

# **Susan Moore High School**



## **STANDARDS OF EXCELLENCE**

### **2023-2024 STUDENT HANDBOOK**

**[www.susanmoorebulldogs.com](http://www.susanmoorebulldogs.com)**

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### **MISSION STATEMENT**

**As a vital component of the community, the mission of Susan Moore High School is to provide each student with the tools necessary to become a responsible, productive member of society and a life-long seeker of knowledge.**

### **MOTTO**

**“Teaching Students Today to Lead Tomorrow”**

### **INTRODUCTION**

This handbook is designed as a guide to aid the students, parents, and teachers in an understanding of school policies and standards as related to absences, disciplinary action, school organizations, and grading systems. This handbook is provided as a supplement to the Blount County *Code of Conduct* provided by the Blount County School System.

The general policy of Susan Moore High School is that no person be excluded from participation in, or subjected to discrimination in any program or activity on the basis of race, creed, color, religion, national origin, sex, age, disability, or similar personal distinction.

### **PHILOSOPHY AND GOALS OF SUSAN MOORE HIGH SCHOOL**

Susan Moore High School recognizes that productive relationships among students, families, school, and the community require mutual effort and cooperation. The faculty and staff of Susan Moore High School provide a program of educational and co-curricular activities that fosters the development of resourceful, well-adapted students. Providing for the successful transition of students from high school to college is a major goal.

To allow our students to develop self-esteem and respect for others, the faculty provides a proper atmosphere for learning by serving as positive role models, creating a pleasant climate and requiring behavioral standards necessary for maintaining order. Our philosophy supports the premise that each student is a unique individual who merits every opportunity to develop their highest potential. Susan Moore High School believes that the more educated a student becomes, the more choices and opportunities he or she has to positively contribute to society. The ultimate goal of Susan Moore High School is to provide opportunities for our students to develop personally, intellectually, emotionally, physically, and socially in order to depart from our school having the foundation on which to build successful lives.

### **MESSAGE TO STUDENTS**

Students are expected to exemplify characteristics of good citizenship at all times. Most students adhere to the rules and regulations because they know that all organizations in our society must have sound operational policies. However, there are students who, on occasion, need to be reminded that in order to receive the maximum educational opportunities offered by the school, good DISCIPLINE is essential. Since an orderly atmosphere is essential for learning, developing worthy habits of conduct through the use of self-discipline should be a constant goal of all students.

Every pupil is expected at all times to keep in mind that his conduct should not interfere with the rights of others, rather, it should be an example to others. Teachers will establish rules **governing student behavior in their classrooms.**

**2023-2024 Regular Bell Schedule**

**School Doors Open at 7:30 AM**

<b>School Begins</b>	7:45
<b>Tardy Bell Rings</b>	7:50
<b>1st Period</b>	7:50 - 8:45
Class Change	8:45 - 8:49
<b>2nd Period</b>	8:49 - 9:38
<b>Break</b>	9:38 - 9:48
Class Change	9:48 - 9:52
<b>3rd Period</b>	9:52 - 10:41
Class Change	10:41 - 10:45
<b>4th Period</b>	10:45 - 11:35
Class Change	11:35 - 11:39
<b>5th Period (lunch)</b>	11:39 - 1:07
Class Change	1:07 - 1:11
<b>6th Period</b>	1:11 - 2:01
Class Change	2:01 - 2:05
<b>7th Period</b>	2:05 - 2:56

## ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

*(Alabama Administrative Code 290-3-1-02(8) and (8)(a))*

Effective for students in the ninth grade in the 2013-2014 school year, all students shall earn the required credits for the Alabama High School Diploma. A local board of education may establish requirements for receipt of diplomas and endorsements, but any diploma or endorsement shall include the requirements of the Alabama High School Diploma. The Alabama courses of study shall be followed in determining minimum required content in each discipline.

<b>COURSE REQUIREMENTS</b>		
<b>English Language Arts</b>	<b>Four credits to include:</b>	<b>Credits</b>
	English 9	1
	English 10	1
	English 11	1
	English 12	1
<i>Equivalent options may include: Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>		
<b>English Language Arts Total Credits</b>		<b>4</b>
<b>Mathematics</b>	<b>Three credits to include:</b>	<b>Credits</b>
	Algebra I or its equivalent	1
	Geometry or its equivalent	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent	1
	<b>One credit from:</b>	
<i>Alabama Course of Study: Mathematics or Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>		1
<b>Mathematics Total Credits</b>		<b>4</b>
<b>Science</b>	<b>Two credits to include:</b>	<b>Credits</b>
	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	<b>Two credits from:</b>	
	<i>Alabama Course of Study: Science or Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>	
<b>Science Total Credits</b>		<b>4</b>
<b>Social Studies*</b>	<b>Four credits to include:</b>	<b>Credits</b>
	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	<i>Equivalent options may include: Advanced Placement/International Baccalaureate/postsecondary equivalent courses</i>	
<b>Social Studies Total Credits</b>		<b>4</b>
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE)	1
<b>Health Education</b>		0.5
<b>Career Preparedness</b>		1
<b>Career and Technical Education and/or Foreign Language and/or Arts Education</b>		3
<b>Electives</b>		2.5
<i>Local boards shall offer foreign languages, arts education, physical education, wellness education, career and technical education, and driver education as electives.</i>		
<i>*All four credits shall comply with the current Alabama Course of Study: Social Studies</i>		
<b>Total Credits</b>		<b>24</b>

**Rules and Guidelines for Susan Moore High School  
Based on Blount County Board of Education Policy & Procedures Manual**

**ANNALYN’S LAW**

Pursuant to *Annalyn’s Law*, the superintendent shall be notified by local law enforcement when a low-risk juvenile sex offender is enrolled or attending school within the board’s jurisdiction for the purpose of appropriate supervision during the school day and during school activities.

