



**Anniston City Schools**  
*Empowering Our Students to Win!*

## **ANNISTON HIGH SCHOOL**

1301 WOODSTOCK AVENUE  
ANNISTON, ALABAMA 36207  
PHONE (256) 231-5010  
FAX 231-5069

### **STUDENT/PARENT HANDBOOK 2022 – 2023**

#### **PRINCIPAL**

Mr. Phillip Posey, Ed.S.

#### **ASSISTANT PRINCIPAL**

Mr. Tyson Hall, Ed.S.

#### **Director of Career Tech**

Mr. Christopher Howard, Ed. S.

**“COMMITTED TO EXCELLENCE IN ALL THINGS”**

**BULLDOGS LEAD THE WAY!**

***Mission:** To empower, inspire, support, and prepare our students for the world*

***Vision:** To become a premier educational system*

**ANNISTON HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
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**1301 WOODSTOCK AVE.**  
**ANNISTON, ALABAMA 36207**  
**TELEPHONE (256) 231-5010**

August 1, 2018

Greetings Students and Parents:

**MEMBERS OF THE ANNISTON CITY BOARD OF EDUCATION**

**BOARD MEMBERS**

- Mr. Robert Houston (Ward 1) President**  
[houstonro@anniston.k12.al.us](mailto:houstonro@anniston.k12.al.us) or [robert@speakingwithapurpose.com](mailto:robert@speakingwithapurpose.com)
- Mrs. Trudy Munford (Ward 2)**  
[munfordt@anniston.k12.al.us](mailto:munfordt@anniston.k12.al.us) or [Tmunford@att.net](mailto:Tmunford@att.net)
- Mrs. Joan Frazier (At-Large) Vice-President**  
[frazierj@anniston.k12.al.us](mailto:frazierj@anniston.k12.al.us) or [foxfraz@gmail.com](mailto:foxfraz@gmail.com)
- Dr. Mary Harrington (Ward 3)**  
[Harrington@anniston.k12.al.us](mailto:Harrington@anniston.k12.al.us) or [mharrington3553@gmail.com](mailto:mharrington3553@gmail.com)
- Mrs. Becky Brown (Ward 4)**  
[brownr@anniston.k12.al.us](mailto:brownr@anniston.k12.al.us) or [beckbrownx@aol.com](mailto:beckbrownx@aol.com)

**ADMINISTRATIVE STAFF**

- Dr. D. R. Hill, Superintendent 231-5000  
 4804 McClellan Boulevard  
 Anniston, Al 36202
- Mrs. Angela Martin, Chief Financial Officer 231-5000  
 4804 McClellan Boulevard  
 Anniston, Al 36202
- Mrs. Cindy Swain, Technology Coordinator 231-5000  
 4804 McClellan Boulevard  
 Anniston, Al 36202
- Dr. Edward Cox, Dir. of Special Education/504 Coordinator 231-5000  
 4804 McClellan Boulevard  
 Anniston, Al 36202
- Mrs. Roach, Coordinator of Curriculum 231-5000  
 4804 McClellan Boulevard  
 Anniston, Al 36202
- Mrs. Anita Suttle, Coordinator of Child Nutrition 231-5000  
 4804 McClellan Boulevard

Anniston, Al 36202

Dr. LaTroya Cambell , Director of Federal Programs/Student Services  
4804 McClellan Boulevard  
Anniston, Al 36202

231-5000

**PRINCIPALS**

Mr. Phillip Posey, Anniston High School	231-5010
Dr. Melanie McKinney, Anniston Middle School	231-5020
Mrs. Teresia Hall, Cobb Pre K Academy	231-5030
Mrs. Theresa Huff, Golden Springs Elementary	231-5050
Mrs. Sonja Brown, Randolph Park Elementary	231-5080

**EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Anniston City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, ethnic group, or disability.

**ANNISTON HIGH SCHOOL  
FACULTY AND STAFF**

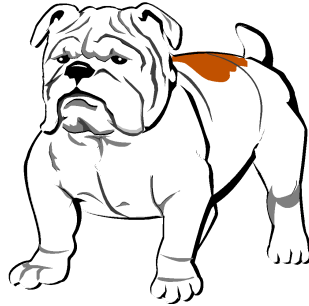
***ANNISTON HIGH SCHOOL ALMA MATER***

A.H.S., dear Alma Mater,  
Listen while we sing;  
To thy feet with deep devotion,  
Grateful hearts we bring

Though our paths of life may sever,  
Though we wander far,  
Still our hearts are turning ever,  
Where dear memories are

**CHORUS**

Steadfast, loyal, ever true,  
Through all the years to be;  
Thus we sing our hearts' allegiance,  
A.H.S. to thee



## ***SCHOOL COLORS, MASCOT, AND MOTTO***

Cardinal, white, black and gray are the school colors.  
Anniston students are known as the “Bulldogs.”  
The school mascot appears on the school  
Class rings, diplomas, yearbooks, etc.

The school motto is:  
“Empowering Our Students To Win”

Bulldogs Lead The Way!

### **BELL SCHEDULE 2022 - 2023 MONDAY-FRIDAY**

Breakfast-----	7:15a.m.-7:40a.m.
1 <sup>st</sup> Period-----	7:45a.m.-8:49a.m.
2 <sup>nd</sup> Period-----	8:54a.m.-9:47a.m.
3 <sup>rd</sup> Period-----	9:52a.m.-10:45a.m.
4 <sup>th</sup> Period-----	10:50a.m.-12:11p.m.
1 <sup>st</sup> Lunch Block	10:50a.m.-11:17a.m.
2 <sup>nd</sup> Lunch Block	11:17a.m.-11:44a.m.
3 <sup>rd</sup> Lunch Block	11:44a.m.-12:11p.m.
5 <sup>th</sup> Period-----	12:16p.m.-1:09p.m.
6 <sup>th</sup> Period-----	1:14p.m.-2:07p.m.

7<sup>th</sup> Period-----2:12-3:05p.m.

**ACTIVITY BELL SCHEDULE 2022 - 2023**

Breakfast-----7:15a.m.-7:40a.m.

1<sup>st</sup> Period-----7:45a.m.-8:40a.m.

2<sup>nd</sup> Period-----8:45a.m.-9:30a.m.

3<sup>rd</sup> Period-----9:35a.m.-10:20.m.

4<sup>th</sup> Period-----10:25a.m.-11:46a.m.

1<sup>st</sup> Lunch Block 10:25a.m.-10:52a.m.

2<sup>nd</sup> Lunch Block 10:52a.m.-11:19a.m.

3<sup>rd</sup> Lunch Block 11:19a.m.-11:46a.m.

Activity Period-----11:51a.m.-12:35p.m.

5<sup>th</sup> Period-----12:40p.m.-1:25p.m.

6<sup>th</sup> Period-----1:30p.m.-2:15p.m.

7<sup>th</sup> Period-----2:20p.m.-3:05p.m.

