



***THE INFORMATION CONTAINED HERE IS INTENDED TO SUPPLEMENT DISTRICT POLICIES AND THE STUDENT CODE OF CONDUCT.***

**CLASS SCHEDULES** - Changes in class schedules will not be permitted unless an error has been made. The parent and counselor must approve all changes. Schedule changes will not be considered after the fifth class day of a term. Should a student lose a class schedule, a copy may be obtained in the Guidance Center. There will be a \$1.00 replacement fee for each copy.

**SCHEDULING** - CHS follows a modified block 5-period schedule. High school students must be enrolled for five (5) credits with one enrichment period per semester. To be a 10<sup>th</sup> grade student, one must have earned at least 6 credits. To be an 11<sup>th</sup> grade student, one must have earned 12 credits. To be a 12<sup>th</sup> grade student, one must have earned 18 credits. To graduate, one must have 24 graduation credits. Students will attend five (5) classes each day with periods for 84 minutes and 47 minutes for the enrichment period.

**STUDENT INFORMATION** - Students should promptly report changes in mailing address, telephone number(s) or name to the appropriate attendance office. The attendance clerks will update their records and supply the changes to the registrar.

**STUDENT DRESS CODE** - Students must be in compliance on the first day of school. Shirts and blouses should be tucked into pants and or skirts if they are designed to be tucked in. No oversized tops may be worn. Pants must be worn at the waist and may not be oversized, too tight or allowed to sag. Undergarments must not be exposed. Pant legs must be uniform length and may not drag on the floor. Belts must be worn with pants with belt loops. Failure to comply with the Student Code of Dress will result in a disciplinary action and loss of school privileges. Refer to the "District Code of Conduct" for specific information.

**STUDENT ID BADGES** - Students will be issued an ID badge at the beginning of school or at the time of enrollment at no cost to the student. Students will be required to wear the badge on a lanyard around the neck on the front of the body while on school grounds and at school functions. Students must be in possession of the ID badge when attending extracurricular events on a district campus. ID badges will be required to ride school district buses, gain entrance to school district activities, access the CHS Library/Media Center, and to purchase food items from the cafeteria. Failure to properly display the ID badge will be considered a violation of the "District Student Code of Conduct." **Students may not deface, mar, or alter the ID badge in any manner.** Badges remain the property of the school district. Lost badges must be replaced. A replacement fee of \$5.00 will be charged. In addition, students will receive a disciplinary consequence when not wearing the ID badge and/or lanyard.

Other ID badges such as badges from previous schools or school years, badges issued by recreational or job related entities, or badges issued by other school related organizations are not allowed to be worn as an official Central High School ID badge.

**ACADEMIC RECOVERY/DETENTION-** Students that do not submit work in within a reasonable amount of time will be required to attend an Academic Recovery (AR) session. This is extra-help time after school. Wednesday has been designated as mandatory AR days from 3:30 pm-4:30 pm. Students will be informed by the principal 24 hours before their session. Students must have a signed excuse from a parent to miss an AR session and the parent must give a date for the students to make-up the session.

**TUTORING/ENRICHMENT-** Tutoring and enrichment activities will be offered afterschool Tuesday, Wednesday and Thursday from 3:30 pm- 4:30 pm. Transportation will be provided upon request. Students should register for extended learning with the curriculum office.

**BUS ROUTE INFORMATION -** Bus route information may be obtained by calling the Transportation Department at (205) 247-2400. Students are reminded that school buses are an extension of the campus and all school rules and policies apply when riding district transportation.

**ABSENCES -** Regular attendance at school is the law. Students must be in daily attendance for the school district to receive state funds for that student. When a student is absent from school, a parent/guardian is required to call the attendance office prior to 10:00 a.m. to report the absence.

The student must bring a signed parental note stating the reasons for the absence to the attendance office within two days upon his/her return to school or the absences will be unexcused. Notes must be presented before 8:05 a.m. to secure an admission permit to enter class. Students are responsible for obtaining missed assignments. Students are permitted only five (5) unexcused absences per semester. Unexcused absences in excess of five (5) days may result in denial of course credit and filing of non-attendance charges against the parent and student with the local Justice of the Peace Court.

**TARDY POLICY -** Time management between classes is an expected characteristic of all students at Central High School. Students are provided with 5 minutes between each block to arrive to their next class. It is a disruption to the instructional process any time a student is tardy. Students are expected to be in the classroom ready to receive instruction prior to the ringing of the tardy bell. Students not in their assigned class at the scheduled time are considered truant and subject to disciplinary and academic consequences. Any student who is more than 15 minutes tardy will be considered absent from class (unexcused absence). Procedures are outlined below:

1. Students who arrive tardy to class must sign the tardy log with their classroom teacher.
2. Accumulating more than five (5) unexcused absences in a semester to a class may result in the student being denied credit in the course and possible truancy investigation. Credit status will be reviewed by the grade level administrator each semester.
3. Students with four (4) or more tardies are subject to disciplinary action.
4. This policy applies to each semester grading period and is enforced based on cumulative total of all tardies to individual courses.

**PERFECT ATTENDANCE -** As a means of improving attendance, Central High School will recognize those students who have “perfect attendance.” Perfect attendance is measured by whether the student has not been absent from any class during the school year aside from school sponsored activities.

**LIBRARY/MEDIA CENTER -** The library /media center has a varied collection of books and other materials on many subjects and offers opportunities for both research and enjoyment. The library staff

encourages the use of the media center and is available to assist students in locating materials. The following basic rules are necessary in order that all students may use the resources of the library to the fullest extent. Note that additional information will be given to students during their orientation session to the library.