**Section 1. Definitions**

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

- A. “Plan” refers to the “individualized student safety plan” developed following the student’s adjudication and/or enrollment in the school to serve as a behavior contract between the student and the school.
- B. “School” refers to “all school property and school-sponsored functions including, but not limited to, classroom instructional time, assemblies, athletic events, extracurricular activities, and school bus transportation” related to the student’s current school of record.
- C. “Student” refers to “the low-risk juvenile sex offender” designated by a juvenile court judge as having a low risk of re-offense.
- D. “Teachers and staff with supervision over the student” or “supervision team” refers to school officials or staff who have a specific responsibility for the student, including the school principal, the student’s assigned teachers and/or coaches, the student’s counselor, and if applicable, the student’s bus driver, during the subject school year and who will be privy to information regarding the student’s status. Teachers and staff with only passing and/or general contact with the student shall not be privy to information regarding the student’s status.
- E. “Victim” refers to the victim, if known by and attending the same school as the student, of the offense for which the student was adjudicated delinquent.

**Section 2. Notification**

**Current Students**

In the event a currently enrolled student is adjudicated delinquent and designated “low- risk” by the juvenile court, local law enforcement is expected to notify the local superintendent and principal of the student’s school in writing.

**Newly Enrolled Students**

In the event a student seeks to enroll in the district as a new student, and that student has been previously designated as a low-risk juvenile sex offender, local law enforcement is expected to notify the local superintendent and principal of the student’s school in writing.

**Students That Change Schools Within the District**

In the event a currently enrolled student transfers to another school in the district or is promoted to another school in the district, the principal of the original school should notify designated law enforcement of the change as soon as practicable.

Following that notification, the principal of the original school should orally or in writing brief the principal of the new school regarding the original plan and the transferring student’s status and circumstances. Regardless, the principal of the prior school must provide the student’s records and safety plan to the principal of the new school as soon as practicable.

The new principal should review the plan and meet with the student, the student’s parent or guardian, and the anticipated new supervision team to determine whether the current terms are sufficient or should be adjusted based on the student’s circumstances.

### **School Staff Changes**

In the event the principal or a member of the supervision team leaves his position or is no longer responsible for supervising the student, a replacement team member should be named, if necessary and appropriate, and briefed by the principal or the most senior member of the supervision team regarding the student's status and plan.

The student, his parent or guardian, and other members of the supervision team should be notified of changes to the supervision team within a reasonable timeframe.

### **Section 3. Plan Development and Maintenance**

Upon proper notification from law enforcement, the student's principal or designee will call together the anticipated supervision team to meet with the student and/or the student's parent or guardian to develop an appropriate plan. This meeting should take place within 10 school days or as soon as practicable. In the event the student's parent or guardian is unable or unwilling to meet, the principal or designee and the supervision team should meet with the student within a reasonable timeframe to develop an appropriate plan.

In the event the victim attends the same school as the student, the plan should include measures to reduce the likelihood of victim and student interaction.

The terms of the plan and any updates to it must be in writing and approved by the principal or designee before being distributed to the student and the student's parent or guardian, as well as the supervision team.

The principal or designee should meet with the student, the student's parent or guardian, and the supervision team at least annually, but as often as deemed necessary by the principal or designee to assess the student's status and to determine whether adjustments should be made to the plan.

### **Section 4. Supervision**

The student will be subject to the general Student Code of Conduct and any other conditions deemed necessary by the principal or designee as incorporated in the student's plan.

Members of the supervision team should report any suspected violations of the plan to the principal or designee.

The school officials and staff responsible for supervising the student on a daily basis should do so in a manner that is discrete and unobtrusive.

### **Section 5. Students with Disabilities**

Discipline of students with disabilities will be subject to applicable limitations and requirements imposed by the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act and implementing regulations.

### **Section 6. Violations of the Plan**

In the event the student violates the Student Code of Conduct or the plan, the student may be subject to discipline pursuant to board policy and/or reassessment of the plan's conditions.

### **Section 7. Challenges to the Plan**

In the event the student and/or his parent or guardian object to conditions of the plan or the application of a sanction, a challenge must be submitted in writing to the superintendent or his designee to consider whether adjustment of the plan or response modification is warranted. The superintendent's decision

shall be final. A response that constitutes disciplinary action will adhere to the applicable school disciplinary policies and procedures and the student will be afforded due process thereunder.

### **Section 8. Confidentiality**

Information received by school officials or staff related to the student's delinquent status must be treated as confidential from other students, staff members, officials and stakeholders. Any document identifying the student's status should be safeguarded from unintentional disclosure by the members of the supervision team. Any school official or school employee who improperly discloses the student's status to any other person may be subject to school discipline and/or criminal charges as provided by law.

### **Section 9. Retaliation**

Members of the supervision team should make every effort to treat the student with the same respect and courtesy to which every student is entitled. The team is reminded that the student has been deemed by the juvenile court as not likely to reoffend and should be encouraged to fully integrate into the student body as a successful student. Mistreatment of any student may be cause for discipline.

### **Section 10. Procedures**

The superintendent shall have the authority to develop appropriate training and additional procedures for staff members in furtherance of this policy.

Legal Reference: *Ala. Act No. 2018-528, Ala. Code § 16-1-51.1 (1975).*

### **ARRIVAL AT SCHOOL**

School doors open at 7:30 A.M. Those students who drive to school should plan their arrival around 7:30-7:40. Students are not allowed to sit in their cars before school. Car riders should not be dropped off before 7:30 AM. Students are not permitted to enter the building prior to 7:30 AM.

