

# **SHELBY COUNTY HIGH SCHOOL**



## **2017-2018 STUDENT-PARENT HANDBOOK**

**SHELBY COUNTY HIGH SCHOOL  
101 WASHINGTON STREET  
COLUMBIANA, AL 35051  
PHONE: (205) 682-6600  
FAX: (205) 682-6605  
[SHELBYED.K12.AL.US/SCHOOLS/SCHS](http://SHELBYED.K12.AL.US/SCHOOLS/SCHS)**

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## **ALMA MATER**

Mildred White Wallace   Clarice White Luck   Mary McMillan Robinson

Alma Mater, truest mother,  
Thou hast guided us each day.  
Thy protecting love has led us  
To the portals of life's way;  
Never shall thy precepts leave us  
As we journey from thy hall;  
Tender memories will linger  
As we heed thine every call.

For our school days soon are over;  
In the world we'll take our place,  
And we'll meet Life's undertakings  
Better now prepared to face;  
So we thank thee, Alma Mater,  
For our armor wrought with skill,  
And when Life's flame burneth dimly,  
Shelby High, we'll love thee still

## **MISSION STATEMENT**

The Shelby County High School community is committed to doing "Whatever It Takes" to support all students in achieving academic and personal success.

## **MOTTO**

Committed to the education of tomorrow's leaders

## **SCHOOL COLORS**

Cardinal and White

# MASCOT

Wildcat

## HELPFUL TELEPHONE NUMBERS

Board of Education	682-700
Columbiana Middle School	682-661
Columbiana Police Dept.	669-5511
Elvin Hill Elementary School	682-6620
School of Technology	682-6650
Shelby Co. Sheriff's Dept.	669-4181
Shelby Elementary School	682-6630
Wilsonville Elementary	682-6640
Shelby County High School	
Athletic Director	682-6528
Attendance Clerk	682-6520
Band Room	682-6607
Bookkeeper	682-6608
Lead Counselor	682-6516
Counselor	682-6512
Fax	682-6605
Field House	682-6603
Health Room	682-6632
Lunchroom	682-6606
Main Office	682-6600
Media Center	682-6604
Registrar	682-6602

## SCHS Web Page

[www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us)

## Schools

Columbiana/Shelby/Wilsonville  
Shelby County High School

# Shelby County High School Code of Honor

The Honor Code is a physical representation of the values that Shelby County High School should encompass: honor, integrity, respect, and responsibility. Honesty is a value that holds each person to the truth – to tell the truth and to defend the truth. Honesty results in fairness for each member of the Shelby County High School community. Integrity is firm adherence to our values with and without the presence of others. Respect is treating others, as we would like to be treated. In an environment of respect, work we turn in as our own is our own. Responsibility is the quality of being accountable for our actions and accepting the consequences of our actions.

At any educational institution, a code of conduct must be established so that people, teachers and students alike, know the proper way to behave. The behavior students acquire through their actions is the most valuable gift they can carry after their graduation, and it is the most valuable gift any educational institution can give. Formulas and facts can carry students only so far in life. True success lies in one's desire to be good for the sake of being good – doing the right thing, even when no one is looking. The Honor Code is not meant as an imposition, but rather a standard to which all students and faculty should be held. At Shelby County High School, we push each other to higher academic achievement; this code asks that we hold each other to a standard of integrity in all we do.

It is the belief of the faculty and staff of Shelby County High School that any form of cheating is unacceptable and will not be tolerated. Cheating is defined as the giving or the receiving of information that should be completed by an individual student. Academic misconduct includes but is not limited to:

Verbal communication of answers/work

Copying work from another individual; this includes:

looking on a paper with or without the knowledge of the paper's owner

copying or using another student's homework

copying from another student's computer files or allowing a student to print out another student's files

plagiarism – copying from a published work such as a book, CD-ROM, encyclopedia, or the Internet

If a student willingly supplies work/information or takes work/information from another student or uses any other unauthorized source, the following will apply:

## **First Offense**

A. Loss of credit on the assignment involved

Parent notification  
Punishment per Class II offense

### **Second and Subsequent Offenses**

Loss of credit on the assignment involved  
Removal from any school or club office for the term of one full calendar year  
Removal from honor club or loss of honor title for the term of one full calendar year  
Parent notification  
Loss of potential scholarship monies and recommendations  
Punishment per Class II offense

These penalties are in addition to those in the Shelby County Board of Education Student Code of Conduct.

## **ACADEMICS FIRST**

Eligibility rules for extra-curricular activities set by the  
Shelby County Board of Education

A student's participation in any and all extra-curricular activity while attending Shelby County High School depends upon the following:

- Student must have passed at least 6 units the previous semester (including summer school) with a composite average of 70 or above. These 6 units must include core classes (math, science, English, & history).
- If a student is eligible at the beginning of the school year, the student is eligible all year as long as the student performs satisfactory in all classes. A student not eligible at the beginning of the school year may become eligible the second semester if 6 classes are passed with a composite average of 70 including core classes.
- Once the school year begins and a student performs unsatisfactory in a grading period, that student is then placed on probation. A meeting must be held with the student, parent, teacher, and the coach, band director, cheerleader sponsor, etc., to develop a plan of improvement. For the student to remain eligible, he/she must attempt to meet the specifications set forth in the remediation plan. A passing grade will remove the student from probation. If the teacher specifies that the student is trying to improve, then the student can remain eligible. If the teacher states that the student did not put forth the necessary effort, then that student may be declared ineligible at that time.

(This is just a summary of the Academics First program. For a complete copy of the program, you may see your coach, sponsor, band director, etc., or visit the schools system's Academics First web page, <http://www.shelbyed.k12.al.us/ju.htm>).



## **ADVANCED PLACEMENT COURSES**

Advanced placement courses offer students the opportunity to do college-level work while still in high school. These courses are for academically oriented students in grades 10, 11, and 12. Upon completion of A.P. courses, students must take the nationally administered A.P. examination and may receive college credit hours.

Advanced placement grades are weighted on a 5-point scale rather than a 4-point scale. Honor courses leading up to A.P. courses receive .5 extra quality points. If a student refuses to take the A.P. exam, he/she will receive a grade based on a 4-point scale.

Each A.P. exam will cost approximately \$93.00 and this expense is the responsibility of the student. In addition to the cost of the exam, books and other materials will have to be purchased by the student. Payment for the exam is due prior to testing.

In addition to all other requirements, students registering for a Honors English class must read at or above grade level. Students not meeting this requirement will be placed in a general English course.