Students must possess a current CHS ID Badge in order to check out material from the library. Food and drinks are not allowed in the library. Passes to the library are required during all blocks of the day, including all lunches. Students must leave the library before the end of each block and report back to class. Passes are not required before or after school.

**CLOSED CAMPUS** - Central High School is a closed campus. Students are not allowed to leave campus prior to the completion of all assigned classes for that day. Students may not leave campus upon arrival in the morning. Students who are assigned to Work Co-op Release will be required to be off campus 10 minutes into their release period. Students who arrive to campus after 8:15 am must be accompanied by an adult. Students leaving campus without parent permission and signing out in the appropriate attendance office, will be subject to disciplinary actions and result in an unexcused absence.

**VISITORS TO CAMPUS** - All visitors to campus must sign in at the Main Office and secure a visitor's pass. Individuals who wish to visit students during the instructional day are restricted to parents and adult family members who have parent approval to visit the student. Student age visitors are not allowed. Parents must contact a teacher in advance should they wish to visit a classroom during the day.

**CHECK IN/OUT**-School begins at 8:10 am and ends at 3:30 pm each day. Students arriving after 8:10 am will be counted tardy by their teacher. Students arriving after 8:10 am must be signed in by their parent/custodian through the main office. Students must obtain a check-in pass from the office in order to be admitted to class.

Excused check-outs will be permitted in cases of personal illness or verifiable medical appointments. Other check-outs will be permitted for family emergencies with approval by the school's administrators. The following procedures will be followed when a student must check out of school:

1. A parent/custodian or other authorized adult (designated by parent on the registration form) must sign the student out the school through the main office. Office personnel will verify the identity of all persons who check students out of school. Individuals who wish to check students out must present a photo ID or a driver's license.
2. The student will not be called to the office until the parent/custodian or authorized adult arrives at the school.
3. Parents are encouraged to limit check-outs for emergencies only.

**DELIVERIES TO CAMPUS** – Deliveries to students during the school day is restricted to essential educational items. Food from outside vendors is not allowed. Gifts, balloons, and other items will not be delivered to a student during the day.

**MEDICATION** - Some students must take prescription drugs and over the counter medication during the school day. These medications must be kept in the original container and must be deposited in one of the campus clinics. A signed document is required from a parent giving the nurse permission to administer the medication must accompany the prescription or over the counter medication.

**REPORT CARDS/PROGRESS REPORTS** - Nine-week report cards will be distributed according to the Tuscaloosa City Schools' schedule. Progress reports will be distributed at the beginning of the 4th week of each grading period to students. Parents are encouraged to communicate with their student's teachers concerning academic progress.

**FEDERAL LUNCH PROGRAM** - Students will receive applications for participation in the Federal Lunch Program during registration. Students who participated in the Lunch Program last year will be able to continue this school year for the first few weeks of school. All parents/guardians must complete and return an application to the principals' office or the cafeteria within the first week of school. You will receive notification from Nutrition Services whether you qualify or re-qualify for the lunch program.

**STUDENT PARKING AND STUDENT VEHICLES** - Central High School student parking permits for the 2016-17 school year are sold for \$15 per vehicle. Students must have a valid driver's license, vehicle license plate number, description of the vehicle, and verification of liability insurance. All vehicles parked on campus must have a valid CHS parking permit. Parking is limited on campus and permits are sold on a first come basis. Parking on campus is a privilege. Violation of parking regulations will result in removal of parking privileges. Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not given to others. Searches of vehicles may be conducted at anytime with or without the presence of the student.

**PUBLICATIONS** - All publications edited, printed or distributed in the name of Central High School shall be under the control of the principal, school administration, and Board. All school publications shall be under the supervision of a faculty supervisor and shall reflect the high ideals and expectations of the citizens of this district for their schools. No visual or auditory publication of any kind may be sold or distributed free on or near school property to students or personnel of this district without approval of the principal in charge. Posters and signs that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed.

**RADIOS, CD PLAYERS, CELL PHONES AND OTHER ELECTRONIC DEVICES & GAMES (FNCE)** - Students are not permitted to use such items at school unless prior permission has been obtained from a school administrator. In the event a student is using such a device, it shall be confiscated. Only the parent or guardian of the student can retain possession of the device. In the event such a device is confiscated from a student a third time, the device will not be returned to the parent/guardian until the end of the school year.

**TELEPHONES AND MESSAGES** - Students are not to use office or classroom phones except in case of emergencies. Students will not be allowed to use phones during instructional periods. Students will not be called from class to accept telephone calls, nor will they be dismissed from class to place calls. **ONLY EMERGENCY MESSAGES WILL BE DELIVERED BY THE ATTENDANCE OFFICE.**

**TEXTBOOKS** - Textbooks are furnished by the State and are issued at the beginning of a course. Students are required to cover all textbooks. Students who lose or damage a textbook while it is checked out to them are required to pay for it prior to semester exams. Failure to pay for a lost or damaged textbook will result in the student not being eligible to be issued textbooks during the next semester and will possibly lose school privileges. Seniors will not receive diplomas until all fines are cleared.

**CLUBS AND ORGANIZATIONS** - Student clubs, organizations and performing groups such as band, choir, theatre, debate, dance and athletic teams may establish codes of conduct and consequences for rules/policy violations that are stricter for those student participants than those for students in general. If an infraction is a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequence specified by the organization.