### **ARTICLES PROHIBITED AT SCHOOL**

Students may not bring to school articles that are considered disruptive. These items include (but are not limited to) radios, compact disc players, and other electronic communication devices. Tape recorders, TV sets and other noisemakers may be carried into the school only with the permission of the office.

Problems arise each year because students bring articles to school, which are hazards to the safety of others or interfere in some way with school procedure. Knives, sharp objects, guns, or weapons of any kind are included. If serious violations occur, the police will be contacted.

Water guns, playing cards, and trading cards are prohibited. Laser lights are also prohibited. Athletic bags must be left with the student's first period teacher, coach, or in the gym. **BLANKETS ARE PROHIBITED DURING SCHOOL HOURS.**

**Anything considered by the administration a distraction to the educational process can and will be prohibited.**

### **ASSEMBLIES**

All students will be expected to go to the auditorium with their teacher for all general assemblies. Students are expected to file into and leave the auditorium according to the prescribed pattern in a quiet and orderly manner.

## ATTENDANCE

Alabama law requires that all children between the ages of <sup>(3)</sup> six and <sup>(2)</sup> seventeen be enrolled in and attend school. In addition, new state law amendments (Ala. code s. 16-28-16, as amended by Act 1999-705) provide that all children who choose to enroll in school even if not of compulsory school age, are subject to the school attendance and truancy laws of the state. All students should attend school regularly and be punctual for all classes in order to receive the greatest benefit from the instructional program and develop habits of punctuality, self-discipline, and individual responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and enjoy school more. Students who miss more than 15 total days in a school year are considered “chronically absent” by the state and are at a higher risk of negative school outcomes. Students who miss as little as two days each month miss an entire year of instruction over their K-12 school span. This can have a detrimental effect on achievement and future success. Attendance at school shall be one of the factors considered in determining the promotion of a student from one grade to another or in any given course.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under state law. State law also requires that all student suspensions from school must be reported to the local district attorney.

Principals must report to the local superintendent any parent, guardian, or other person having control or custody of a child who fails to require the child to attend school or receive instruction by a private tutor, or fails to properly conduct him/herself at school. The Superintendent or designee is required to report the violators to the district attorney within 10 days.

- A. Compulsory Attendance– Every child between the ages of six (6) and seventeen (17) must attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of the *Code of Alabama* (1975) 16-28-3;16-28-5, provided such child complies with the enrollment and reporting procedure specified in the *Code of Alabama* (1975) 16-28-7 of the code. It is the policy of the Blount County Board of Education that children enrolled in a private school, church school, or instructed by a private tutor must provide appropriate documentation to the Superintendent within 10 days after the beginning of school or upon withdrawal from school or upon residency in Blount County.
- B. Absences and Excuses – Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. *Code of Alabama* (1975) 16-28-15

A good cause or valid excuse, as used in this section, exists when on account of sickness or other condition attendance was impossible or entirely inadvisable or impracticable or when, by virtue of the extraordinary circumstances, the absence is generally recognized as excusable. *Code of Alabama* (1975) 16-28-13



Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency conditions as determined by the principal
- Death in immediate family
- Court subpoena
- Legal quarantine
- Absences approved by the principal prior approval (including military leave of parent or guardian)

Documentation supporting an excused absence must be submitted within **three (3) days** after the student returns to school or the absence will be deemed to be unexcused.

Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

Only seven (7) days or partial days can be excused by parent/doctor notes each semester as a valid excused absence.

Any absence over seven in a semester will be marked unexcused in the attendance register. If a student has a significant medical diagnosis, parents can submit a Medical Condition Release Form and a physician's letter to the school documenting the medical condition and the necessity of additional absence days. Students with a qualifying medical condition can be granted additional days as determined by the school.

Letters and release forms must be resubmitted each school year.

Homebound services may be provided for qualified students as determined by the Board of Education.

Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

C. Make-up Work – Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up school work missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers to make up work within three (3) days after returning from said absence.

D. Make-up Work – Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons.

E. Academic Incentives – for exceptional attendance

Students may be exempt from semester exams if they have (a) an 85+ average and one absence or less, or (b) a 90+ average in the class with three absences or less.

F. Academic Sanctions – for excessive unexcused class absences

Students that exceed eight (8) absences in a semester or sixteen (16) total absences in a school

year will lose course credit and/or be retained.

G. Truancy Reporting

**Truancy Definition**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

All children enrolled in Blount County Schools, whether compulsory school age or not, are subject to school attendance and truancy laws of the State of Alabama. All cases of non-enrollment or non-attendance will be investigated by the Blount County Board of Education Attendance Officer. In cases where there is no valid reason for absence, the attendance officer will give written notice to the parent, guardian, or other person having control of the child to require attendance of the child within three days of the date of the notice. If the absence is found to be without valid excuse or reason and intentional, the attendance officer shall be required to bring criminal prosecution against the parent, guardian, or other person having control of the child.

(16-28-16 Code of Alabama Effective July 1, 2000.)

**1) 1<sup>st</sup> Truancy/Unexcused Absence (warning)**

Parent/guardian shall be notified (by memo or phone notification) that the student was absent.

**2) 2<sup>nd</sup> Truancy/Unexcused Absence (Principal's Letter)**

Parent/guardian will be notified by letter that the student was truant and provided a copy of the student's attendance.

**3) 3<sup>rd</sup> Truancy/Unexcused Absence (Attendance Officer Letter)**

Parent/guardian shall be notified by letter that the student is not in compliance with school attendance laws and policies and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

**4) 5<sup>th</sup> Unexcused Absence (Early Warning)**

The parent, guardian, or person having control of the child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile court.