**ANNISTON CITY SCHOOLS  
2022-2023 CALENDAR**

**July 2022**

1 First Day 12 Month Employees

4 Independence Day

July 11, 2022 11 Month First Day

July 25, 2022 10 Month First Day

25-29 Registration

**31 New Teacher Orientation**

**August 2022**

1 - 5 Teacher Inservice Week

8 First Day of School for Students

26 E- Learning Day / PD

**30 Iready Reading / Math (1st Diagnostic)  
{Grades 9-12}**

**September 2022**

5 Labor Day (Off)

16 E-Learning Day / PD

**October 2022**

5 WorkKeys (Grade 12) {Oct. 5 - Nov. 8}

5 Pre ACT (Grade 10){3-21}

11 Pre ACT Make Up

12 - 14 Fall Break

26 Parent/Teacher Conferences

**November 2022**

ACT WorkKeys Make-Up

11 Veteran's Day (No School)

21 - E-Learning Day / PD

22 - 25 Thanksgiving (No School)

**December 2022**

2 Fall Sports Banquet

16 - E-Learning Day / PD

19 - 31 Winter Holiday Break

29 - 30 *Iready Reading / Math (1st Diagnostic)*  
{Grades 9-12}

10 - 21 ACAP Summative (Grade 2-8)  
{March 20 - April 28}

19 - 21 WorkKeys Retest (Online, Paper, &  
Accomod/Supports

**May 2023**

5 E- Learning Day / PD

25 Last Day For Students

26 Last Day for Teachers / Teacher Inservice

29 Memorial Day

30 - 31 Teams Teacher Work Days

**June 2023**

**January 2023**

1 – 3 (Winter Holidays)

4 InService Day: Teachers Return (No Students)

5 Students Return

16 MLK (No School)

27 E-Learning Day / PD

**February 2023**

7 ACCESS ELL {Jan.17 - March 17}

17 E-Learning Day / PD

20 President's Day

22 Parent / Teacher Conferences

**March 2023**

8 ACAP Alternate (Grades 2-8, 10 & 11)  
{Mar. 1 - April 7}

14 ACT with Writing Paper Testing (Grade 11)

14 - 16 ACT with Writing Online Testing (Grade 11)

14 - 17 ACT with Writing Accomod/Support  
{20-24}

23 E-Learning Day / PD

27-31 Spring Break (No School)

**April 2023**

5 - 6 *Iready Reading / Math (1st Diagnostic)*  
{Grades 9-12}

7 E-Learning Day / PD

11 ACT with Writing Paper Testing (Make-Up)

11 - 14 ACT with Writing Accomod/Support  
(Make-Up) {17 - 21}

11 - 13 ACT with Writing Online Testing  
(Make -Up) {8 - 20}

## ASSEMBLY PROGRAMS / PEP RALLIES

Teachers will escort students to assembly programs. Students will sit in designated areas in assigned rows. Teachers will sit with them. Standing on the stage, facing the audience, the seating areas will be as follows:

Seniors                      Juniors                                      Sophomores                                      Freshmen

Students' behavior will be dignified and proper in **respect to the programs/proceedings**. At the end of the assembly, the principal or a designee will give directions for leaving.

## ASSEMBLY PROGRAMS / PEP RALLY VIOLATIONS:

**1st offense & Subsequent Offenses** - Student will be disciplined in accordance with the Student Code of conduct based on violations committed. This includes a possible removal from attending future assemblies for a period of time.

## ATTENDANCE/ABSENCE POLICY

Attending school and each class attempting are required for all students. Attendance is essential for academic achievement and promotion. Students must attend school for a minimum of 180 days during the school-year.

**On the first (1st) absence of school or any class**, a letter with formal truancy language will be sent home with students. **On the third (3rd) absence from school or a class**, parents and students will have to attend an attendance workshop. Attendance workshops are normally scheduled on Tuesday at 9:10 am. In special circumstances, an attendance workshop will be scheduled at a different time. **On the fifth (5th) absence from school or a class**, the parent and student will have to report to attendance court. Once court is over, the student must immediately return to school with the court excuse. **On the seventh (7th) absence from school or a class**, will result in a warrant signed for parent and/or student.

If a student exceeds more than ten (10) absences per semester or twenty (20) absences per school year, it is a violation of the School Attendance Policy. This total includes excused (non-medical) and unexcused absences. The principal must approve exceptions. The Anniston City Board of Education developed this attendance policy. Failure to abide by this policy could result in loss of credit.

All absences shall be designated either excused or unexcused. In accordance with state law, a parent or guardian must explain the cause of any absence of students under his/her control or charge. Every student must bring a doctor's excuse or written excuse parent note signed by his/her legal parent/guardian for each absence. The letter must be turned in to the homeroom teacher. The homeroom teacher will send the doctor's excuse or parent note to the attendance office. The attendance clerk will give all notes to Mr. Posey for designation of excused or unexcused, depending on what is written in the parent note. If the absence is not recorded as excused or medical within three (3) days after the student returns to school, it will be unexcused, and work cannot be made up. A doctor's excuse is required for medically related absences OR if a student misses more than five (5) days of school. Administration or a designee will determine if the absence is excused or unexcused and the parent letter filed.



**Excused Absences:**

- 1X - Student too ill to attend school (Excused)
- 2X - Death in immediate family-principal discretion (Excused)
- 3X - Legal Requirements
- 4X - Permission by Principal and Consent of Parent

**Truancy Process:**

- First Absence (excused or unexcused) Warning
- Third Absence (parent conference with counselor)
- Fifth Absence (Early Warning Court)
- Seventh Absence (Warrant or Petition for Arrest)

**\*Truancy based on individual classes for high school\***

**BUILDING AND GROUNDS**

Every student is expected to keep the building and school grounds clean and free of litter. It is each student's responsibility to place waste items in trash cans. Each student must do his/her share to see that the school facilities are not damaged in any way. Anyone who damages or destroys school property will be required to pay for the damage. Any students responsible for vandalism will be subject to severe disciplinary action.

**BUSES-RULES AND REGULATIONS**

The bus driver will try to correct inappropriate student behavior. When the driver feels he/she has used all resources available, the student will be reported to the principal or designee. The following disciplinary actions will be enforced to assure compliance with these bus rules and regulations. Violations of bus rules will be handled as if having occurred in school and may include suspension from both the bus and school. In addition to the regular school rules and policies, the following rules apply to students utilizing bus transportation.

1. The driver is in charge of all students who are riding on the bus
2. The driver is authorized to assign seats.
3. Do not throw things at or off the bus or at the bus driver.
4. Students must ride the appropriate bus each day.
5. Students are not to get off the bus at any time from the point of departure until they reach their destination.
6. All students should remain seated until the bus comes to a complete stop.
7. All students must remain seated until the bus comes to a full stop.
8. No student is to have his arms or any part of his body out of the window at any time.
9. Do not carry weapons of any kind on the bus.
10. Do not be destructive.
11. Do not chew gum or eat on the bus.
12. Do not smoke or bring tobacco in any form on the bus.
13. Do not eat or bring beverage containers on the bus.
14. Do not throw any article or object off the bus at any time.
15. Do not use profane language on the bus, or yell out of the windows
16. Keep the bus clean.

17. Be as cooperative, courteous, quiet, and orderly on the bus as you are expected to be in the classroom.
18. Do not put your feet out in the aisle.

**First Written Referral:**

A student referred to the office will receive a copy of the referral with violation(s) and outcome. The school administration will decide the appropriate action for the offense. Removal from the bus is an option. The student is required to give the copy to his/her parents.

**Second Written Referral:**

A parent conference may be required within two (2) school days. If a parent conference is not held within two (2) school days, the student will be denied transportation until a parent conference is held. The school administration will decide the appropriate action for the offense. Removal from the bus is an option.

**Third Written Referral:**

After conferring with student and bus driver, the school administration will decide the appropriate action from a minimum of five (5) school days suspension from bus to permanent removal from bus (loss of privilege). Out of school suspension is an option as well.

**Subsequent Referral:**

The school administration will confer with the student and bus driver. The school administration will decide appropriate disciplinary action including removal from the bus for the remainder of the year.

Any student out of their seat while the bus is in motion will result in a removal from the bus for a minimum of three (3) days.

***\*\*Suspensions may result in parent and student going to truancy court since suspensions are unexcused absences.***

**CAFETERIA**

The Anniston City School System provides a free food service program in each school and participates in the federally sponsored Child Nutrition Program. This program provides nutritious breakfast and lunches to all students. We are a community eligible district; therefore, every student must go through the breakfast and lunch line to receive their meal.