## **AFTER SCHOOL DETENTION**

After School Detention is held from 3:05 – 5:00 p.m. on Thursday afternoons in Room 42. The following rules apply to detention hall:

- Students arriving late or leaving early are counted absent.
- Only those students who sign the roster will be given credit for detention hall.
- Students must do academic work the entire time and may not put their heads down and sleep.
- No talking or communication of any type is allowed between students.
- Students are not given passes from detention hall. If they must leave, they are not given credit for attendance.

- Students who violate these rules will be removed from detention hall by the supervisor and referred to the office the following day.
- Doing make up work or taking tests in a teacher's classroom does not substitute for detention hall.
- Failure to attend detention by the assigned deadline will result in additional disciplinary action.

## **ANTI-HARASSMENT POLICY**

The Shelby County School System adopted a new Anti-Harassment Policy in April 2010. It states that no student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions based on the Code of Conduct.

## **ASSEMBLIES**

Assemblies will be held either in the gymnasium or in the auditorium. Each class will be given a designated place to sit with their teacher. Students are not to leave during assemblies without the permission of their teacher. Disruptive or inconsiderate behavior will result in appropriate disciplinary action and the possible loss of the right to attend future assemblies.

## **ATTENDANCE POLICY / ARRIVAL AT SCHOOL**

Every child between the ages of 6 and 17 shall be required to enroll in school and attend for the entire length of every scholastic year.

Regular school attendance is very important. Irregular attendance leads to lack of interest, poor grades, and possible loss of credit. Good attendance habits must be established early because these same patterns will extend into adult life. There is a direct relationship between poor attendance and class failure. Students with good attendance generally achieve higher grades and enjoy school more.

Any student who accumulates more than 12 absences in a class in a school year (excluding 2X and 3X absences), is subject to loss of credit in that class. Regarding semester classes, any student enrolled in grades 9-12 who accumulates more than 6 absences in any course or subject in any semester is subject to losing credit for the semester's work in that course or subject. A student who has 3 unexcused absences (5X, 6X, 7X) out of a total of 6 absences or more in a semester course may be denied

academic credit for excessive absences. Absences beyond 6 in a semester must be documented with a doctor's or court excuse or permission of the principal. Students who do not meet the above guidelines may lose credit. The parent/guardian shall be notified in writing in the event of loss of credit. Please refer to the Shelby County Code of Conduct and Attendance for specific guidelines.

Providing falsified (forged) doctor notes to explain a student's absence from school is a criminal offense, and is subject to prosecution in the courts.

It is the responsibility of both the student and his parents/guardians to ensure that the student attends school. School begins promptly at 7:50 a.m. Students who arrive before the 7:45 bell should go directly to the lunchroom, gym, or Media Center. Drivers and bus riders may not leave the campus upon arrival at school unless given administrative permission. Students who drive to school should immediately exit their cars upon arrival and enter the building, going to the cafeteria, gym, or Media Center. Students arriving after 7:50 a.m. must report to the main office to check-in. The only acceptable reason for being late to school is a scheduled health appointment, required court appearances, or extreme emergencies. Parents are encouraged to schedule any appointments outside of the school day so there is no loss of instructional time. The third incident of tardiness to school in a calendar month will result in the assignment of an after school detention from the attendance officer. One detention will be assigned for every third incident of tardiness thereafter. The administration may also assign loss of privileges for excessive tardiness. These privileges include driving to school, parking on campus, and participation in or attendance at extracurricular activities.

Students have ample time to move from one class to another. Arriving late to classes constitutes a tardy. Three tardies to a class per calendar month will result in a student being assigned two hours of after-school detention.

Attendance-related infractions, including tardiness to school, tardiness to class, skipping class, and leaving school without permission will result in appropriate disciplinary action plus possible suspension of the student's driving/parking privileges.

## **AUTOMOBILES**

Parking permits are limited to licensed seniors and juniors only. Seniors have first priority; juniors will be issued permits on a first come first serve basis. Since parking spaces are limited, sophomores will be allowed to buy parking spaces after school begins, if available. Automobiles and other transportation vehicles are to be used for the purpose of getting to and from school and must remain in the parking areas throughout the day.

Students who intend to drive their vehicles to school must complete the application for a parking permit on or before the first week of school. After the first week of school

students will not be allowed to park on school grounds without a permit. All permits are to be hung on the inside rear-view mirror. A fee of \$5.00 will be charged for a replacement permit regardless of the circumstance.

Cars are not to be used as storage areas for books, instruments, uniforms, equipment, or other items that may be needed during school hours. Students should exit and lock their vehicles upon arrival at school and enter the school. Students are not allowed back into the parking lots without permission from an administrator.

Students who drive a vehicle to school and are excessively tardy to school will be subject to losing their parking privileges. Reckless driving; speeding; improper parking; leaving campus without proper authorization; loitering in the parking areas before, during, or after school hours; improperly passing a school bus; or any other action not in accordance with proper, safe conduct will result in loss of privileges. Loss of parking privileges may also result from skipping school or other serious disciplinary problems. Permit fees will not be refunded in the event of loss of privileges.

Student parking is permitted only in certain designated areas. Parking on school premises is a privilege, not a right. All students must park in their assigned parking lot. No students are permitted to park in the staff or visitor parking areas. Students who fail to comply with this regulation will be subject to disciplinary action, including loss of parking privileges and/or having their vehicles towed. Students who fail to park in a designated student parking area will be subject to suspension/revocation of parking privileges. Students parking in the vicinity of the school will be subject to all rules, regulations, and policies regarding school discipline.

Students are to obey all traffic laws while driving on campus. If a student exhibits unsafe driving practices, his or her driving privileges can be revoked with no refund of parking fees. Music played in vehicles should not be able to be heard outside of the vehicles.

The Shelby County Board of Education has passed a “Student Parking Privileges – Substance Abuse Policy.” Please refer to the Shelby County Student Code of Conduct and Attendance or to SCBOE Board Policy 6.21 Student Parking Privileges .

## **BACKPACKS**

It is the policy of SCHS that students shall store backpacks, athletic bags, oversized purses and/or totes in such a manner as to not be visible during the instructional day. SCHS shall not assume responsibility for theft, loss, or damage of these items as each student has the opportunity to secure these items in their own school locker.

## **BUS REGULATIONS**

Riding a school bus is a privilege extended by the Shelby County Board of Education. It is not a guaranteed right. Students who ride a bus to and from school are subject to bus regulations. The bus driver has the responsibility to safely transport students to and from school. This responsibility cannot be jeopardized by the misbehavior of students riding a school bus.