Attendance at the Early Warning Truancy Prevention Program shall be mandatory except where prior arrangements have been made or an emergency exists.

Failure to appear at the Early Warning Truancy Prevention program can result in the filing of a complaint/petition against the parent under *Code of Alabama*. (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

**5) 7<sup>th</sup> Unexcused Absence**

The Attendance Officer will file a complaint/petition against the child and/or parent/guardian,

if appropriate.

**6) Child under probation**

The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute.

Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

**7) Suspensions are unexcused absences, but do not constitute unexcused absence total for truancy purposes.**

**Once a student arrives on campus, he/she may not leave school grounds during school hours without permission of the principal. This includes going to his/her car for any reason. In the case of illness of a child during the school day, the principal or a designated person may take appropriate measures as required.**

H. Student Transfers

Students living in Blount County must enroll in the assigned school that serves the designated district where the student and parent or legal guardian resides. Students may transfer to another Blount County School only if there is a change in residence into another designated district by the parent or legal guardian or by approval of the receiving principal.

**BLOUNT COUNTY CAREER TECHNICAL CENTER**

Students who attend the Blount County Career Technical Center will be required to ride school buses to and from the BCCTC unless the Technology Center Director and local principal have approved other arrangements. If a student misses the Career Tech Bus in the morning or afternoon then the student will be placed in ISS and will be assigned sentences, cleaning duties, or assigned to Saturday School.

**BREAK**

Food and drink are not allowed to be purchased or consumed in the building except during the students break-time or at a time designated by the administration. Students will only be allowed to purchase food or drink from the break stand during their assigned break time. Students will be dismissed via a bell that will ring when they are to go to break. Students caught with food or drink items from the vending machines or break area (other than at break time) will be assigned to Detention, I.S.S., Saturday School or suspended. DRINKS CANNOT BE BROUGHT FROM HOME!!

**BULLYING**

The Blount County Board of Education is committed to protecting its students and employees from bullying, harassment, or discrimination of any type. The school board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein, occurring on school property during the school day or at school-sponsored events is prohibited. The use of school equipment for the purpose of these actions is also prohibited.

## **Bullying:**

### **Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.**

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

### **Section 2: Definitions**

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

- (a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

(g) “Student” as used in this policy means a person who is enrolled in Blount County Schools public school system.

### **Section 3: Description of Behavior Expected of Students**

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

### **Section 4: Consequences for Violations**

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

### **Section 5: Reporting, Investigation, and Complaint Resolution Procedures**

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school’s office. The complaint must be delivered to the principal or the principal’s designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally. The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal’s designee is authorized to inform the student’s parent or guardian of the report unless at the discretion of the school principal or the principal’s designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal’s designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code

of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

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

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

### **BUSES**

Riding a school bus is a privilege, not a right. Students should exhibit good behavior at all times. Those who cause disruptions may have their bus riding privilege taken away. The bus driver has the authority to seat students on the bus in the manner that he or she thinks best. Students may ride only one bus on a regular basis. Students cannot ride a different bus home unless the situation is deemed an emergency and the student must have a note signed by a school administrator. Glass bottles or other dangerous objects may not be carried on the bus. Students who cause problems that endanger the safety of themselves, the other students riding the bus, or to the bus driver will be suspended or expelled from the bus or school. If the behavior continues then the student will be assigned to Alternative School.

### **CHECK-OUT PROCEDURES**

NOTES ALONE WILL NOT BE ACCEPTED as authorization for a student to check out of school.

Students must bring a handwritten note from their parents with their parents' signature requesting that the student be allowed to checkout of school. The note must have the following information:

1. The reason why the student needs to checkout of school.
2. The phone number where the parent/guardian can be reached at the time of the check-out.  
Students will not be allowed to checkout until a parent has been reached. **NO EXCEPTIONS!!**
3. Checkouts should be limited to doctor's appointments, illness, etc.

ALL CHECKOUTS WILL BE CONSIDERED UNEXCUSED until a note is submitted to the Attendance officer. Students must return to school with a doctor's excuse or an excuse from their parent.

Students must provide a doctor's excuse or parental excuse for classes missed.  
The absences missed from the class will be counted toward the total allowable number of classes missed. (See Attendance Policy)

### **CHECK-IN PROCEDURES**

Any student who arrives at school after the tardy bell rings at 7:50 will be considered tardy. The student must go to the office and sign in on the check in sheet. (See Attendance Policy and Tardiness)

### **CAFETERIA**

All students must report to the lunchroom during their assigned times, whether they bring their lunch, buy a lunch, or choose not to eat. By Federal Law, carbonated drinks in cans or bottles cannot be brought into the lunchroom. The following guidelines should be observed in the lunchroom:

#### **CAFETERIA RULES**

1. No student is to leave the lunchroom without permission from his/her teacher or school administration.
2. Students should remain seated except to return trays or buy food.
3. Students are not to throw coins, food, or any item.
4. Talking is to be kept low—use good table manners.

5. No breaking in line, reserving places in line, pushing, or shoving in a line is allowed.
6. Return trays and all trash to proper receptacles. Leave the table and floor around your place clean.
7. Students failing to return trays to proper receptacles will be subject to disciplinary action.
8. Students who bring their lunches must eat in the lunchroom.
9. No cans or bottles of soft drinks are to be taken into the lunchroom.
10. No food, other than home packed lunches, can be brought into the lunchroom.
11. The serving area is a NO TALKING AREA except to communicate with lunchroom personnel.
12. Parents will not be allowed to bring food to their child for lunch--this tempts other students to leave campus to get food.
13. Student cannot carry any items from the cafeteria such as Food, Cups, and etc.