**CAFETERIA GUIDELINES**

The following are rules that students are expected to follow in the school cafeteria:

1. Students are asked to go quietly and quickly to the cafeteria with their teacher without distracting other students who are in class.
2. Students are required to accompany their teacher to the cafeteria during their respective lunch block.
3. Students must remain seated at all times unless they are in the line to get food. Students must ask permission to leave their respective tables for any reason.
4. Students in the vocational building and the gym should walk around the building when the weather permits.
5. Students are asked to make lunch pleasant for all by waiting their turn in line and leaving their tables free of food and spills. Anyone who breaks line will be sent to the

- back of the line.
6. Trays are to be taken to the proper area after lunch.
  7. Paper, along with other trash, should be deposited in cans provided.
  8. Students who leave trays on tables, the floor, or chairs may be placed in In-School Suspension.
  9. No commercial items (canned or bottled drinks) are allowed in the lunchroom. Thermos bottles are permissible (subject to inspection).
  11. No commercial fast food and fountain sodas are permitted in the cafeteria or on campus.
  12. Each student must report to the cafeteria for lunch and remain seated there during the allotted time.
  13. No food will be taken from the cafeteria.
  14. All lunches will be eaten in the cafeteria.
  15. Anniston High School has a closed lunch policy. Students are not permitted to leave the school campus or have someone bring lunch during lunch session.
  16. At the end of the lunch block, all classes exit the rear of the cafeteria while the next block is entering.
  17. If a student is due change from the purchase of additional items, the change will be credited to the student's account.

## **BREAKFAST POLICY**

Students are required to go through the breakfast line each morning. Once students arrive on campus, they must report to the cafeteria for breakfast. Once a student has eaten breakfast, they should report immediately to the gymnasium until the first bell sounds to go to homeroom. Students will not be charged for breakfast or lunch (community eligibility)

## **Changes in Regulations, Procedures, Laws, Policies:**

All faculty, staff, students, and parents will be notified via various communication sources throughout the school year relative to any changes in policies, laws, regulations, and/or procedures.

## **CHANGING CLASSES (CONDUCT IN THE HALLS)**

Students should be mindful that the following rules will be enforced during class change:

1. Students should move from class-to-class in a quiet, orderly fashion.
2. Students are not to go to the office or nurse without a pass during class changes.
3. Students should never be running in the halls.
4. Students in the halls without a proper pass will be disciplined.
5. All students should move through the halls without extended delays.
6. No materials (books, jackets, etc.) should be left on top of lockers. Items found will be removed.
7. Students should seek to walk to the right of the halls when changing classes so that the flow of movement is not hindered.

## **CHEATING**

Any student suspected of cheating shall receive “Due Process.” Students are expected to be honest. Any student caught cheating — receiving or providing materials (information), talking, or aiding in any form will receive a zero on that material, test, or exam. A student who is a member of the National Honor Society will also be dismissed from the club if he or she is disciplined for cheating.

## **CHECKS**

No personal or payroll checks will be cashed. Checks made payable to Anniston High School will be accepted for fees only. Checks should have the driver’s license number of the person signing the check. The name of the student should be on the check also.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations are an important part of our school’s instructional program. All students are encouraged to participate in one or more clubs and organizations. Sponsors will be announced at a later date.

### **ANNABELLES**

The Annabelles perform precision dance routines at half-time shows and various civic functions. Tryouts are announced during the spring of each school year.

### **BAND**

The Bulldog Band performs at sports events, marching and concert festivals, and numerous parades. Students may sign up for band as a regularly scheduled class.

### **CHEERLEADERS**

AHS Cheerleaders promote school spirit at all athletic events. Cheerleader tryouts will be announced during the spring of each school year.

### **CHOIR**

Students may sign up for choir as a regularly scheduled class. Members of the choir will have the opportunity to participate in many civic events and choral competitions.

### **DECA**

DECA (Distributive Education Clubs of America) prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. DECA’s programs and activities have constantly evolved with the latest technology and apply cutting edge educational research.

### **DRAMA CLUB**

Drama club is to help further student interest in fine arts.

### **FBLA - FUTURE BUSINESS LEADERS OF AMERICA**

To promote leadership by involving students in the school and community through participation in activities that develop leadership and concern for others.

**FCCLA**

A club to help further interest in home economics and to develop skills related to successful family life.

**FOCUS**

The purpose of FOCUS is to promote school and community partnerships for prevention of HIV/AIDS and other adolescent risk behaviors. The program is based on a youth led approach and seeks to promote youth involvement in the planning of prevention activities. FOCUS membership is open to all 9<sup>th</sup>-12<sup>th</sup> grade AHS students. Dues are \$20.00 (which includes a t-shirt).

**FUTURE EDUCATORS OF AMERICA**

FEA is open to any student interested in the field of education. The club promotes teaching as one of the world's most important careers.

**HOSA**

The mission of HOSA is to enhance the delivery of compassionate and quality healthcare by providing opportunities for knowledge, skill and leadership development of all health science education students, Thereby, students help to meet the needs of the healthcare community.

**NATIONAL HONOR SOCIETY**

The National Honor Society is an organization of sophomore, junior, and senior students with GPA's of 3.5 or higher. Criteria for being a member of the National Honor Society are outlined more specifically in NHS program documents and include the following:

1. No office referrals
2. Leadership excellence
3. Service excellence
4. Academic excellence
5. Character excellence

**PEER HELPERS**

Peer Helpers are preventive student agents who identify problems and encourage others to seek the necessary help from appropriate professionals. They provide people with opportunities for learning, guidance, emotional support, and growth.

**SCIENCE CLUB**

This club is open to all science students with an overall C average and an overall behavioral merit. The purpose is to promote the appreciation of science.

**SKILLS USA**

The goal of Skills USA is to promote leadership by involving students in the school and community through participation in activities that develop leadership and a concern for others.

**Spanish Club**

This club is open to current and previous Spanish students with an overall 85 average and in good standing behaviorally. This club is designed and implements activities to promote knowledge of Spanish speaking cultures.

## **STUDENT GOVERNMENT ASSOCIATION/STUDENT COUNCIL**

The student governing body, composed of officers and representatives from each class, elected by the student body, to serve as a liaison between the student body and the school faculty.

## **COURSE SELECTION/SCHEDULE CHANGES**

Schedule change request should be emailed to your counselor. Schedule change requests will be given consideration in order requests received. Student requests for schedule changes will only be considered before the school year starts. Teacher initiated schedule changes with proper cause and principal's approval can occur at any time during the school year if the parent, administrator, and counselor determine that the request has merit.

When students select courses for the next school year, the student's parents or guardian should sign the **course selection form**. Changes in student schedules will not be made after the first nine weeks of either semester. A parent must set up a conference to discuss any schedule change for his/her student. Students can't change or drop a course without parental consent.

## **DENIAL OF CLASSES**

"Denial of Classes" means: A parent conference is required before a student is allowed to attend classes.

## **DISCIPLINARY ACTION**

We will implement the "Positive Behavior Support" model and recognize our students who demonstrate positive behavior. Our teachers model appropriate behavior and reinforce them in our students. One method of reinforcement is through the use of Bulldog Bucks. It is similar to the "Caught being good" certificates that other schools implement. Bulldog bucks can be given to students who are exhibiting appropriate behavior; it can be something as simple as sitting and talking quietly, making it to class on time, etc. but we reward any type of positive behavior that we witness. Teachers can hand out as many Bulldog bucks as they wish but must give out a minimum of one (1) per period each day. Students may purchase any item for which they have accumulated Bulldog bucks at any given time. They may also continue to save their earnings to buy more expensive items. Positive behavior is an attitude, a feeling, or a belief that runs through the school itself and has an effect on every aspect of our school.

Each teacher is responsible for the order and discipline of his or her students. A teacher may exercise discipline measures within the scope of their authority not exceeding the parameters of the Anniston City Schools Student Code of Conduct. The teacher is expected to manage his/her classroom. Extreme cases should be referred to administration.

In cases where the administrator deems it is best for the welfare of the school, he or she may do one of the following:

1. Issue a D.O.C. (denial of class) to a student pending a parent conference
2. Place a student in In-School Suspension
3. Suspend a student from school
4. Institute "Student Due Process"

## DISRUPTIVE BEHAVIOR & DISRESPECT

Disruptive behavior will not be permitted on public property or at any school-sponsored event. Such acts may include, but are not restricted to, the following behaviors:

1. Using obscene or abusive language
2. Possessing obscene or indecent literature or other material
3. Taking others' property under duress, threat, or by stealing or fraudulent means
4. Fighting or engaging in violent behavior that is disruptive and/or dangerous. ***A warrant will be filed for all fights. The courts will have to sort it out on their end. A hearing will also be scheduled to be placed in alternative school.***
5. Disturbing or disrupting class.

