicable. Students will not be allowed to practice or attend the contest as part of the team during the suspension.
- Drivers will not drive on campus for 20% of the school year (which equals 7 weeks). We want to ensure the safety of all our students on campus.
- Once that suspension has been served, a second positive test will result in suspension of all extracurricular activities for 365 calendar days.
- Students may appeal any positive result by submitting to a hair follicle test at the cost of the student or the student's parents. The student will be suspended from participation based on the confirmation of a positive lab test during the appeal process.
- All testing results are confidential and shared with the student and guardian when the lab report is confirmed. This confirmation usually takes about one week after the sample is collected. The head coach of the team and the athletic director will then be notified when the suspension will begin and end.

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. Minimum ACT scores are required in English and Math for some post secondary institutions.
4. Written approval of the high school for dual enrollment or dual credit.
5. Approval from the Counseling Office.

Elective courses designated as dual credit must be scheduled with the school 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 three hours of 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 Counseling 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 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.
- Any student with 5 or more unexcused absences or considered as a chronic absentee by the State of Alabama guidelines (Missing more than 18 days) will be 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.
- 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.

Mr. and Miss Sheffield High School

The faculty nominates a maximum of ten percent (this number will be rounded up based on senior class size. i.e. 63 Seniors will round up to 7 on the court) of students from the senior class on the basis of scholarship, citizenship, attitude, attendance and involvement at SHS. Students must apply for Mr. and Miss SHS and fill out all the required information to be considered. 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. Mr. And Miss SHS, the two alternates, and the remaining students that are in the top 10% will compose the coronation court.

Electronic Devices & Telephones

- Students may not use cell phones or any other electronic devices (iPod, mp3 player, earbuds, headphones, etc.) during school hours of 7:45am - 2:53 pm.. Electronic Devices and phones may not be used during class time, in the restroom, hallways, lunchroom, athletic facility, 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.
- If a student is using a phone/device during school hours, the phone will be taken up and the consequences will be enforced. 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 away during the academic day.

Phone Consequences

1st Offense - cell phone/electronic device confiscated, released only to parents or legal guardian, assigned to detention

2nd Offense - cell phone/electronic device confiscated, released only to a parent or legal guardian, and assigned 2 days detention

3rd Offense - cell phone/electronic device confiscated, released only to a parent or legal guardian, and three days in PASS

4th 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). (e.g. 4th offense will be 4 days in PASS, 5th offense will be 5 days in PASS, and so forth)

- 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 PASS

Emergency Drills & Procedures

Fire

- The signal for a fire drill is a buzzing 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.
- Heightened Awareness, Secure your Area of Responsibility, Secure Perimeter, and Lockdown is the progression of severity.
- Upon activation of the lock down alert, teachers will lock the deadbolt to secure the room and 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 lockdowns.
- The "all clear" signal will be an administrator or law enforcement official physically unlocking your door (even during a drill).
- Students will return to their assigned schedule as quickly as possible.
- During a Heightened Awareness through Secure the Perimeter, 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 (a verbal command will be given over the intercom to end a soft lockdown).

Severe Weather Drill

- The signal for a severe weather drill is a whaling 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 midterm and final exam for a particular class.

- Students with an **A average** can choose to exempt a class exam with 3 or less absences per semester.
- Students with a **B average** can choose to exempt an exam with 2 or less absences per semester.
- Students with a **C average** can choose to exempt an exam with 1 absence per semester.
- Four or more absences will disqualify students from any exemption opportunity. School functions are not counted as absences.
- Three tardies per class are equivalent to 1 absence for exemption status.
- 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 out-of-school suspension will disqualify a student from the exam exemption option.
- Teachers will inform the students of their exemption status the week before exams begin. Teachers will consider the student's exemption status when tests are assigned during the last week of the semester.

Fall & Spring Retake Exam for Seniors Only

- In the fall and spring semesters, those seniors who have a passing average prior to 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.

** 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 activities 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 highest 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 from 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.
- If a student throws a punch, the student will be viewed as a willing participant in a fight, regardless of who started it. 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 or recording a fight with no intent on stopping the fight will be viewed as a part of the disturbance and will also face disciplinary action.