Cafeteria Breakfast/Lunch Prices will be announced by the Child Nutrition Program.

### **CAFETERIA CHARGED MEAL POLICY**

Each cafeteria will operate a computerized point of sale system with a system-wide database.

Student meal accounts will follow their attendance site.

Parents/Guardians are encouraged to maintain a sufficient balance in their child's account to pay for meals or should send money on a daily basis to cover meal costs.

The CNP Manager will manage low and negative balances through a weekly report to parents. In addition, notices of past due accounts will be sent home as a reminder to parents that their child owes money on their meal account. Students with negative balances will not be allowed to purchase extra or a la carte items in the cafeteria.

Students with negative balances that have not been paid in a timely manner will be referred to the Principal for assistance with collection.

Charged meals are not considered an allowable expense. Therefore, all uncollected charges will be the responsibility of the school where the child's attendance is maintained. At the end of the school year, CNP will invoice the local schools for any negative balances. Those schools will then reimburse CNP for any unpaid charges by the end of the program year (June 30th) from non-public school funds.

Adults will not be allowed to charge meals. All adult purchases must be paid / prepaid.

Parents of withdrawn and/or graduating students requesting a refund of remaining funds in the student's account must complete the ACH Form for Direct Deposit Authorization and submit it to the CNP Bookkeeper.

Students who are withdrawing or graduating also have the option of transferring funds to a sibling's account with a written request.

Cafeteria account balances are refunded by request up to 1 calendar year following withdrawal and/or graduation after which the balance is consensually donated to cover unpaid meal charges if not claimed.

## **CHEATING**

Whenever a student is guilty of cheating, the teacher will collect the student's paper, mark a zero for the work, and notify the office immediately as to the action taken. The parent will be informed that a second offense will bring additional disciplinary action from school.

**CHEWING GUM** is strictly prohibited.

## **COURTESY**

### ***Teachers***

- A. Courtesy to teachers, school employees, other students and visitors has always been a tradition at Susan Moore High School. Students should keep the tradition going by doing their part.
- B. All Students will be required to answer adults with "Yes Sir, Yes Ma'am, and "No Sir, No Ma'am." Failure to comply will result in disciplinary action.

### ***Classroom***

- A. The teacher, not the bell, will dismiss class.
- B. The students should get to class on time. Excessive tardies will result in disciplinary action.
- C. The students will follow the classroom rules.
- D. The students must always have permission to be in or around a teacher's desk.
- E. The students should never take it upon themselves to look at a grade book.
- F. Students should always respect the property of others.

### ***After School Activities***

**Students attending after school activities such as football or basketball games, dances, programs, etc. are still under the authority of the school and subject to disciplinary action. When at these activities, students are to behave in such a way as to reflect respect upon themselves, their parents and their school.**

## **CUTTING CLASS** (SKIPPING)

Willful cutting of class is grounds for disciplinary action.

## **DELIVERIES**

Vendors, outside organizations, or individuals will be prohibited from making deliveries (of flowers, balloons, candy, gifts, or food, etc.) during the school day to students.

## **DISCIPLINE**

### ***Corporal Punishment***

Corporal Punishment will be used as an alternative discipline measure. Corporal punishment will only be administered by a Blount County Board of Education teacher/administrator and witnessed by a Blount County Board of Education teacher/administrator. **Parents that do not want their child paddled must notify the school in writing at the start of each school year. It is the student's responsibility to notify the teacher at the time of the offense, that they cannot be paddled and they have a note on file in the assistant principal's office.**

### ***Morning Detention***

Morning Detention will be held at Susan Moore High School as an alternative disciplinary measure. Students may be assigned morning detention for school disciplinary offenses or classroom misconduct. Morning detention will be held throughout the week in the mornings from 7:00am until 7:40am. Students who are tardy or don't show up for Morning Detention will be assigned to Saturday School. The student will be assigned to Alternative School for 3 days if he/she fails to attend Saturday School.



### ***Suspension from School***

A student may be suspended for as many as five days if other methods fail or the act is severe enough to warrant suspension. Any disciplinary action resulting in suspension will necessitate the student being accompanied by his/her parent or guardian to be readmitted to school. NO phone calls. If a student is suspended, he or she will NOT be allowed to make up work missed during the suspension.

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

A student may be placed in isolation by the school administration during the school day. There will be a writing assignment and/or duties assigned to the student. If this assignment has been completed, then the student will be allowed to start on their school assignments after lunch.

### ***Alternative School***

Students may be assigned to the Blount County Alternative School when behavior or attendance becomes a problem. This also includes Saturday School.

#### Objectives of the Alternative Program

1. To meet minimum state academic requirements
2. To improve behavior of students
3. To help students become more responsible
4. To improve student self-concept
5. To improve attendance
6. To provide a highly structured and closely supervised environment

### ***Expulsion from School***

This can only be issued by the Board of Education. A recommendation to The Board must be made by the principal/assistant principal.

### **DRESS AND DECORUM**

The policy of the Blount County Board of Education is that good grooming and personal appearances are essential elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and 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 purposes of public school education.

Any student violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine inappropriate dress.

Repeat offenders are subject to further disciplinary action as deemed appropriate by the principal or his designee.

### ***Student Dress Code***

Students must be neatly dressed, clean, and well groomed while at school. . Students' hair should be kept clean, neat and well-groomed and of a length not dangerous around equipment (hair must be secured around equipment). Spiked hair, Mohawks, designs cut in hair, or hair that disrupts the educational process will not be allowed. Hair, including highlights, that is not a natural shade of hair color is unacceptable, i.e. pink, blue, green, purple, etc.