It is the responsibility of the student to load and unload the bus quietly, to sit in an assigned seat and remain there, not to stand while the bus is in motion, and to observe all other rules as specified by the bus driver. Failure to comply with the rules and regulations will result in disciplinary action. This action could mean that a student loses his or her right to ride a school bus.

## **BRING YOUR OWN DEVICE (BYOD)**

Shelby County High School students may be given the opportunity to use their personal devices in the classroom for strictly instructional purposes. The devices will be used under the direction of the teacher, and each teacher will clearly explain his or her BYOD usage policy.

Below you will find an outline of responsibilities and expectations that will fall on the student should they choose to participate in BYOD. Failure to follow the guidelines will result in disciplinary action and possible loss of this privilege.

Acceptable Use Policy/Wireless Network/Charging

Parents and students should review the [Shelby County Board of Education's AUP policy](#). It is important to know that even though a student may own the device, while on campus its use still falls under the same guidelines as school-owned devices outlined in the AUP policy. This is significant to users of smart phones and other devices that can connect to the internet. While on campus, students must connect to the internet using the SCHS wireless network and not through any type of 3G or 4G connection they may have. The school has a responsibility to filter internet access and students should not try to subvert this by using other connections. All students must adhere to the AUP policy or face disciplinary action.

It is also important to know that the student is responsible for troubleshooting and maintenance of their own devices. Parents should make sure their students are familiar with any technology that is sent with them to school. The faculty members at SCHS are not expected to solve the technology problems of the various devices that are brought on campus. Students should make sure their batteries are charged before the school day as most classrooms are not equipped with enough outlets to allow students to plug in their device during school hours.

### **Security/Student Responsibility**

Parents should emphasize to their students the importance of securing their devices. Using passwords is an easy way to keep devices secure, and making regular backups helps recover information in case the device is lost. Having a plan to transport the

device can also be helpful. A padded case can help prevent damage from accidental bumps or drops. Parents should also lead the discussion on how to keep personal property safe from theft by not leaving devices unattended. It is a good idea to record serial numbers of devices in case of theft. Again, responsibility for devices is completely up to the student.

### Wireless Connection

In order to take advantage of most technology devices it is important that students know how to connect their device(s) to a wireless network. SCHS has a guest network that can be accessed by non-school-owned devices. Parents should make sure that their students know how to find wireless networks and how to connect to them.

### Software and Features

It is a good time to discover the many learning-rich resources included in today's technology. Parents can take time to explore what the various devices can do. If parents are not comfortable with this, it would be a great time for the students to take the role as teacher and share with their parents. Parents can help the BYOD movement be successful by properly preparing students to be responsible and by helping them understand these powerful tools and how to appropriately use them. It is an exciting time to be a student at SCHS!

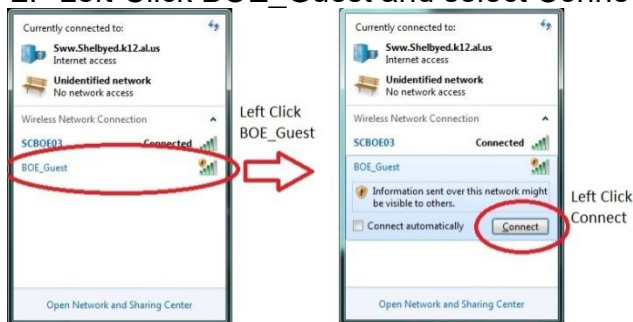
## Basics of connecting to SCHS network

### Connecting PC to BOE\_Guest Wireless

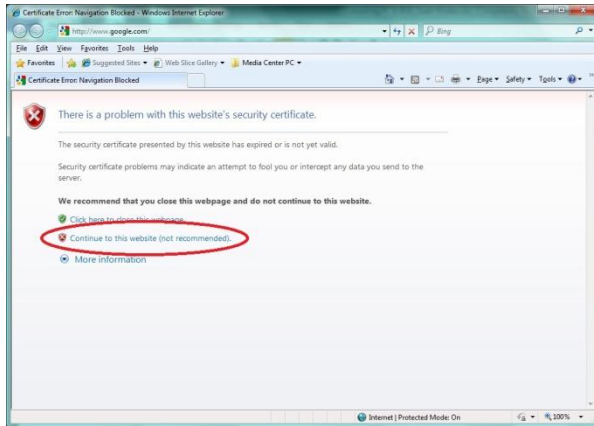
1. Left-Click Icon in task tray to configure wireless connection:



2. Left-Click BOE\_Guest and select Connect:



3. Open Internet Explorer. If you see the following, click the "continue to this page" link:



## **Connecting Phones & Other Devices to BOE Guest Wireless**

1. Ensure that your Wi-Fi is enabled.
2. Select BOE-Guest as the network.



## **CAFETERIA**

All lunches must be eaten in the cafeteria. No one will be permitted to eat at an off-campus eating establishment at any time during school hours. Students cannot have meals delivered to campus or eat food brought to school in carry-out containers or packaging from outside vendors. Students are to report to the cafeteria at the specified time, stay in line, do not break line, put away electronic devices, remove any ear buds

or head phones while in line, and keep their noise level to a minimum. After eating, students are to return trays, etc., to the proper area, and make sure that their eating area is left clean for the next group of students. Seniors may use the Jon Michael Hill Courtyard during their lunchtime throughout the school year. Underclassmen may not use this area. Seniors are responsible for keeping this area clean. Students are not allowed to leave the cafeteria without a pass from a teacher. Students are not to carry any food or drink out of the cafeteria.

Cafeteria Breakfast \$1.50

Cafeteria Lunch \$2.50

Students and parents are reminded that there is a free or reduced lunch program available for those families that may be experiencing financial difficulty. This information is confidential. Information concerning this program will be given out at summer registration but it is also available at <http://www.shelbyed.k12.al.us> , click on Parent Resources and then CNP Meal Benefits.

## **CHECK-OUT**

A student must have a check-out authorization form on file in the main office before he/she may be checked out of school. Only adults, age 21 and over, whose names appear on this form will be allowed to check a student out of school. A student checking out of school must be picked up and signed out by his/her parent/guardian or another adult whose name is on the authorization form. The adult must come to the main office and complete the check-out slip before a student may be allowed to leave campus. Notes, faxes, and telephone calls are not acceptable means of checking a student out of school. Emergency situations and unusual circumstances may be given special consideration by the principal or the assistant principal, who will exercise judgment regarding the best interest of the school program and the individual. School administrators retain final authority to determine if a student's check-out is excused.