Fines and Fees Students must pay all fines and fees prior to the end 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: 70% test and quizzes, 30% homework/classwork.
- All students are expected to complete all assignments. Students who do not complete assignments will be placed on the ICU list and required to complete the work during assigned make up time.

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

- Graduation exercises are a privilege for qualified seniors to participate. Participation is not required to obtain a high school diploma and be a high school graduate at Sheffield High School. Students must meet all set requirements to participate in the graduation ceremony.
- A standard, advanced diploma, or honors may be awarded only if a student has completed all state and local school board requirements and has also met the 24 Carnegie Units required for a standard diploma, the 26 Carnegie Units required for an advanced diploma or the 28 Carnegie Units required for an honors diploma.
- Students with individualized educational plans will graduate according to the requirements in their plan.
- All fines and fees accrued over the HIGH SCHOOL CAREER of the student must be paid in full to participate.
- All students must be in good standing academically, financially, and have no unserved consequences for any discipline issues.
- 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.
- All graduating seniors must be in dress code in order to participate in the graduation exercises.
- See Senior Handbook for more details concerning senior events.

ICU - No Opt Out

“Every Student Completing Every Assignment.”

At Sheffield City Schools we are raising expectations of administrators, teachers, staff members, students, and parents. **We know that being at school and completing every assignment with a passing score will lead to student success.** We are committed to the process of requiring every student to do every assignment. The staff of SCS met with author Danny Hill on several occasions this summer for him to share his success with the ICU List Plan. Sheffield High School is committed to this plan and will provide the support needed to ensure our student's success.

Teachers will create quality assignments that align with the state standards found in the Alabama Course of Study. Students will be held accountable for completion, with a passing score, of **ALL** assignments. Sheffield High School will provide all students with opportunities for extra help. Lunch Extra Practice, Bulldog Period Extra Practice, &th Period Extra Practice, and Afternoon Extra Practice on Tuesdays and Thursdays will be provided in Room 110, our new created ICU Room. Students that need Extra Practice can also sign up for tutoring during these times.

Students that fail to complete and turn in assignments will be placed on the ICU List. Parents, students, coaches, etc. will be notified that students have missing assignments. Students that are on the ICU List will be given some limited choices on when they choose to make up the assignment. Students that fail to make up the assignment in a timely manner (Students will be given 24 hours to complete the work on their own) will be assigned time in the Extra Help room to complete the assignment.

Students on the ICU list will have to complete all overdue assignments to be considered in good standing and have full participation at all SHS activities. As a last resort students that refuse to complete assignments will have an academic parent conference, have a parent stay the day with the student in classes, or be assigned PASS until all work is completed. Our goal is to have all assignments completed at the end of each week.

In-School Suspension (PASS) and Alternative School

REASONS FOR PLACEMENT IN PASS: (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 distractions 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 PASS:

- The administration will assign PASS based on the progressive student discipline and the nature of the offense.
- 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. If a student is placed in PASS 5 or more days, a parent will be required to attend a conference with school officials.

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 PASS 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 the behavior of a student assigned to the Alternative School/PASS 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/PASS

(3) Parent conferences will be required, as needed, to correct inappropriate behaviors

PASS POLICIES AND PROCEDURES:

(1) PASS will operate during regular school hours, Monday through Friday.
(2) Attendance is mandatory. Any time lost due to absences, truancies, 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) Students must be prepared when they arrive with pens, pencils, paper, and other materials needed to complete assignments.
 - Bookbags, toys, electronic devices, and cell-phones are not allowed in PASS,
 - (4) Academic work must be satisfactorily completed and returned to the regular teacher(s) for grading.
 - (5) Daily records will be kept on each student related to behavior, attendance, and academic assignments.
 - (6) 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.
 - (7) Parents of students placed in the alternative school and PASS 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 the appropriate forms.
 - (8) Before returning to regular classes, each student may be required to complete an individual improvement plan to prevent further disciplinary problems.
 - (9) 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.
 - (10) Students enrolled in PASS 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/PASS.
 - (11) 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 PASS after 8:00 A.M. Students reporting after 8:00 AM will be required to remain in PASS, but the day will not count toward their assigned days.