## DRESS CODE

**It is expected that all students dress in a manner that ensures health and safety and shall not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purpose of public school education. Clothing should be worn in the correct manner and for its intended purpose. Wearing clothing backwards is not allowed.**

1. No shorts/skirts shorter than 3 inches above the knee (including splits) may be worn. Bermuda shorts, Capri pants, and Gauchos will be permitted.
2. Lace and any other see-through garments are prohibited.
3. Shoes must be worn at all times. No house shoes, slides, or flip flops are allowed.
4. Controversial or vulgar insignias or drawings must not be worn on clothing or separately. This includes anything that promotes alcoholic beverages, tobacco products, illegal drugs, sexual implications, violent, abusive, or racist implications, hate/extremist groups, or gang affiliations.
5. Headgear such as hoods, and bandanas of any color and style shall **not** be worn in the building during school hours or on school property without administrative approval. Students with repeat violations will be disciplined according to the Anniston City Schools Code of Conduct.
6. Only medically prescribed eyeglasses may be worn by students.
7. All clothing worn by students must be of a nature so as not to present a safety hazard to themselves or other individuals nor cause disruption of the educational process.
8. The students in the Anniston City School System shall not be allowed to carry or wear pouches.
9. No articles of clothing or accessories depicting "gang" membership or affiliation may be worn.
10. Hair feathers are not allowed.
11. **No Slacking**—pants MUST cover the pelvic girdle (hip bones). Undergarments are to never be visible. Attempting to disguise slacking with Extra-long shirts/t-shirts are prohibited. Students are required to tuck shirts inside pants and wear a belt.
12. Tights or leggings are to be worn underneath jeans with holes where flesh (skin) is visible. Large holes in pants are prohibited.
13. **Leggings and/or tights**, if worn, must be underneath outside clothing which must meet dress code.
14. Sweatpants, wind pants, or warm-up pants cannot be worn. PJs, athletic shorts, and underwear are **prohibited** as outerwear; this includes during all standardized testing.
15. Blankets are not allowed.
16. Students are not allowed to wear empty cell phone carriers during the school day; Cell phones must be turned off and turned into the homeroom teacher during homeroom.

Students will retrieve cell phones from their homeroom teacher at the end of the day before dismissal according to the master schedule.

17. Students are not allowed to have headphones or bluetooths in their ears or hanging from themselves.
18. Shirts, dresses, and blouses, should have appropriate necklines and closures. Clothing that exposes cleavage, back, or midriff area is not permitted. Halters, tank tops, tube tops, spaghetti straps or other sleeveless tops **are not allowed**.
- 19. Decisions concerning questionable clothing will be made by the building administrator(s).**

## **DRESS CODE VIOLATION CONSEQUENCES**

**1<sup>st</sup> Offense-** Students will be assigned In-School suspension until changed to correct clothing and a pass given from an administrator. Students will be marked with an unexcused absence from the class(es) missed as a result of defiance of dress code policy. Absence could result in truancy court.

**2<sup>nd</sup> Offense-** Student will be sent to In-School suspension the remainder of day and be assigned two (2) additional days in ISS. A parent conference must be held with an administrator before the student is readmitted to school. Students will be marked with an unexcused absence from the class(es) missed as a result of defiance of dress code policy. Absence could result in truancy court.

**3<sup>rd</sup> Offense-** Student will be sent to In-School suspension the remainder of day and assigned ISS three (3) additional days. A parent conference must be held with an administrator before the student is readmitted to school. Students will be marked with an unexcused absence from the class(es) missed as a result of defiance of dress code policy. Absence could result in truancy court.

**Subsequent violations may result in an out of school suspension for a period of time.** Students will be marked with an unexcused absence from the class(es) missed as a result of defiance of dress code policy. Absence could result in truancy court.

## **DRIVING AND PARKING VEHICLES**

Students who drive vehicles to school park at their own risk and must understand that Anniston High School and the Anniston City Board of Education will not be held responsible for their vehicle. The following guidelines and procedures apply:

1. All drivers must have a permit. The permit cost will be \$30.00 per car.
2. Drivers must show proof of insurance in order to obtain a permit.
3. Permits will be given to students possessing a valid driver's license only.
4. Parking permits will be sold each day during registration and afterwards in the main office before and after school.
5. Student drivers must park in designated parking space assigned at purchase. The areas will be clearly marked.
6. Students driving must be out of the parking immediately after dismissal unless they are Participating in school sanctioned functions i.e. basketball practice.
7. The parking lots are off-limits to students during school hours.



8. Parking permits must be hung from the rearview mirror at all times while on campus.
9. Sale or transfer of permits between students or any other vehicle is prohibited.
10. The Anniston City Board of Education is not responsible for damaged or stolen property.
11. Students must leave their vehicles as soon as they are properly parked.
12. Tags, bumper stickers, signs or flags that are inflammatory or degrading are prohibited.
13. Students should comply with all parking signs or markings.
14. Any motor vehicle brought to school by any student must meet the Alabama State requirements for safety factors.
15. No student driven vehicle shall use an illegal muffler, air horn or other noise-making device in the school area.
16. Vehicles may be searched if, in the opinion of the administration, reasonable suspicion of a violation exists.
17. No loud music shall be playing in the parking lot at any time.
18. Students should report all traffic-related accidents on campus to an administrator. Administration will notify the appropriate authorities.
19. Surveillance equipment and the school staff monitor the student parking lot. Unauthorized or illegally parked vehicles will be towed away at the owner's expense.
20. Administrators have the authority to deny driving privileges to any student who is in violation of the Driving and Parking Vehicles guidelines.
21. Tags must be current.

## **DRUGS AND ALCOHOL**

No one may use or possess any alcoholic beverages, drugs, or any other agents, which, if injected, ingested or inhaled, may alter behavior while attending class or any other school-sponsored/sanctioned activity.

## **EATING IN SCHOOL BUILDING**

The following rules will be enforced to ensure the cleanliness of our buildings:

- I. No eating or drinking is permitted in the school building except in the cafeteria.

## **ELECTRONIC COMMUNICATION DEVICES**

VISIBLE POSSESSION AND/OR USE OF ELECTRONIC DEVICES, INCLUDING, BUT NOT LIMITED TO CELL PHONES AND OTHER AUDIO/VIDEO DEVICES ARE NOT PERMITTED DURING ROUTINE SCHOOL HOURS (I.E. FROM THE OPENING OF THE CAMPUS IN THE MORNING UNTIL THE FINAL DISMISSAL IN THE AFTERNOON) . "USE" OF A CELL PHONE IS DEFINED AS SENDING OR RECEIVING MESSAGES IN ANY FORMAT INCLUDING VOICE, VIDEO OR TEXT, OR SOCIAL MEDIA SITES. "USE" ALSO SHALL INCLUDE ANY INCIDENT WHERE A DEVICE RINGS OR VIBRATES AUDIBLY, EVEN IF THE CALL, ETC., IS NOT ANSWERED. ALL DEVICES – EVEN IF NOT VISIBLE – MUST BE TURNED OFF DURING SCHOOL. POSSESSION OF ELECTRONIC DEVICES DURING EXTRA-CURRICULAR ACTIVITIES IS PERMITTED AS LONG THE DEVICES DO NOT INTERRUPT OR DISTURB THE ACTIVITY.

IF TEACHERS OR ADMINISTRATORS DIRECT STUDENTS TO ACCESS THE INTERNET, THE CHROMEBOOK MUST BE LOGGED ON TO THE SCHOOLS' CIPA COMPLIANT, WIRELESS NETWORK.

The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. Principals or their designees will also have the authority to further restrict or deny the use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of a violation of Board Policy, the Code of Student Conduct, other school rules, or the Alabama State Department of Education guidelines. THE USE OF ANY ELECTRONIC DEVICE IN A TESTING or SECURE ASSESSMENT SITUATION IS PROHIBITED.