## **CLUBS AND ORGANIZATIONS**

SCHS has numerous organizations in which students may find a place of self-expression, development, service, and enjoyment. Clubs will meet at designated times.

- ARCHERY TEAM - This group is chosen on the basis of tryout performance and competes several times during the year.
- ART CLUB – This group is for students who are enrolled in art classes.
- BAND – The SCHS marching and symphonic band performs at all football games and competes in local marching competitions. The Color Guard, and the Dance



Team all work with this dynamic marching band. Membership is open to all who qualify by passing training courses in beginners' band. All students who perform must meet eligibility standards as specified in Academic First.

- BATTLE OF THE BOOKS (B.O.B) - These groups participate in various competitions throughout the school year.
- BETA CLUB – This is a national honor society composed of students who are outstanding in leadership, character, and achievement. Members must maintain a 3.25 cumulative GPA and receive no more than one “C” (and no grade lower) per year for a yearly average. Members must also demonstrate a high standard of citizenship.
- CHEERLEADING SQUADS – Groups are selected by judges on the basis of try-out performance, character, school loyalty, and cheerleader by-laws.
- CHOIR – Students express themselves musically with music varying from classical to contemporary styles. Concert Choir, Honor’s Ensemble, Women’s Choir, and Chamber/Show Choir entertain students at SCHS and compete in local and regional competitions.
- COLOR GUARD – Composed of non-band/band members who are chosen on the basis of try-out performance.
- DANCE TEAM – This group is chosen on the basis of tryout performance and performs at all half-time shows and in marching competitions.
- DIAMOND DOLLS – This group of girls supports the SCHS Varsity Baseball, assisting with volunteer work at the home baseball games and providing notes of recognition and snacks to players.
- FBLA – (Future Business Leaders of America) is comprised of students currently enrolled in Business Education classes, (keyboarding, computer applications, or word processing/desktop publishing). The purpose of FBLA is to promote personal growth and leadership through business education. Students participate in activities to enhance school to career development and service projects for both the school and the community.
- FCA – (Fellowship of Christian Athletes) is comprised of students with an interest in Christian fellowship. Students who are active in sports and band are eligible for membership.
- FCCLA – (Family, Career & Community Leaders of America) is an organization made up of students who are taking, or have taken, Family and Consumer Sciences classes. One of the major aims of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education.
- FFA – (Future Farmers of America) is an organization comprised of students interested in the field of agriscience. The purpose is to gain experience in as many phases of agriscience and its related fields as possible. Students will have the opportunity to participate in leadership experiences in the classroom, along with extra-curricular competitions.
- FIRST PRIORITY – The membership of First Priority is comprised of students with an interest in Christian fellowship. All students are eligible for membership.

Devotions are held each Thursday at 7:30 a.m. This organization also sponsors “See You at the Pole”.

- FOREIGN LANGUAGE CLUB – This is an organization for students enrolled in foreign language classes with emphasis being placed on the importance of knowing another language and learning more about other cultures.
- FTA – (Future Teachers of Alabama) is an organization comprised of students interested in the field of teaching. The purpose is to gain experience in as many phases of education and its related fields as possible. Students will have the opportunity to participate in leadership experiences in the classroom, along with extra-curricular activities.
- KEY CLUB – This is a student-led service leadership organization sponsored by Kiwanis International. Among requirements for membership, candidates must be willing to donate time for community service, maintain at least a 3.0 grade point average and exhibit high ethical and moral values.
- MAJORETTES – This group is chosen on the basis of tryout performance and performs at all half-time shows and in marching competitions.
- NHS – (National Honor Society) – This academic honor society promotes academic excellence throughout the high school years. To be considered for membership or “tapping”, you must have a 3.8 GPA, teacher recommendation and approval, and be in the 10th, 11th, or 12th grade.
- PEER HELPERS – This organization is designed for students who have a desire to take an active part in creating a positive environment for the school community. Peer Helpers provide assistance with school prevention programs, peer tutoring, and new student orientation. The faculty and the guidance staff choose peer helpers.
- SCHOLARS’ BOWL (VARSITY & JV) – These groups participate in various competitions throughout the school year.
- SCIENCE CLUB – This organization is for students enrolled in any science class and its emphasis is on careers in the science field.
- SGA – The (Student Government Association) serves as a representation of all students at SCHS. Representatives are elected from each class and work together to promote a positive school environment. This service organization is also involved in activities to benefit local charities.

- SPORTS

Sport	Girls	Boys
Baseball		Varsity & JV
Basketball	Varsity & JV	Varsity & JV
Cheerleaders	Varsity & JV	
Football		Varsity & JV
Golf	All grades	All grades
Softball	Varsity & JV	
Soccer	All grades	All grades

Swimming	All grades	All grades
Tennis	All grades	All grades
Track	Boys & Girls Indoor, Outdoor, and Cross Country	
Volleyball	Varsity & JV	
Wrestling		Varsity

- SWAT – (Students’ War Against Temptation) is a proactive approach to help our students with the temptations they face in today’s society. This volunteer random drug testing program is available at no cost to all students.
- YEARBOOK STAFF – Selected students organize, prepare, and produce the Shelana (school annual). The sponsor selects students.

## **COLLEGE DAYS**

Seniors who are on track to graduate will be allowed 2 college days (Juniors – 1 day) during the school year. Each student must have prior approval with the guidance office and the college he/she will be visiting. The student must provide written documentation from the college of his/her visit upon returning to SCHS. Group visits will require a parent chaperone.

## **DANCES**

Only SCHS students and their dates will be allowed to attend school dances. Names of dates who are not SCHS students must be placed on the Date List with the Dance Sponsor prior to 3:10 p.m. on the last school day before a dance. All school rules and regulations apply at school dances. Students who leave the dance will not be readmitted.

## **DELIVERIES**

Office staff cannot efficiently perform their duties when they are asked by a parent or others to deliver messages to students. Only in the case of extreme emergencies will messages be delivered to a student. No deliveries of flowers, balloons, etc. will be made to students.

## DISTRIBUTION OF LITERATURE

Leaflets, pamphlets, or handouts of any type may not be posted or distributed on campus without administrative approval.