RULES AND REGULATIONS FOR ALTERNATIVE PLACEMENT

- (1) Parents of students placed in the alternative school and PASS 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 the appropriate forms.
- (2) Students must be in their assigned desks and on task by 7:35 a.m. Students are considered tardy at 7:36 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.
- (3) Students must be prepared when they arrive with pens, pencils, paper, and other materials

needed to complete assignments.

(4) 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.

(5) 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.

(6) Students will sit quietly, sit up straight with both feet on the floor throughout the day.

(7) Students will raise their hands to receive assistance from staff members.

(8) Students may not talk without permission.

(9) Students may not leave their assigned seats during the day without permission.

(10) 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.

(11) 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.

(12) No soft drinks, fast food, gum, or snacks will be allowed.

(13) Students will be responsible for cleaning up assigned areas in the room as instructed.

(14) 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.

(15) 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 after 8:00 A.M. Students reporting after 8:00 AM will be required to remain in Alternative School, but the day will not count toward their assigned days.

(16) Physical education may be required for 30 minutes each day.

(17) Dress code: Same as specified in student hand-book.

(18) Students enrolled in PASS 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/PASS.

(19) No outside visitors will be permitted.

Junior High School Building

No high school student should be in 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. High School students can visit the nurse with a pass.

Students going to the nurse must enter and exit at the back door by the library.

Basement

No student should be in the SHS basement unless they are assigned to PASS or Alternative School.

Library (Rachel Berryman Media Center)

The library is open daily from 7:50 a.m. until 3:00 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 during registration 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. Makeup tests and quizzes should be made up before school or after school, not during scheduled class time. It is the responsibility of the student to contact the teacher for work missed and to arrange for making it up. Student can be assigned time in the ICU Room to make up test.
- A student will complete all assignments at SHS. No Opt Outs.

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.
- 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.).

Order of School Discipline

If a student is referred to an administrator by a teacher for discipline, the following order of progressive discipline will be used.

1. School-wide detention
2. PASS (Positive Alternative to School Suspension)
3. Saturday School
4. OSS (Out of School Suspension)
5. Referral to Student Services
6. Alternative Placement
7. Expulsion

If a single act committed by a student is severe enough, one or more steps of this progression may be skipped, at the discretion of an administrator.

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 70 in each class.
- The student's attendance record must be at the level of the school's average and future attendance must comply with Sheffield City Schools' attendance policy.
- 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.
- To ensure the safety of our students, drivers will be included in Sheffield City Schools

Drug Testing Policy.

- 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 and 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 ensuring 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 (\$20 full year, \$10 2nd semester) from the school.
- Students will receive assigned parking spaces from Mr. Vanderheiden on a seniority basis. Any student who parks in another student's parking space may be assigned detention for the first offense and PASS 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 on school grounds if she/he 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, and receive accommodations as determined by the 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.

Saturday School

Saturday School will be held on Saturday mornings from 7:30am to 11:30am on an as needed basis. Saturday School can be associated with discipline or used with proper documentation as attendance recovery day.

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 supervision hours are from 7:15 a.m. until 3:10 p.m.. Students should not be on campus before or after these hours unsupervised. All after school activities will provide staff supervision after school hours. 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.

Students must be **“in good standing” at SHS to participate in Trips**. They must not be on the ICU List for assignments, have pending disciplinary issues, or have more than 5 unexcused absences (or be considered a “chronic absentee” student by the State Guidelines, 10 % of absences)

Permission slips signed by the parent or legal guardian specifying that the school (although responsible for reasonable care) will not be held responsible for any accident or injury to the pupil are required for each student.

Searches and Seizures

School officials retain the authority to reasonably conduct a search and seizure of a student's property (i.e., lockers, purses, bookbags, 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 are required to 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 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, a 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. When students are tardy they miss instructional time, and they interrupt class by entering late. The first tardy bell rings at 7:50 a.m. Students have four minutes between each class and **must be in their seats when the tardy bell sounds.**

- Students are considered tardy when the bell rings and they are not **in their seat.**
- Students are allowed 2 free tardy's (total tardy's) per grading period. Upon earning the third tardy consequences will be assigned.