**All Phones are required to be turned off and turned into the homeroom teacher and retrieved at the end of the school day right before dismissal based on master schedule.** IF A CELL PHONE IS CONFISCATED BY SCHOOL PERSONNEL, IT MUST BE TURNED IN TO THE OFFICE IMMEDIATELY. If a student refuses to give his/her phone to the adult asking, a referral should be written and turned into an administrator. Any suspensions as a result of a student's refusal to comply with our cell phone rule will be coded unexcused and subject to truancy court.

PARENTS CAN SIGN FOR THE PHONE THE FOLLOWING THURSDAY AT 3:30PM. IF A STUDENT FAILS TO SURRENDER THE PHONE, HE OR SHE WILL BE SUSPENDED.

At all times, possession of electronic devices is strictly forbidden in private areas, such as locker rooms, restrooms, dressing areas, classrooms, and offices.

If cell phones are visible and/or audible during the administering of Tests, the test(s) may be deemed invalid.

Students participating in field trips, extracurricular activities, and athletic events must get permission from their teacher, coach, or sponsor before using the electronic devices during such events.

Any phone communication during the instructional day will take place on school telephones as authorized by administrative personnel with the exception of emergency situations deemed by the principal. PARENTS SHOULD CALL THE SCHOOL FOR ANY EMERGENCY SITUATION.

A student who uses a chromebooks in a manner that constitutes a violation of any other provision of the Code of Student Conduct may be disciplined accordingly. Thus, by way of example, a student who downloads indecent materials, uses a cell phone to text profane messages, uses a device to text answers to a test, uses a device to make a bomb threat, uses a cell phone to record a fight or group violence, or commits any other act that violates Board policy, will be subject to the applicable discipline for the for the particular offense.

In cases of Positive Behavior Supports, students may be allowed to use their phones for checking email, listening to music with headphones, and completing assignments during breakfast only. This privilege can be revoked at anytime by the administration. The phone or electronic device may not be used to take pictures or make videos. Chromebooks are available

for student to complete assignments during class. (See all stipulations above).

### **EXEMPTION FROM SEMESTER EXAMS**

All students (9-12) who have achieved an “A” average (90 or above) in their class with no more than two absences (excused or unexcused) are exempt from taking the final exam. All students (9-12) who have achieved a B (80 or above) average in a class and who have **outstanding** attendance are exempt from the final exam. Outstanding attendance is defined as: no absences, but has tardies, and check outs in each class attempted. All students (9-12) with a “C” average (70 or above) who have **outstanding** attendance are exempt from the final exam. Outstanding attendance is defined as: no absences, but has tardies, and check outs in each class attempted.

### **EXPULSION**

A student may be expelled for conduct detrimental (damaging, dangerous, abusive, or otherwise disruptive) to the educational process at Anniston High School. Only enrolled or properly authorized students are permitted on the school grounds during the school day. Students who encourage disruptive non-students to come on campus will be subject to suspension or expulsion from school. **Expulsions occur only at the discretion of the Board of Education.**

### **EXTRA ASSISTANCE**

The job of the teacher is to assist the student. A student who has difficulty understanding should immediately ask for clarification. If a student needs extra help, he/she should approach the teacher after class or send an email to arrange for assistance or to take advantage of after school tutorial programs. Tutoring is offered at Anniston High School on select days.

### **EXTRACURRICULAR ACTIVITIES**

Definition — Extra-curricular activities are those school-related activities, which require practice after regular school hours in preparation for performance or competition (athletics, cheerleaders, Annabelles, Marching Band, etc.). Participation in clubs and activities that are directly related to a class in which a student is enrolled (FCCLA, FBLA, etc.) has not been included in this definition.

The Anniston City Board of Education recognizes the value of athletics and other extracurricular activities as they relate to the total education of students. The Anniston City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each athletic and extracurricular student’s progress toward graduation from high school on schedule with his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolutions to earn a minimum of 24 credits in Grades 9— 12, with four (4) credits each in science, mathematics, social studies, and English.

The Anniston City Board of Education prescribes the following regulations for eligibility

by students in this school system to participate in athletics and/or extracurricular activities:

1. Each student in grades 9— 12 must, for the immediately preceding semester, have a passing grade and earn the appropriate number of credits in each of six Carnegie units of credit, including one credit each in English, science, social studies, and mathematics.
2. Physical education may count as only one unit per year.
3. No more than two Carnegie units may be made up during summer school????
4. Eligibility shall be determined on the first day of the school year and shall remain in effect for one complete semester. A student may not become eligible after school begins (after the first day of school). Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules to be developed by this Board of Education as it pertains to other extracurricular activities.
5. Each eligible student must have a minimum composite numerical average of 70 on the six Carnegie units from the preceding semester, including summer school. Summer school work passed may substitute for regular schoolwork failed in computing the 70 averages.
6. Each eligible student must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four credits in the core curriculum in any given year or who accumulates a total in excess of the required four per year may be exempt from earning the four core courses in the succeeding year as long as that student remains on track for graduation with his/her class.

Each student below grade 9 shall pass five subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9 12.

For the purposes of definition, athletic events are defined as those recognized and sanctioned by the Alabama High School Athletic Association. Extracurricular activities are defined as those that are not related to a student's academic requirements or success in a course(s) Regular curricular activities are defined as those that are required for satisfactory course completion.

School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and Anniston City Board of Education for approval. Each request for full participation by all students regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and local board of education approve it as an extension of a course(s) requirement(s) and/or it is a sanctioned event by a state/national subject matter association.

Students deemed ineligible for participation under rules of this policy may continue in coursework but shall not be allowed to participate in extracurricular activities. Events (examples only) such as student participation at athletic events, club conventions, Christmas parades, amusement park trips and companies, performances at various meetings, etc., are extracurricular and students academically ineligible under this policy shall not be allowed to participate.

Anniston City Board of Education  
Adopted: August 13, 1997

## **FEES**

All student fees must be paid within the first three weeks of school. Parents will be contacted if fees are not paid as scheduled due to the necessity of funds to facilitate classes that require fees.

## **FIELD TRIPS**

Field trips will be planned according to school board policy. Students must have written parental consent to go on a field trip.

## **FRATERNITIES AND SORORITIES**

Fraternalities and sororities, which operate primarily for social purposes, are not allowed at Anniston High School

Students who promote these activities through actions (whether it is through style of dress, clothing, or hairstyle) are subject to disciplinary action. Please remember, no fraternity clothing!

## **FUNDRAISERS**

No club, class, or group may undertake a selling campaign of any kind without written permission from the principal. Fundraising forms are available in the main office. Under no circumstances may students' sell items during classes. Fundraising request forms must have prior approval from the Principal, Chief School Financial Officer and the Superintendent.

## **GRADING PROCEDURE**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in a classroom, nor should student behavior be used in calculating grades. Homework is encouraged, but cannot be used to calculate more than 5% of a course grade.

### **Student Responsibilities**

- To be informed of the grading criteria.
- To maintain a level of academic performance commensurate with his/her capability, and to make every effort to improve performance upon notification of unsatisfactory progress.

### **Student Rights**

- To receive the grading criteria (syllabus) from each teacher at the beginning of the course.
- To receive notification of failure or potential failure when it is apparent that unsatisfactory work is being performed.

## GUIDANCE AND COUNSELING

Each student at AHS has a Guidance Counselor who is ready to assist individual members with problems.

The objective of the Guidance Department is to assist students in social and school adjustment, in the solution of academic difficulties, in vocational technical choice and/or college selection, and by making appropriate referrals. Counselors will also assist college bound students in securing scholarships, aid, and other assistance.

The counselors attempt to achieve this by individual and group conferences. To arrange a conference, the student should fill out a conference request form or email counselor. Students are encouraged to utilize the services of the Guidance Department. Counselors will also work with the parent specialist and teachers to notify parents of students who are at risk of failing.