## DRESS CODE

School is a learning and working environment. Clean, proper, and modest clothing is the required dress for all classes and activities. Clothing, hairstyles, and accessories worn to school should not be a distraction to others. The following is a list of Guidelines for SCHS Students:

- A. All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline, such as crew neck, jewel neck, or boat neck. Low cut, open back, bare midriff, or clothing that allows the midriff to be exposed, are not permitted.
- B. Male students must wear sleeved garments. Female students may wear sleeveless garments which adequately cover undergarments. Spaghetti and/or thin-strapped shirts may be worn only if over another T-shirt or if covered by a blouse with sleeves. Only sleeveless blouses or dresses in which the shoulder is fully covered from the base of the neck to top of arm will be considered acceptable.
- C. No obscene language and/or illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.
- D. No hats, caps, head coverings, hair curlers, picks, or sunglasses will be worn in school.
- E. Skirts, shorts and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings should be worn with the appropriate outer garment (i.e. shorts, dress, or skirt of proper length, mid-thigh .)
- F. Belts must be worn at the waist with pants, shorts, and skirts that have belt loops. Pants, shorts, and skirts without belt loops must be worn at the waist and should fit properly. Articles of clothing worn too low, too long, too large, too tight, or too loose are not permitted. Pajama style pants, snap aways, and sweatpants are prohibited. Athletic type pants may be worn only during physical education classes. (Including but not limited to wind suit pants and soccer shorts.)
- G. Jackets and coats are to be worn in good taste. Generally, these are inappropriate to be worn in the classroom.
- H. Students are required to wear appropriate shoes at all times. Shoes with wheels are not appropriate for the school environment.
- I. Students' clothing should be neat and clean and should not be in noticeable disrepair. Unhemmed (cut-off) shorts, skirts, shirts, pants, and garments with inappropriate holes or inappropriate slits above mid-thigh are not allowed.
- J. Ear piercings are allowed. All other piercings, hairstyles, and other adornments (including tattoos) that draw attention to oneself in a manner that may be

disruptive to the educational process are prohibited. Piercings, hairstyles (including, but not limited to mohawks, faux hawks, unnatural hair coloring, etc.) and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are also prohibited.

- K. Appropriate undergarments must be worn and not visible.
- L. Students are prohibited from wearing any metal chains, metal spiked apparel, over-sized belt buckles, or accessories.
- M. Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. No excessively tight or revealing clothing, such as fishnet or see-through garments, may be worn.
- N. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, Satanism, or unauthorized club or organizational activity. This also includes any avenue for the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body.

Unless there is a medical or other compelling reason, the principal or his/her designee shall have the final authority with assistance of a dress code committee in determining acceptable or unacceptable dress and/or grooming. The school dress code committee will have the option to disallow any new fashion that compromises the integrity of the SCHS dress code. Parents are encouraged to purchase clothing that will reflect the mood of education rather than recreation. Shelby County High School shall also strictly enforce the dress code stated in the Shelby County Student Code of Conduct and Attendance.

## **EMERGENCY PROCEDURES**

**Fire** – The alarm for the evacuation of the building will sound (fire alarm buzzer and strobe light). Teachers will lead the students out of the school to an assigned area following a predetermined route that is posted in each room. For reasons of safety, no talking or running will be allowed.

**Severe Weather** – The alarm for a tornado is a series of short bells. Teachers will immediately move their students to the assigned areas posted in each classroom. In the event of severe weather, the principal or his/her designee has the authority to delay dismissal of students until the warning is lifted.

**Lockdown** -- Lock Down is used for a suspicious intruder, active shooter, person with a weapon, used for police K-9 searches, bomb threats, community related problems, etc.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

All parents of students under 18 years of age and all students over 18 have the right to see student records containing information directly related to the student. Parents or eligible students have the right to request removal or correction of information in an education record that they feel is misleading or false. They have the right to examine the student's records themselves, to receive an explanation of items they do not understand, and to receive a copy of the student's records (by paying the cost of duplication). The school must have a signed statement from the student and/or parent before the student's transcript will be issued to an employer, etc.

## **FOOD ON CAMPUS**

Students cannot have meals delivered to campus or eat food brought to school in carry-out containers or packaging from outside vendors.

## **FUND-RAISING POLICY**

The solicitation, sale, or distribution of any materials (including food items) or services on school property by individuals or by school organizations is prohibited without prior approval of the principal. The sponsor of a school organization should submit a written request for fundraising activities to the principal before any school-sanctioned sales can begin.

## **GRADE PLACEMENT**

A student's grade placement will be determined by the number of prior credits earned, as follows:

10th grade – 6 credits

11th grade – 12 credits

12th grade – 18 credits

## **GRADUATION REQUIREMENTS**

Information concerning graduation requirements for the various diploma options is located in the High School Academic Guide on the SCBOE website at [www.shelbybed.org](http://www.shelbybed.org). From the SCBOE Homepage, go to the Instruction Homepage and then click on High School Instruction in order to preview a copy of the academic guide. A hard copy of these requirements will be made available for each SCHS student.

## **HONOR ROLL RECOGNITIONS**

Students who make the A and A-B honor rolls each grading period will be served refreshments, courtesy of the Parent/Teacher Academic Boosters. These students will also be recognized with locker decorations.

## **IDENTIFICATION**

Students and visitors are required to identify themselves and display a valid pass when asked to do so by SCHS faculty, staff, and/or other authorized personnel.

## **IMMUNIZATION REQUIREMENTS**

All students are required to have a non-expired Blue Card before entering school. This certificate must be updated as needed during a student's enrollment at SCHS.

## **INTERNET ACCEPTABLE USE POLICY**

The use of computers at Shelby County High School is a privilege afforded to our students to enrich their education and prepare them for the technology they will use both in college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include detention hall, ISD, out of school suspension, expulsion, and / or legal charges if the offense is in violation of state and federal law. Students are to use the computers only for educational purposes related to their classes. The list of things that students may not use computers for includes, but is not limited to, games, chat rooms, downloading any type of music, movies, videos, etc. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a student be allowed to use a faculty member's computer for any reason. Students are required to read, sign, and follow the Shelby County Schools Internet Use Policy.

Alteration or unauthorized access of any teacher computer or computer records is a violation of the honor code and will be dealt with according to procedures outlined in the Shelby County High School Honor Code.

# LIBRARY MEDIA CENTER

The goal of the Library Media Center at Shelby County High School is for everyone to effectively use the resources and information independently. Everyone should feel comfortable asking for assistance as needed. Students are encouraged to visit the library for reading, research, studying and completing assignments. In addition, the library's website can assist patrons with helpful digital tools, including Destiny, which allows students to browse the collection digitally. All students have individual Destiny accounts that will allow them to renew books they have checked out, check their account status, review books they read and request books to be purchased for our collection. Destiny logins are the same as computer logins.