Tardy procedures

- Students will come in quietly and report to their seat. Sometime during the class the teacher will issue a tardy slip (Student keep yellow copy) and enter the student's name in the tardy spreadsheet.
- The third tardy will result in lunch detention. Tardies for periods 1-5 will be served that day and tardy's 6th and 7th periods will be served the following day. The teacher on
- Silent lunch duty will mark the student present on the spreadsheet.
- Students that miss lunch detention will be seen by Mr. Vanderhein to receive extra consequences.
- Students who earn a 5th and 6th tardy will do Lunch Detention Plus be assigned Saturday School.
- Tardies will be kept on a period to period basis for purposes of exemptions Three (3) tardies in a class will count as one absence in the class for exemption purposes.
- Driving privileges may be revoked for students who report late to school (after first period) Five times or more per grading period.

Technology Fee

- Beginning with the 2018-2019 school year, all Sheffield High School students are required to pay a yearly \$25 technology fee. This fee is to cover the costs of maintenance of the devices, software updates, and G-suite console management.

Chromebook Usage Procedures

- Each classroom is equipped with a set of chromebooks for use in class as specified by the teacher. The Chromebooks should be numbered serially and each student should use the same computer each day in each class. Teachers will use a log to keep track of devices.
- In the event students need to use chromebooks for homework, projects, or research outside of the classroom, they may be checked-out through a cart reserved in the library. The device must be returned first thing in the morning.

- Chromebooks lost or damaged during the check-out time 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 of \$25.

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.

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 counselor's office.
- For all graduating seniors, initial transcripts are provided at no charge.
- For graduates, transcripts may be obtained by visiting needmytranscript.com.

There will be no charge for transcripts of underclassmen actively enrolled in school.

Valedictorian/Salutatorian

- The student with the highest numerical average in the senior class will be the valedictorian and the student with the second highest numerical average will be the salutatorian. Students must be pursuing an Honors Endorsement to be eligible for senior academic honors.
- 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.

Weighted Grades/Class Ranking

- A weighted system for Honors and Advanced Placement (including college courses) shall be used for class ranking purposes only.
- Weight shall be given according to the numerical grade a student earns in Honors, Advanced Placement, and DUAL CREDIT academic college courses.
- The actual grade earned in the Honors and Advanced Placement courses shall appear on both the report card and the permanent record.
- **Honors/Pre-AP:** Numerical grade (must be passing grade) + 5% = grade used for ranking.
- Courses recognized as Honors/Pre-AP courses include all courses with the Honors designation as well as the following: levels III and IV of a foreign language, and pre-calculus.
- **Academic Dual Credit College Courses and Advanced Placement:** Numerical grade (must be passing grade) + 10% = grade used for ranking.
- Transfer students will be eligible for academic weighting on coursework which aligns with the stated policy of Sheffield High School.
- Class ranking will determine the following senior academic honors: Top Ten Percent
- Students in the Academic Top Ten Percent of each Senior Class are recognized based on the final numerical average in designated courses from the Honors Endorsement. (Core courses are defined as courses required for Alabama High School Diploma or specific endorsement.) In order to be considered for Top Ten percent academic honors a student must complete four years of honors curriculum required for completion of an Honors Endorsement.
- The ranking of these honors shall be determined upon the COMPLETION of the senior year.
- Students who transfer from another school system must attend SHS from at least the first day of their junior year in order to be eligible for senior academic honors. All seniors must have completed their junior and senior years consecutively at SHS in order to qualify for senior academic honors.

Bullying, Intimidation, Violence, and Threats of Violence Prohibited

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Sheffield City Schools Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

- a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
 - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- b. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

- c. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- d. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- e. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- f. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- g. "Student" as used in this policy means a person who is enrolled in Sheffield City Schools.

Section 3: Description of Behavior Expected of Students

- a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required
 - (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;
 - (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and
 - (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
 - Race
 - Sex
 - Religion
 - National origin
 - Disability

Section 4: Consequences for Violations

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

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

- a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail, electronic notification, or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- b. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.
- c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

***The Sheffield High School Handbook is a supplement to the Sheffield City Schools Code Of Conduct. The Code of Conduct can be found on SCS WebPage.**