## HALL PASSES

After the tardy bell rings for each period, no student shall be in the hall without an official Anniston City Schools Hall Pass or an Anniston City Schools Early Dismissal or Admit Slip. Students need to use the restroom, visit their locker, etc. and be in their seat before the tardy bell rings. Hall passes will only be given in emergency situations after an administrator has been contacted for approval. Violators, skippers, and others will face disciplinary actions.

## HEALTH

A student who has a contagious disease is not eligible or permitted to attend school for the period of time prescribed. Teachers are encouraged to be alert to indications of pink eye, impetigo, and other infectious diseases. The school nurse must keep updated immunization forms, on each student, on file. Failure to produce updated immunization forms may result in denial of classes. Parents should notify the school nurse concerning any medical conditions, which may require specific attention.

If a parent wishes a student to receive medication during the school day, the nurse must keep such medication with detailed information as to frequency and amount of dosage. Permission forms must be on file in the nurse's office in order for students to take medication at school. This medication will be taken between classes, and this will not be an excuse to leave class. The school nurse will not keep any other type of medication for distribution to students. **Teachers should not administer any medication to students.**

Pregnant students should report to the nurse so that counseling services can be made available to assist the student in making appropriate decisions related to continuing studies. The parent or guardian should complete all appropriate forms upon registration.

Unless an emergency exists, a student will be required to have a health referral from a teacher in order to be seen by the school nurse. The telephone in the nurse's office is to be used by students in the event of an emergency only.

## **HOMECOMING COURT SELECTION AND SGA SELECTION**

The election of SGA and homecoming court is based on leadership and popularity. The following prerequisites are required for participation;

1. A G.P.A. of 2.5 or higher.
2. No office referrals for the current academic school year
3. No outstanding debts (fees, books, uniforms, etc.)

All students are encouraged to participate in the AHS Bulldog Leadership Campaign Rally. You must campaign in order to be placed on the ballot. All posters, flyers, and other campaign items must be preapproved before displaying them in the main building. All campaign information should be taken down on election day by 12:00pm. Any student that receives an office referral during campaigning or after being elected will be automatically disqualified and the student with the next highest votes will assume the position. Finally, attire for the homecoming court must be approved by the administration and advisor.

## **HOMEWORK**

High school work is such that study outside of school hours is necessary for students to succeed in class. Homework can only be used to calculate no more than 5% of a student's grade in a given subject. Students should study thirty(30 – sixty(60) minutes nightly.

## **IN-SCHOOL SUSPENSION**

The In-school Suspension Program is a disciplinary tool to address minor/intermediate level infractions that do not warrant Out-of-School suspension. Students assigned to ISS will not be allowed to attend regular classes but rather are isolated in the ISS room. However, students will be afforded the opportunity to complete class work provided by the teachers. If for some reason an assignment can not be sent to ISS (i.e. a lab session), it is the student's responsibility to make arrangements with the teacher to complete the work within three days after returning to class. **Absences from class may result in appearance in truancy court as ISS is not an excused absence.**

## **INCOMPLETES**

Teachers will not record an incomplete grade for the semester average. If an incomplete is received on a report card, the student must clear it after receiving a report card for that grading period. If work is not made up, a final grade will be computed excluding credit for that work and that grade becomes final. The administrator must approve any exception.

## **INSURANCE**

School insurance will be made available during the first month of each school year. This insurance covers injuries incurred during the school day as well as traveling to and from the school.

## **Lavatory Use**

In an effort to maximize the use of instructional time, students are encouraged to use restrooms in between classes. Of course, exceptions will be made if a valid, documented

medical excuse is provided, or if other extenuating circumstances exist.

### **LIBRARY MEDIA SERVICES**

The Anniston High School Library Media Center is located in the lobby of the main building across from the school office. The Library Media Center serves the students and faculty as a resource center with varied types of media in order to promote and to provide support for the classroom curriculum.

Students are encouraged to use the library during designated times. During the school day, a pass from the assigned teacher in conjunction with librarian is required for access to the library unless the student is part of a class, which is accompanied by- a teacher.

Instructions in the use of the library will be taught at the beginning of the school year through English classes in cooperation with the librarian.

In consideration of the others using the library, quiet must be maintained and all school rules followed at all times. In addition, there is to be no food drink, or gum in the library/media center at any time.

Books may be checked out for two (2) weeks. Notices will be sent to students who fail to return books on time. Books may be renewed if needed longer than two weeks, but students must have the books with them to renew. Overdue books are assessed a fine of 20 cents per day (not including weekends).

Fines are due when the book is returned. Library fines are also considered school debt and can result in suspension from participation in extracurricular activities. Students will be required to pay for lost or damaged books at following payment sale: At cost (full payment), hardback books -\$20.00, pre-bound paperbacks - \$10.00, paperbacks - \$7.00.

A student may check out up to five books at one time; however, teachers and the librarian reserve the right to further limit materials and books during special assignments. Reserved materials, reference books, encyclopedias, magazines, and vertical file materials are to be used in the library during the school day and may not be checked out.

### **LOCKERS & BOOK BAGS**

Students must rent lockers in which to store books, items of clothing, and other materials directly related to school activities. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO SHARE LOCKERS. BOOKBAGS (clear or mesh) MUST BE PLACED IN YOUR LOCKER, THEY WILL NOT BE ALLOWED IN THE CLASSROOM. BACKPACKS OR BOOKBAGS THAT ARE NOT CLEAR WILL BE SUBJECT TO RANDOM SEARCHES.**

The locker charge is \$30.00 per year and can be purchased through the school secretary. Students are asked to be careful in their use of lockers. Doors should be closed quietly rather than slammed. A \$2.00 fee will be charged for the issuance of a locker combination.

A student should report trouble with his/her locker immediately to an administrator. Lockers are to be cleaned out by the student on/before the last day of school.



## **LOST AND FOUND**

Lost items may be reported to the main office. Found items should be turned in to the main office

## **MAKE-UP WORK**

If a student is absent for any excused reason, he or she is responsible for making arrangements with the teacher the day he/she returns to school to make up missed work within three days.

Tests will be made up at the teacher's discretion. Zeros will be given for assignments not made up within three days.

Students who do not pass required course(s) in Grades 9 through 12 must repeat the Course(s). Credit in all required courses is necessary for graduation. Opportunities to repeat required courses may be offered in summer school.

## **MONEY AND PERSONAL ITEMS**

Do not leave money or personal items of value in your locker, desk, or any place unguarded. Faculty and staff members will not be held responsible for lost or confiscated items.

## **PARENT CONFERENCES**

Parental conferences with teachers and staff members are encouraged, and may be arranged through an administrator, parent specialist, or a counselor. Conferences must be scheduled with a twenty-four hour notice given to the teacher. Parents who visit the school must be dressed appropriately. Parents with over exposed body parts or wearing sleepwear will not be granted a conference.

When students are suspended from school, a parent/administrator conference must be held before the student is readmitted. The conference must be scheduled with the Administrator. Students who report back to school without a parent will be sent to ISS for the remainder of the day.

Mandatory parent/teacher conferences will be conducted twice per school year. The first conference will be held in October (see calendar) The second mandatory parent conference will be held February (see calendar)

## **PARTIES**

Parties sponsored by teachers are permitted on occasion with administration approval one to two weeks prior to said date.

## **PEP RALLIES**

Pep rallies may be held before athletic events and are planned to encourage school spirit and to bolster school athletics. Periodically, pep rallies will be scheduled at the end of the day. For security purposes, pep rallies are for AHS students, faculty, and staff only.

## **PERFECT ATTENDANCE**

Those students who are perfect in attendance will be recognized at the end of each grading period and during the last week of school.

## **PERSONAL ITEMS (UNLAWFUL)**

Radios, cards, dice, and weapons are not allowed at school. Students will be subject to disciplinary action for violations.

## **PHYSICAL AFFECTION**

Displays of affection such as kissing, holding hands, walking arm-in-arm, etc., are not permitted in school and on school grounds. No sexual activities are allowed at any time on the campus or in the building. Students who disregard this policy will be required to have their parents or guardian confer with an administrator to discuss their behavior.

## **PHYSICAL EDUCATION UNIFORMS**

A physical education credit is required to receive a high school diploma; therefore, students are required to wear a uniform and dress for P. E. as the instructor directs.