## Hours & Passes

The Library Media Center will open at 7:20 each morning and remain open until at least 3:15 every school day. Between 7:50 a.m. and 3:00 p.m., two students at a time may come from the same classroom and each must have his or her signed agenda or a hall pass. A student entering without a signed agenda or hall pass will be sent back to class. Students must sign in and present their pass at the circulation desk immediately upon entering and will need to sign out before leaving.

The library will close for 25 minutes each day for lunch during the beginning of 5th period. The time may vary depending upon classes scheduled in the library. 6th period will be closed as well for the library planning period.

## Circulation

Our collection contains more than 11,000 items, including fiction, nonfiction, biographies, and reference materials. As a general rule, students are allowed to have 2 books checked out for a period of 3 weeks. If, at the end of the three-week period, a student is not finished with the book, it may be renewed for an additional three weeks.

## Overdue fines

The Library Media Center charges 10 ¢ fine for each school day an item is kept out past its due date (maximum charge of \$5.00 per item) Students are responsible for knowing when items are due and returning or renewing them on or before the due date.

## Lost/Damaged items

If an item is lost, the student must pay the replacement cost plus a \$2.00 shipping/processing charge. Damaged materials will be assessed a fee depending on the severity of the damage. Keep in mind that library resources--especially audiobooks and equipment--can be very expensive, so please take care of them.

## Suspension of Checkout



A student who already has two books checked out, has an overdue item, or owes more than \$5.00, may not check anything else out until these outstanding matters are resolved.

### **Library Technology and the Use of Personal Technology Devices**

Appropriate use of the library's technology devices is expected by all users. Student use of personal technology devices (smart phones, tablets, laptops, etc.) is permitted in the library. Students are responsible for knowing how their devices work and for the security of their devices. Students may not check personal email, download items, or visit and post to social media sites unless for an academic purpose--must have approval from Mrs. Venable in advance.

### **Black and White printing**

10 ¢ per page for personal printing; no charge for class-related printing.

### **Color Printing**

50 ¢ per page for ALL printing for both personal and class-related

Two-sided printouts will be considered two pages.

Students are responsible for paying for pages that are mistakenly printed.

A student who is uncertain about the number of pages that will be printed should request help from Mrs. Venable.

## **LOCKERS**

Students cannot share lockers. P.E. lockers are for athletic equipment only and band lockers are for band equipment only and are not accessible during class time.

## **MAKE-UP WORK**

The responsibility of make-up work lies with the student. Upon returning to school, students will have two class meetings to arrange to make-up the work missed if the absence is excused. The student and teacher should discuss make-up arrangements and establish a deadline for turning in the work. If a student does not make up the work in the time allotted, teachers are not obligated to allow additional time. Teachers are not obligated to allow students to make-up work for an unexcused absence.

For assignments that were due on the day in which the student was absent, provided that the due date was previously communicated prior to the student's absence, the student should be prepared to turn-in the assignment upon returning to school.

Students who check-in late and miss turning in homework will be required to turn in homework to the teacher of the class(es) missed as soon as the student checks in.

Students who check-in late or who check-out and check back in and miss taking a test will be required to take the test at the end of the day on which he or she checks in.

## **MEDICATION POLICY**

- All medications must be turned into the school office by the student's parent/guardian in the original container.
- No student will be permitted to carry or possess any type of medication, whether prescription or non-prescription, on his or her person at any time during school hours.
- School personnel will only dispense medications that have been prescribed by a licensed prescriber, and the parent/guardian must sign the Prescriber/Parent Authorization form before any medication can be administered.
- Over-the-counter medication can be given for two weeks with parents' signature or for the entire year with a physician's signature. No non-prescription medications will be given to the student during school hours unless specifically authorized by a parent/guardian.
- All prescribed medication will be dispensed according to the manufacturer's recommendations and limitations. It is the responsibility of the student to report to the office at his or her designated time to receive prescribed medication.

## **PARENT TEACHER CONFERENCES**

Parent Teacher conferences may be arranged through the guidance office.

## **PEP RALLIES**

Pep rallies are scheduled before selected games. They are planned to encourage school spirit and patriotism. The purpose is to bolster the athletic team's spirit. Pep rallies also allow the cheerleaders to exhibit their skills as well as providing a time for the band and auxiliary groups to perform for the student body. Everyone is expected to attend pep rallies and to exemplify good school spirit.

## **PST**

The Building Based Student Support Team, BBSST, is now called the Positive Support Team, PST. It is designed to help students who are at risk for failure find ways to do well in school. All students come from different backgrounds, learn at different rates, and in different ways. The PST helps you and your student's teachers find the best way for your child to learn. The team works with your student to develop a plan to address

academic concerns and works with the teachers to identify any problems that may interfere with his/her progress.

## **SAFEKEEPING OF VALUABLES**

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of personal items, and they should not leave books, clothing, wallets, purses, or other items unattended. Theft usually occurs when students leave purses, clothing, etc., unattended in areas such as the lunchroom or PE dressing rooms. It is suggested that students obtain a locker in the PE dressing room for safekeeping of valuables. Girls should never leave their purses unattended. Lockers should always be locked.

## **SCHEDULE CHANGES**

Students make class selections in the spring of the year. They are given the opportunity to make changes before school ends, during the summer, and until the time of registration. The schedule is designed to accommodate all students, and the school system is bound by the State Board of Education to place size limits on classes. Because of this, no schedule changes can be made arbitrarily once the schedule is in place, for this may upset the balance of class loads. If there are extenuating circumstances, then a request can be made to the principal. Schedule changes may be made through the guidance office up until and during summer registration. Only by permission of an administrator can a schedule be changed after summer registration.

## **SCHOOL RELATED ACTIVITIES**

Students must be present at school for one half of the instructional day to be eligible to attend any school function (prom, athletic events, band trips, drama production, choir performance, etc.) Students who are absent from school are not permitted to: be on school property, participate in school activities, or attend school activities.

## **SCHOOL TRIPS**

In order to participate in a school-sponsored trip, a student must have at least a 70 average in each class. Students participating on a school-sponsored field trip must bring a permission slip giving parental consent to the teacher. This must be done at least four days prior to the trip. Teachers are required to submit a listing of students attending the field trip three days before the trip. Teachers must have the permission slip before they can accurately give an accounting of those students attending. Each student may attend five school related field trips per semester. Permission to attend additional field trips must be obtained in writing and documented on the appropriate form signed by the teachers and the principal.