Boys cannot wear earrings. Girls are permitted to wear earrings in the ear. Students are prohibited from wearing any other body piercing jewelry to school.

Students are prohibited from wearing excessively loose clothing including shirts, tops, pants, and shorts.

Pants should be of the appropriate size in the waist and inseam. Pants are not allowed that sag off the hips. Underwear should not be visible. Baggy clothes are not permissible. Heavy metal chains, metal, spiked apparel and such are not to be worn at school.

Trench coats are also prohibited.

Students in grades 4-12 are prohibited from wearing short shorts, short culottes, sheer mesh or net clothing, backless clothing, extremely tight pants, tank tops or muscle shirts, or clothing that exposes a bare midriff. Pajama and lounge wear clothing is prohibited. Shirts must be buttoned. For students in grades 4-12, clothing, cuts, slits, or tears in clothing should not exceed four inches above the knee. Extremely tight clothing shall be prohibited. Shorts or dresses must not be any shorter than 4 inches from the kneecap, including dresses worn with leggings, jeggings, etc. Straps on tops must be 1 ½ inches wide.

Clothing or any item attached to or worn on clothing or on a person's body, with pictures, symbols, or writing conveying a message about alcoholic beverages, illegal drugs, having a sexual connotation, containing any obscenity, or containing any foul or abusive language is prohibited on the school campus. No writing on the back (seat) of pants, jeans, shorts, sweatpants (K-3) etc. This should include K-12 boys and girls, cheerleaders and athletes.

Shoes or sandals must be worn.

Hats, headwear or head coverings, and sunglasses are not to be worn inside school buildings. Hats will not be brought in the building at Susan Moore High School. Any hat confiscated will not be returned until the end of the school year.

No racer back tank tops

Students will be prohibited from wearing any apparel which is inappropriate or disruptive to the learning environment as determined by the school administration.

### **EARLY GRADUATION/EARLY RELEASE**

With the Early Graduation/Early Release Policy, The Blount County Board of Education seeks to fairly and equitably meet the needs of students who have a legitimate reason to graduate or be released from high school ahead of their cohort while not encouraging the practice or appearing punitive to other students.

Early Graduation: Students may graduate early from Blount County Schools by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-030-010-6 (11) and when the conditions listed below are met.

1. Students must submit their intent to graduate early in writing to the principal or program director by the end of August of the school year in which they plan to graduate early. This goal should also be evident in the student's four-year educational plan. Students seeking graduation ahead of their age-based cohort must seek superintendent approval.
2. Students who plan to graduate early must follow course sequence/prerequisites.
3. Students who plan to graduate early will not be given preferential treatment in registration and course selection.
4. Students who plan to accelerate their program of studies for the purpose of early graduation may do so if space is available in classes after grade level students have completed registration.

5. Students who complete graduation requirements early will not be permitted to remain at school during the regular school day.
6. A student must be a full time student to be eligible to participate in extracurricular activities as defined by the Alabama High School Athletic Association (AHSAA). Schools may also require part-time daily attendance for extracurricular participation. Therefore, a student who graduates early will not be eligible for extracurricular activities.
7. Students who complete graduation requirements will receive their diploma at the regularly scheduled graduation ceremony or at a Board-approved mid-year graduation. Early Graduation is contingent on final course grades, obtaining the necessary verified credits, and demonstrating College and/or Career Readiness by earning a state-recognized College/Career Readiness Indicator (CRI). Students may accelerate their program of studies, with approval from the school, by enrolling in summer school and/or dual enrollment at a postsecondary institution. Early graduates are withdrawn from the school database and records will include a graduation date consistent with the last day of the semester in which final graduation requirements were met. Career Academy Early Graduation (FOCUS): Students may graduate early from Blount County Schools by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-030-010-6 (11) and when the conditions listed below are met:
  1. The student has completed all graduation requirements.
  2. The student has demonstrated College and/or Career Readiness by earning a state-recognized College/Career Readiness Indicator (CRI).
  3. The student and parents/guardian have completed an exit conference with the Career Academy staff for post-secondary planning.
  4. Agreement is reached with regards to date of diploma issuance and ceremony participation. Students may graduate upon completion of the above conditions and be awarded their diploma, or they may choose to receive their diplomas at a mid-year or end-of-year ceremony.
  5. Students who plan to graduate early will not be considered for honors recognitions based on student academic ranking.

Early Release Program: A student may be released from school during the school day and participate in the Early Release Program if he/she meets the following guidelines:

1. The student has completed all graduation prerequisites.
2. The student has demonstrated College and/or Career Readiness by earning a state-recognized College/Career Readiness Indicator (CRI).
3. The student must be in an approved Technical Education Training Program or a Marketing Education Coop Program, OR
4. The student must be enrolled in the Dual Enrollment Program and complete coursework during the hours of 8:00 A.M. to 6:00 P. M.
5. Prior to approval, a review of the student's transcript must be conducted with the student and parent(s)/guardian(s) by Principal/Counselor.
6. The parent(s)/guardian(s) and Principal must sign the early release form.
7. Students wishing to continue participating in extracurricular activities after Early Release are required by the school to maintain part-time student status and must meet AHSAA attendance rules.

Students considering Early Graduation should verify with their insurance provider concerning a change in coverage, and students who are 18 years old or older may lose social security benefits if not in school on a full-time basis.