## **ACADEMIC RECOGNITION**

Academic recognition will be held at the end of each nine week grading period.

## **POSTERS**

Before hanging items in the hall or classrooms, students must have approval of an administrator. Students should take care not to use masking tape or scotch tape on painted surfaces. In general, bulletin boards and the block walls in the building may be used for hanging approved signs or posters. Student must take poster down immediately following each activity where posters were displayed.

## **PROM**

The Junior/Senior Prom will be scheduled for a day in April/May (TBA). The prom is for Juniors and Seniors and their dates. Selected sponsors will oversee this event and disseminate information to the Junior and senior classes.

## **PROMOTION STANDARDS**

### **Grades 9-12**

In order to be promoted from grades nine to ten, ten to eleven, and eleven to twelve, a student must have met the following requirements:

- 9-10: Must have earned at least six credits and not have failed a core subject (such as English 9, math, science, and social studies)
- 10-11: Must have earned at least twelve credits and not have failed a core subject (such as English 10, math, science, and social studies)
- 11-12: Must have earned sufficient credits to be eligible to graduate at the end of the twelfth grade year
  - AND must not have failed a core subject (such as English 11, math, science, and social studies)
  - AND must be able to schedule and complete all required courses prior to graduation

A senior is defined as a student who is currently enrolled at Anniston High School and has earned a minimum of nineteen credits toward graduation.

\*\*All students are encouraged to take advantage of the various intervention programs offered at the schools to ensure promotion from grade to grade. These intervention programs include tutoring, summer remediation, credit recovery, summer school, and others suggested by local school principals.

## REPORTING TO SCHOOL

Students coming on campus must either report directly to the lunchroom.  
Students driving to school may not loiter outside their cars in the parking lot.  
Students reporting to the lunchroom must enter the front doors of the school and then go to the lunchroom (you must not go to your lockers). Students reporting to the gym after breakfast must reenter the main building, walk down the stairs, pass the library and go into the gym until the bell rings for homeroom.  
Students may sit only on the right side of the gym. Students may not loiter in the lunchroom mall area or outside the lunchroom mall.

## SAFETY DRILLS

It is imperative that students clearly adhere to the guidelines concerning safety drills in practice or a real situation. At notification, teachers will have all students immediately stand and walk out of class single file. If the warning occurs during the exchange of class, students must proceed immediately to the gaining teacher for directions and accountability. The teacher will carry their grade-book for accountability purposes and be the last one out of the class. The teacher will at no time send students to their respective assembly areas without proper supervision. The teacher should maintain visual and physical contact with all assigned students for the duration of the drill or emergency. Teachers and emergency personnel who are not assigned students will actively assist in monitoring students in the assembly area. **At no time should a student be allowed to go to a vehicle during a drill or emergency. All teachers are responsible for monitoring vehicles during a drill or an emergency.** If the drill or emergency ends in between classes, the assigned teacher will escort students back to the classroom and wait for instructions to change classes. No horse-playing will be tolerated during drills or real warnings. **All disruptions during safety drills are to be written a referral and perpetrators are subject to disciplinary action in accordance with the ACS Code of Conduct.**

## SCHOOL CLOSING

The Superintendent of Schools will decide when conditions are too hazardous for safe operation of schools and buses. There will be a release to the news media by the superintendent's office in the event school is canceled. The principal will send out a message on the robo call system (school messenger). Parents and students should listen to the radio and television for announcements.

If conditions become hazardous during the school day, the superintendent will decide whether the school stays open or will close. When school is closed, the principals and the news media will be notified by the superintendent's office.

## SCHOOL PUBLICATIONS

### **Bulldog Chronicles** — The School Newspaper

The Bulldog Chronicle is published periodically to present school news, recognize students & their achievements, and allow students an opportunity to develop ethical journalistic skills. The number of issues varies. Students interested in working on the staff may apply to the sponsor and are subject to sponsor's approval.

### **The HOUR GLASS** — The School Annual (Yearbook)

The Hour Glass strives to present an accurate and lasting memory of Anniston High School. The classes, clubs, teams, faculty, and most of all, the spirit of AHS are captured within the pages of The Hour Glass. Students interested in working on the staff may apply to the sponsor and are subject to sponsor's approval.

## SIGN-IN PROCEDURES

Students arriving late to school after the tardy bell for 1<sup>st</sup> period) will report to the attendance clerk to get an admit slip and be marked present. If the student's parent(s) signs him or her in, and/or the student has a medical excuse, the student will be given a pass to class. If the student is more than 10 minutes late after the bell for 1<sup>st</sup> period, he or she will be sent to ISS for the remainder of 1<sup>st</sup> period.

## SIGN-OUT PROCEDURES

Students are not to leave the campus without permission. Students must get the approval of the principal or his designees and parent, if they must leave school before their usual time. (The principal will deal with emergency situations if the parent/guardian cannot be reached).

A student cannot sign himself/herself out for illness. If the student is too ill to remain in school, he/she should not be driving or walking home.

Students will be permitted to check themselves out of school for medical or dental appointments provided an appointment slip is presented to the Attendance Clerk along with a note from the parent. To promote student safety, **ONLY** a parent or legal guardian may sign a student out of school. However, a **parent can authorize** other people to sign students out of school if they have been placed on the authorized persons list.

A student who checks out of school after having been counted present in homeroom should obtain an admittance pass from the attendance office upon his/her return to school to present to teachers of missed classes.

## SMOKING / VAPING

No tobacco of any form is allowed on school buses or school grounds, including the parking lot and athletic fields. Students who are caught and have tobacco in their possession will be in violation of the school policy~ Those who violate this policy will be subject to disciplinary action as prescribed by the principal in compliance with the board policy.

The scope of this rule includes the use of tobacco in any form. Students violating this school rule will face severe disciplinary action.

## **SPECIAL EDUCATION**

The Anniston School System supports and encourages the education of exceptional children and appropriate services are provided.

## **STUDENT RECORDS**

### **PERMANENT RECORDS**

Anniston High School maintains on file in the administrative office a permanent record with information on each pupil enrolled. Should a student transfer to a school in another system, a copy of the student's record will be forwarded at the request of the receiving school.

### **TRANSCRIPTS**

A student's first official transcript is free. After the first transcript, a student, at a charge of \$25.00 per transcript, may request more. Students must fill out a transcript request form. A transcript should be available for pick-up within 48 hours.

## **STUDENT SPEECH REQUIREMENTS**

Any student who is assigned to deliver a speech in an assembly or as part of the Baccalaureate/Graduation exercise must have the speech audited by an assigned faculty or staff member to insure proper grammar, appropriate length, and coordination of themes

## **SUMMER SCHOOL**

Depending upon board approval, a summer school session will be held. Courses offered will be determined by the administration and announced as soon as possible.

## **SUSPENSION (FROM SCHOOL)**

A student may be suspended under conditions prescribed by an administrator. Every effort is made by the principal to resolve problems without suspension. However, if the breach of conduct or violation of rules is of a serious nature, the student may be removed in accordance with the following procedures

1. An administrator signs a suspension form.
2. The reasons for the suspension and the necessary procedure for re-entry will be stated on the form.
3. On the date of the official suspension, a copy of the suspension notice will be given to the student, who will then give it to his/her parent.
4. The suspension notice will specify the exact number of days the student is suspended.
5. Before a student is allowed to re-enter school, a parent or legal guardian and the student must schedule and participate in a conference with school officials.
6. Students are prohibited from visiting any campus in the school district while suspended. Violators may have trespassing charges filed against them.

Students who demonstrate a pattern of behavior resulting in suspensions from school may be recommended for a Disciplinary Hearing to consider other placement, such as the alternative program, juvenile petitions, or expulsion, as the principal deems appropriate. Major infractions regardless of the number of incidents, will result in a Disciplinary Hearing.