School rules and regulations including the dress code apply to all students on field trips. Any student failing to meet the dress code will forfeit his/her right to attend a field trip and forfeit any monies paid for the trip. Students violating any rule or exhibiting any behavior which could be embarrassing to our school, our community, and the Shelby County School System will be dealt with accordingly by an administrator or his/her designee.

We remind our students that they are representing our school, and the perception they give when they leave our campus is the one that people will associate with SCHS.

## **STUDENT CODE OF CONDUCT AND ATTENDANCE**

Shelby County High School will abide by and follow all rules and procedures set forth by the District's code of conduct and attendance handbook regarding discipline and attendance.

## **STUDENT PASSES**

Regardless of the reason for leaving the room during class, every student must have a pass or (a teacher's signature inside the student agenda). It is the student's responsibility to acquire a pass from his/her teacher.

## **SUSPENSION**

A student may temporarily be denied attendance in regular classes for disciplinary purposes. A student assigned to In School Detention (ISD) will remain in school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. A student in ISD for a Class II or higher offense, may have the right to attend or participate in school activities revoked until the assignment to ISD is completed.

Students will be provided a statement of rules and policies for ISD at the time they report. Students who do not observe these rules will receive additional days in ISD or may be given OSS. After a student's third assignment to ISD, a hearing may be held to consider alternative school placement for future offenses.

A student may be temporarily denied attendance at school, Out of School Suspension (OSS), for disciplinary purposes. A suspended student will not attend school or any school related activities on a day for which he/she is suspended. Any violation of this rule will result in an additional day of suspension. A student will not be allowed to return to any regular classes on the day of the suspension. A suspended student will be

expected to leave the school as soon as his/her parent or the proper authority assumes responsibility for the student. OSS is an unexcused absence. No credit for daily work (bronze level) is permitted when a student is absent as a result of suspension. Students who are suspended out of school will have the opportunity to recover any silver or gold-level assignments that were missed during the suspension period.

## **TARDIES**

A student is tardy when he/she is not in the assigned classroom when the tardy bell stops ringing. Students may not miss time from a class without first obtaining permission from the teacher of that class. The third and any subsequent tardies to class will result in an office referral and appropriate disciplinary action.

The only acceptable reason for being late to school is a scheduled health appointment, required court appearances, or extreme emergencies. Parents are encouraged to schedule any appointments outside of the school day so there is no loss of instructional time. Students who are late to school two times in a 9 week grading period will be issued a warning by the attendance officer. The third incident of tardiness to school in a grading period will result in the assignment of an after school detention from the attendance officer. One detention will be assigned for every third incident of tardiness thereafter. The administration may also assign loss of privileges for excessive tardiness. These privileges include driving to school, parking on campus, and participation in or attendance at extracurricular activities.

## **TEACHERS' LOUNGE**

The teachers' lounge is a private facility for teachers only. Students should always knock on the door if they need to see a teacher. The drink machines and snack machines in the lounge are not to be used by students at any time.

## **TELEPHONE USE**

The telephone in the office is a business phone. It is not to be used by students for personal use. In the case of an emergency, office personnel will call for the student.

Office staff cannot efficiently perform their duties when they are asked by a parent or others to deliver messages to students. Only in the case of extreme emergencies will messages be delivered to a student.

## TEXTBOOKS

State-owned textbooks will be provided for all students. Students are to check the condition of the book and to verify the number when a book is issued to them. Once a student has been issued a book, it is that student's responsibility to care for the book and to ensure that the book is not damaged.

At the end of the year, each student must return the textbooks that were originally issued to them. Students will have to make restitution to Shelby County High School for lost or damaged textbooks.

## TRANSCRIPTS

One transcript per graduating senior will be provided to the college of the student's choice at no charge. Additional transcripts will be charged at the rate of \$5.00 for the next three transcripts. If a student needs more than these four, the fee will be \$5.00 per transcript.

## VALEDICTORIAN, SALUTATORIAN, AND HONOR AWARD

At Shelby County High, we encourage all of our students to attempt the most challenging courses available to them. For this reason, Shelby County High School will recognize the following students in the manner listed below:

**Valedictorian** - The student at each Shelby County high school who satisfies the requirements for the Advanced Academic Diploma and who attains the highest grade point average in his/her graduating class.

**Salutarian** - The student with the next highest grade point average who satisfies the requirements for the Advanced Academic Diploma.