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## **ELECTRONIC COMMUNICATION DEVICES**

Effective at the beginning of 2015-2016 school year, the Blount County Board of Education will implement a Bring Your Own Device Policy (BYOD). Students may have electronic communication devices and other digital devices in their possession such as iOS devices (MacBooks, iPhones/smart phones, iPads, iWatches/smart watches, iPods), Kindles, Nooks, tablets, Androids, Blackberrys, MP3 players, and laptops to be used for instructional purposes. They must be turned off, charged, and only in use with permission. Students will not be allowed to bring chargers to charge devices. The principal, teacher, or supervising employee may approve the use of personal electronic devices for instructional purposes, after regular school hours, during medical emergencies, natural disasters, or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. The principal, teacher, or supervising employee will also have the authority to further restrict the use of personal electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. Electronic communication devices and other digital devices will not be allowed to be present in standardized testing situations based on State Department of Education Policy.

Students and parents must sign a technology contract that outlines the terms of the policy prior to bringing any device. Neither the Blount County Board of Education nor local schools are responsible for lost, stolen, or damaged items as this is a *voluntary* program. If students and parents do not agree to the terms, those students will not be allowed to participate in BYOD. Students will have basic technology available at school necessary to complete lessons and assignments as directed by the teacher.

The purpose of the BYOD initiative is to enhance instruction and assist students in developing communication, problem-solving, and critical thinking skills necessary to meet the College and Career Readiness Standards. All devices must use the Blount County Schools' guest network through Wi-Fi enabled airplane mode rather than a cellular data plan in order to meet Child Internet Protection Act (CIPA) compliance. Appropriate authorized use may include the following: research, organization of information into tables and graphs, organization of tasks using calendars, sharing information documents, and making calculations. Examples of unauthorized use or misuse, for the purpose of this policy, may include (but are not limited to) any of the following: having the device out in class, hallways, restrooms, or lunchrooms, texting, playing games, using apps, visiting websites, taking, posting, and/or sharing photographs and/or video on school campus or on the bus, without the supervising adult's permission.

## **FIGHTING OR VIOLENT BEHAVIOR**

Fighting or violent behavior will not be tolerated. This will result in suspension or alternative school as deemed by the school administration. Violators may be reported to Juvenile authorities, depending upon the severity of the incident.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held throughout the year. The signal for a fire drill is one long continuous bell.

The signal for a tornado drill is a series of three short rings of the bell. Follow the correct plan for the classroom and listen for your teacher's instructions.

There should be no talking during these drills and they should be carried out in an orderly manner.

## **GRADUATION**

In order to be included in graduation exercises, seniors must adhere to the following dress code:

Boys must wear white shirts, dark ties, dark socks, and black dress shoes.

Girls must wear suitable dresses, and black shoes.

No tennis shoes/flip-flops or work/hunting boots are allowed. Seniors who fail to follow this will not be allowed to participate in the graduation exercises.

### **GRADUATION HONORS**

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017) all students will be considered for Valedictorian, Salutatorian, and Historian Awards based on semester grade point averages calculated from grades nine through eleven and the first semester of grade twelve. All subjects taken (including those taken at the Blount County Career Technical Center) will be counted in calculating grade averages. Numerical grades will be based on a maximum of 100 points possible. Honor students will be chosen according to the highest grade point average carried out to the 100th place if necessary to distinguish placement. In the event that two or more students have the same numerical average for any of the top three honors, provided the average has been taken out to the 100th place, then the two (or more) students shall share the honor. (a) Grades that are given for being an office, library or teacher's aide/audit will not be counted when calculating grade averages.

Beginning with the entering ninth grade class of 2013-2014 (graduating class of 2017) schools will recognize students who graduate with a 3.5 or higher GPA as graduating "With Honors." The honors should follow these guidelines:

Overall GPA for credit-bearing courses should be used in the calculation.

3.500 – 3.7999 = "With Honors," 3.800 – 3.999 = "With High Honors," 4.000 and above = "With Highest Honors"

An Honor Seal may be affixed to the Alabama High School Diploma

Students graduating with any level of "honors" should be recognized accordingly during the graduation ceremony.

Students transferring from a school system where numerical grades are not given will be assigned numerical grades based on that system's grading scale, if available. If a scale is not available, the Blount County School System scale will be used. In the event of lack of pluses or minuses with the letter grades, the middle numerical grade will be assigned to each letter grade.

Only Carnegie Units received from a state accredited school system and dual enrollment course credit will be accepted for the purpose of calculating the grade-point averages for the top three honors. Credit units transferred from an independent correspondence study, non-accredited private school, church school, private tutor, and/or a home school will not be accepted for the purpose of calculating the averages for the top three honors.

### **GUIDANCE COUNSELOR**

Most of the counselor's time will be spent testing and doing group work. Therefore, anyone needing to see the counselor must fill out a request form, and the counselor will send for you when he/she is available.

Students are not allowed to wait in the counselor's office. Students who miss class without written permission will be counted unexcused and can not make up work.

### **GYM**

Students are not to go into the gym unless to attend class or to attend an assembly or event as scheduled. Students are never to use PE equipment unless they are under the direct supervision of a teacher or school

employee. The gyms are closed after school and on weekends. To enter at these times, without supervision or permission, is trespassing.

### **HALLS**

Students should enter the building upon arrival to school and report to their first period class after entering the building. Students should keep to the right when moving through the halls. No students are permitted in the hall during class time without an official pass.

The library is available for use by all teachers and students. Everyone at Susan Moore High School is encouraged to use the library. The library is the central hub of the school and has many resources that can be used for class work, independent study, or pleasure. Students must assume responsibility for books checked out. Fines may be charged for overdue books. Library privileges will be revoked if library obligations are not cleared.

The library can be used for research with the library media specialist assisting students in locating books and periodicals or conducting research in the library or on the Internet. The library media specialist will also conduct classes on Library Media Science. The library media specialist can also aid the teachers in conducting research in the classrooms. The library media specialist can assist students by supplementing their lessons with alternative media (films, books, web sites, etc....).