## **TARDINESS TO SCHOOL AND CLASSES**

Tardiness is not permitted. Extenuating circumstances such as a bus being late will be excused and an announcement will be made from someone in the office. Teachers can not hold students from another teachers class without administrative approval. **After a student is tardy three times to any class or to school a referral will be sent to an administrator.**

Any student who reports to school late must report to the attendance clerk. Any student who returns to school after having checked out must report to the attendance clerk with a medical pass or be accompanied by a parent.

## **TELEPHONE USE POLICY**

Telephones are installed for official business purposes. Teachers will give no passes to use the telephone or use their in-class phone. Students must see an administrator for emergency telephone usage.

Students are not permitted to use the school business phones. Parents are encouraged not to call the school to speak to students, or to leave messages, except in the case of an emergency. Parents or guardians, who wish to speak to a teacher, or principal, may call the school office and leave a message. The call will be returned at a time not assigned for teaching. Guidance counselors and principals are usually available to receive calls from parents. However, if they are not free at the time of the calls, they will return them as soon as possible.

## **TEXTBOOKS**

State-owned textbooks are on loan for the time the student uses them. They are borrowed property. In cases of abuse or loss of books, the student must pay for the textbooks in accordance with the scale set by the State Department of Education. Failure to pay for or return lost or damaged textbooks may result in the failure to participate in graduation exercises, extracurricular activities, or to obtain a release of a school transcript.

## **Title IX**

Issues arising related to Title IX will be addressed by Dr. Tillman-Wynfrey.

## **TRANSFER OF GRADES / GRADE CHANGES**

Grades will be averaged and provided when students transfer in or Out of Anniston High School. A grade change form must be completed by teacher and turned into administrator for approval.

## **TRANSPORTATION - ALSO SEE BUS RULES**

Every student living within the Anniston High School District beyond one mile of the school is entitled to transportation to school. A student must have a valid note from a parent or guardian, verified and signed by an administrator in order to change buses.

## **TUTORING**

If a student fails a course, or need extra assistance, students are encouraged to attend tutoring.

## **VALEDICTORIAN AND SALUTATORIAN**

Only students enrolled in the Advanced Academic Classes will be eligible for Valedictorian and Salutatorian.

Grades earned in the 9th, 10th, 11th and the end of the first semester of the 12<sup>th</sup> grade (seven semesters) will be used in computing the numerical average to the nearest hundredth.

The student with the highest grade point average (GPA) who qualifies shall be the class valedictorian. The student with the second highest GPA who qualifies shall be the class salutatorian.

In the case of a tie (after carrying the GPA to 4 decimal places and rounding to 3 places), students having the same average will be recognized as co-valedictorians or co-salutatorians.

The GPA for candidates shall be computed on course work taken beginning with the freshman year through the first semester term of the senior year. In calculating the GPA, College Board and Dual Enrollment Courses will be weighted when calculating grade averages; A = 5, B = 4; C = 3; D = 2. **Students can take and pass** the AP test in order to receive additional quality points. GPA calculations for all other courses will be calculated using a four-point scale (A=4, B=3, C=2, D=1, F=0).

The computation of the GPA for the purposes of determining valedictorian and salutatorian will not affect the ranking of seniors done at the end of the junior year. **The candidates for valedictorian and salutatorian must have been enrolled at Anniston High School prior to the start of their junior year.** Coursework from non-accredited schools will not be accepted for these prestigious awards. Students qualifying for Honor Graduates and Official Class Ranks will be released during the third nine-week grading period of the senior year. A student with a Grade Point Average (GPA) of 3.95 and above will be designated Summa Cum Laude. A student with a GPA of 3.75 – 3.94 will be designated Magna Cum Laude, and a student with a GPA of 3.45 – 3.74 will be designated Cum Laude. Students and parents will be notified in writing.

- The Valedictorian and Salutatorian positions will be awarded to those students with the highest and second highest overall GPA, respectively.
  - Beginning with graduating class of 2017, there will be only one diploma option, the Alabama High School Diploma.
- Additional Honors
  - Students who have earned a GPA of 3.45-3.74 will be recognized as graduating Cum Laude.
  - Students who have earned a GPA of 3.75-3.94 will be recognized as graduating Magna Cum Laude.
  - Students who have earned a GPA of 3.95 or higher will be recognized as graduating Summa Cum Laude.

**\*\*Students selected for the Valedictorian and Salutatorian positions must be enrolled in Anniston High School prior to the start of their junior year.**

To participate in baccalaureate and graduation ceremonies, Anniston High School seniors must accomplish **ALL** of the following:

- Earn all the credits necessary to receive a recognized diploma or certificate (inclusive of special education)
- Pass all required courses
- Participate in **BOTH** baccalaureate and graduation practice(s)

## **VISITORS**

Parents and all persons visiting the school for any purpose are required to go to the main office immediately upon entering the building to report their presence, business, and to receive a visitor's pass. Failure to obtain a visitor's pass will constitute trespassing and loitering, and the individual(s) will be removed from campus. City ordinances concerning trespassing or loitering on or near schools and schools grounds will be observed and enforced.

Students and faculty must discourage visitors during class hours. All visitor's passes must be approved by an Administrator.

Students of AHS should not visit other schools. This constitutes trespassing and loitering, and students are subject to arrest.

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

The following are prerequisites for participating- Mr. & Ms. AHS (No suspensions during the school year), All other categories (No suspensions for major infractions during school year and not more than one suspension of any kind)

If Mr. or Ms. AHS is suspended during the school-year, he or she must vacate the Position and the runner-up will assume the title.

## **WEAPONS/THREATS-(Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. The mandated penalty is expulsion from the regular classroom for one calendar year.

## **WITHDRAWALS / DROP OUTS**

Students wishing to withdraw from Anniston High School in good standing should report to the Attendance or counselor's office to complete a withdrawal form. When the withdrawal is ready, the parent will be contacted to pick up paperwork. Parents have to be with the students before they can withdraw from school. Students must turn in books and clear outstanding debts before being withdrawn. Finally, the student must hold an exit interview with a counselor. Drop outs will be reported to the Driver License Division.

## **MUTUAL RESPECT**

All Anniston High School stakeholders are expected to treat one another with respect.

## **Scoliosis Screening**

Alabama State Law requires scoliosis screening for all students in grades 5 through 9. The purpose of the law is to recognize, at the earliest stages, any side-to-side curvature in the spine so that proper treatment can be prescribed. In keeping with the law, trained school personnel will screen your child. The procedure is very simple and requires approximately thirty seconds per student. The trained screener observes the student's posture while standing and bending forward.

If scoliosis is suspected, you will be notified so that you may obtain further evaluation from your family physician.

Parents or guardians who don't want their child screened for scoliosis must send in a note to the school nurse stating that they do not want their child screened.



**TOP 40**

Students are selected in the ninth grade through twelfth grade for the Top 40 based on their grade point average from the first semester for ninth grade and cumulative grade point average for 10<sup>th</sup>-12<sup>th</sup> grade students through the first semester of the senior year.

Transfer students who enter after the first semester will not be included in the Top 10 draft. The top 10 (numerically) students are counted. Students must work each year to maintain their position in the Top 10 and are subject to being removed if they don't maintain their current grade point average or move it higher.

Students are expected to participate in community service events, cultural events, and college/career workshops. Students who commit a Class III violation will automatically be removed from the Top 10. The students will be expected to exemplify good discipline and attendance.

## **APPENDIX**

### **Various Forms**

# ACKNOWLEDGEMENT

I, \_\_\_\_\_ enrolled in Anniston High School, verify that I have received  
(Student)  
a copy of The Student Code of Conduct and Student/Parent Handbook. I realize it is my responsibility to  
review the contents of these documents with my parent(s)/guardians.

\_\_\_\_\_  
(Student's Signature)

I, \_\_\_\_\_, enrolled in Anniston High School, and my Parent(s)/  
(Student)  
Guardian(s) hereby acknowledge by our signatures that we have received, read, or had read to us, the  
foregoing Code of Student Conduct and Student/Parent Handbook.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Parent/Guardian's Signature)

Note: Please detach this page after signing and have the student return it to the homeroom teacher. The Acknowledgement will become a part of the student's cumulative file.