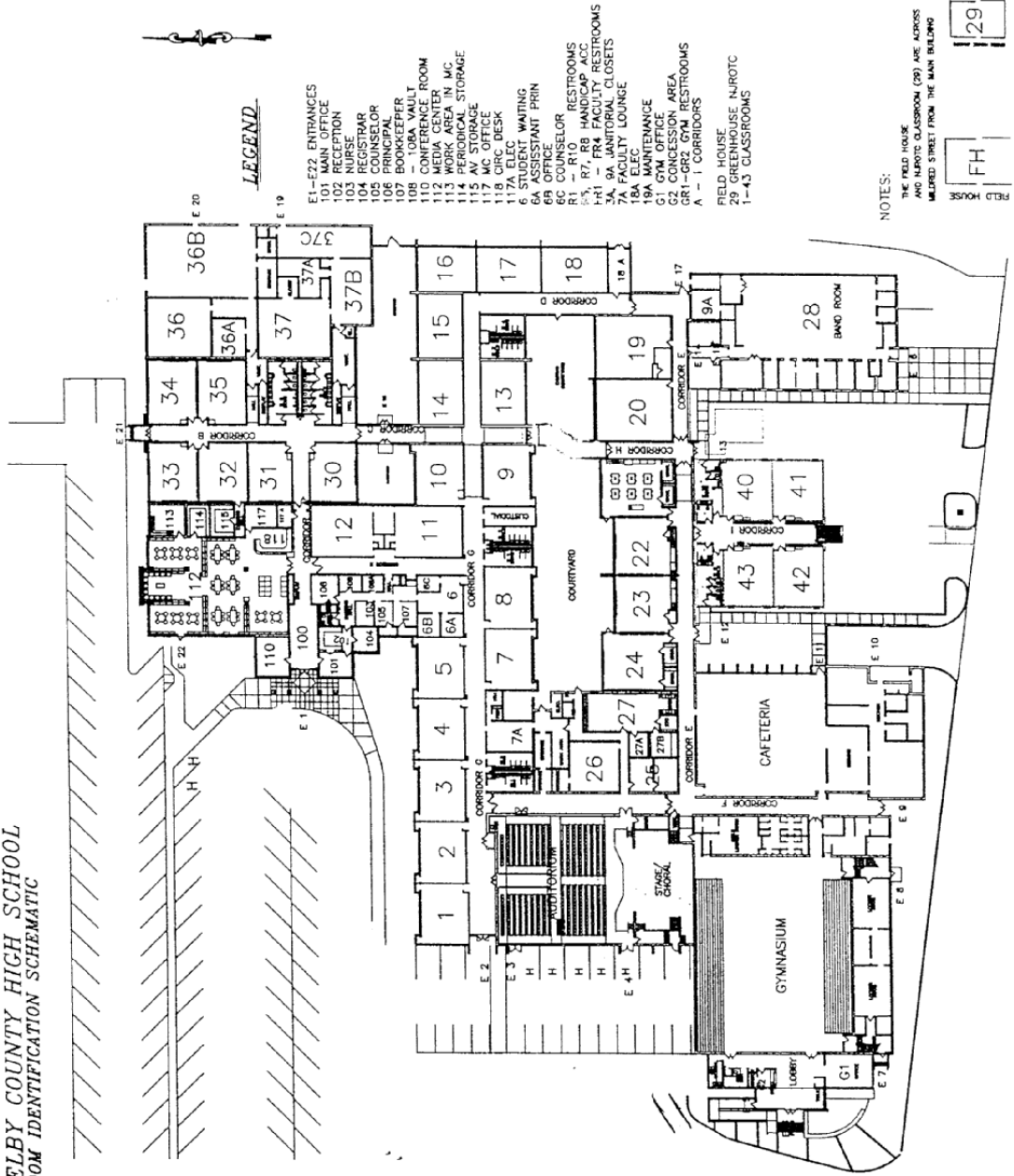
**Honor Graduates** - Students who satisfy the requirements for an Alabama High School Diploma or Advanced Academic Diploma and who also attain a grade point average of 4.0, or are in the top 5% of the graduating class.

## VISITOR POLICY

For the safety of all students, faculty, and staff, any visitor to the school must report to the office. Parents/Guardians are welcome to visit classes or eat lunch with their student with office approval. Student visitors are not permitted on the campus or in the buildings without an approved visitor's pass which must be displayed at all times.

Visitors may visit teachers only during the teacher's preparation time. Visitors will not be allowed to enter a class during instructional time. Shelby County Schools forbids the unauthorized recording of teachers' classes and /or school related meetings.

**SHELBY COUNTY HIGH SCHOOL  
ROOM IDENTIFICATION SCHEMATIC**



NOTES:  
 THE FIELD HOUSE  
 AND NAROTI CLASSROOM (29) ARE ACROSS  
 WILKES STREET FROM THE MAIN BUILDING





## ADMINISTRATION

Barbara Snyder	Principal	Office
Daniel Richards	Assistant Principal	Office

## FACULTY

Instructor	Area	Room
Chris Baker	English	40
Claudia Baneulos	ESL	15
Samantha Baulch	Social Studies	13
Rachel Bevilacqua	English	24
Haley Boyd	Collaborative/English & Math	5
Michelle Branson	Art	27
Rebecca Brom	Collaborative/English & Social Studies	5
Heath Childers	Physical Education/Head FB Coach/Asst. AD	Gym/FH
Dustin Cleckler	Agriscience	36
Natasha Cooper	Math	30
Carol Creekmore	English	42
Jamie Creekmore	Spanish/Math	16
Ashley Crumpton	Business Tech	12
Casey Crumpton	Science/AD	22
Daniel Decker	Science	17
Cedric Drake	Physical Education	Gym
Twyla Fryer	Math	31
Jessica Garcia.	Spanish	15
Whitney Gaut	English	41
Tracy Gordon	Math	34
Tom Grigsby	Band	28
Michael Harrison	Special Education	2
Mike Kantaris	Math	35
Heather Keahey	Counselor	Office
Jacob Knight	Driver's Ed	4
Ashlyn Kuyrkendall	Choral Music	28
Marisol Lilly	Reading/Collaborative	25
Ellie Littleton	Social Studies	8
Robin Merrell	Counselor	Office
Jennifer Moore	Science	19
Kathryn Myrick	Theatre	1
Stephanie Nettles	Social Studies	7
Jeremiah Parker	Collaborative/Math & Science	14
Chris Perkins	Science	20
Alana Ray	Family and Consumer Sciences	37

Todd Smith	Social Studies	10
Anne Stansell	English	43
Kyle Stewart	Science	23
Ashley Venable	Library Media Specialist	MC
Brooklynn Walden	Business Tech	11
Joshua Wallis	Social Studies	9
John Watkins	Health	3
Connie Wheeler	Math	33

# EDUCATIONAL SUPPORT STAFF

## **Instructional Paraprofessionals**

Naysa Gallups  
Brenda Granger  
Kim Holder  
Jill Knight  
Juanita Sharkey  
Jeannie Wortham

## **Interventionist**

Beverly Justice

## **Office Personnel**

Angela Beasley, Registrar  
Julie Bennett, Bookkeeper  
Nicki Dorough, Secretary/Attendance Clerk

## **School Nursing Staff**

Marion McCrimon, LPN Aide

## **Facilities Support Staff**

Tim Driskell, Custodian  
Barbara Edwards, Custodian  
Robert Sharkey, Custodian  
Nick Wells, Maintenance Technician

## **Lunchroom Staff**

Crystal Kulow    Mary Morlan  
Rachel Teal    Tracy Stagner  
Frances Wells

**SHELBY COUNTY HIGH SCHOOL**  
**8 Period Day Bell Schedule**

Time	Period
7:50 A.M. - 8:41 A.M. (51) (Ann.)	1st Period
8:45 A.M. - 9:35 A.M. (50)	2nd Period
9:39 A.M. - 10:29 A.M. (50)	3rd Period
10:33 A.M. - 11:23 A.M. (50)	4th Period
11:27 A.M. - 12:38 P.M.	5th Period
A Lunch 11:23-11:48 (25)	
B Lunch 11:48-12:13 (25)	
C Lunch 12:13-12:38 (25)	
12:42 P.M. - 1:32 P.M. (50)	6th Period
1:36 P.M. - 2:06 P.M. (30) Advisory	7th Period
2:10 P.M. - 3:00 P.M. (50)	8th Period