The library is open to students, faculty, and staff on regular school days. The hours of operation are 7:30 A.M. to 3:00 P.M. or by request before or after school.

### **LOCKERS**

A “maintenance fee” of \$20 will be charged to each student in grades 7-12. This fee will only be used for the maintenance and improvement of school property at Susan Moore High School.

In order to avoid congestion in the halls, students should not go to lockers more than is absolutely necessary. Lockers should be kept clean and orderly. No one will be permitted to go to his/her lockers after class begins.

Students will be expected to get material needed from their lockers between classes. Jammed lockers will not be an excuse for tardiness to class. Students are not to share lockers. Each student will use his/her assigned locker only.

### **MAKE-UP WORK POLICY**

It is not likely that all students will be perfect in attendance, as we would certainly encourage, so it is necessary to have policies concerning work to be made up due to absenteeism.

*Excused Absences* – Students must turn in make-up work missed during an excused absence within three days after returning to school, unless other arrangements are made between the student and subject teacher. This is at the teacher’s discretion within the three-day period. It is the student’s responsibility to approach the teacher or a fellow student about assignments missed during his/her absence.

**\*\* Class work to be missed during school related absences must be made-up.**

### **MEDICATION**

A Parent/Prescriber Authorization form must be completed and signed by the physician (prescriber) and the parent/guardian for prescription medication to be dispensed at school. The parent/legal guardian is responsible for having the medication forms completed and delivered to the school.

The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. The parent/guardian or the parent designated responsible adult shall deliver ALL medications to the designated school personnel. The school personnel will count and document all controlled substances in the presence of a parent/guardian or parent designated responsible adult.

**Non-prescription Medication:**

The parent must complete and sign the Parent/Prescriber Authorization form. This medication must be in the original unopened container. Dosage will not exceed package directions for weight and/or age.

A Parent/Guardian Authorization for non-prescription medications is valid for nine weeks only. Parent/guardian has the option of submitting a new form after nine weeks, if warranted. After the nine-week period is over, the parent/guardian must pick up the medication. In order for the non-prescription medication to be valid for the entire school year, a physician/prescriber must sign the medication authorization form. If the medication is not picked up within two weeks after the parent/prescriber authorization expires, the medication will be discarded per federal guidelines.

The registered nurse will determine if non-prescription medications are appropriate and whether a provider order is also necessary. On the last day of school, parents are responsible for picking up any remaining prescription or non-prescription medication. Designated school personnel will discard remaining medications in a manner consistent with federal guidelines.

School personnel will refuse to administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained.

All medications to be administered by school personnel shall be kept in a securely locked cabinet.

Students are not allowed to keep over-the-counter or prescription medications on person unless the registered school nurse has determined it to be safe and appropriate and in compliance with the Kyle Graddy Act.

**OFFICE/TEACHER WORKROOM**

The school office is open during school hours or by appointment. Students should wait at the office desk for assistance. Do not come into the office until you have checked in at the desk. The school phone is for school business only. Students will be allowed to use the phone only for sickness or emergencies. Forgetting something and wanting a parent to bring it to school is not considered an emergency. Only school personnel will make emergency phone calls for the student.

Students ARE NOT ALLOWED in the TEACHER WORKROOM!! Students are not allowed to use the copier machine. Students are not allowed to use the scantron machine. Students are not allowed to purchase drinks/snacks from the vending machines or to use the microwave located in the workroom.

**PEP RALLY**

Pep rallies are a privilege to attend! All students MUST participate in the program by standing, cheering, or following the lead of the cheerleaders. Football players will sit in the assigned area for all pep-rallies. Each grade will sit in their designated area. Pep rallies will be subject to cancellation if the student body fails to participate with enthusiasm.

## **PERSONAL CONDUCT**

### ***PDA***

It reflects poorly on this school when students are seen walking hand in hand or arm in arm in the halls or in the classroom. Students are expected to conduct themselves in a proper manner in this school and at all school activities (including after school). Students should refrain from physical contact.

### ***Language***

The use of profanity or obscenity will not be tolerated. The use of vulgarities or the possession of obscene or pornographic material will result in disciplinary action.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are encouraged whenever a parent or teacher has concerns which need to be discussed. Parents should contact the Secretary to schedule teacher conferences. Parent-teacher conferences will be scheduled during the teacher's planning period when possible or before or after school hours. Conferences will not be allowed when a teacher has a scheduled class.

## **PHONES, IPADS, CHROMEBOOKS, ETC.**

### **Electronic Communication Devices**

#### ***First Offense***

Take the phone or other electronic device, hold until the parent/guardian comes to the school and meets with an administrator to discuss the policy and the consequences of further violations of the policy. The parent/guardian will be asked to sign a verification/documentation form of the meeting.

#### ***Second Offense***

Take the phone or other electronic device, hold for seven (7) school days. A parent/guardian must pick up the cell phone or other electronic device from an administrator and again sign the verification/documentation form. The administration may assign detention, in-school suspension or Saturday school to the student.

#### ***Third Offense***

Take the phone or other electronic device, hold for nine (9) weeks of school. The student will also be placed in an alternative school for three days.

\* A disciplinary hearing will be held for any student that continues to violate this policy after the third offense.

\*\*A disciplinary hearing will be held for any student who violates the policy and refuses to give the phone or electronic device to school personnel.

## **PROM**

The Prom is reserved only for members of the Junior and Senior class at Susan Moore High School. All students should dress formal for this occasion. Students will be charged a set amount for the prom which will be determined at the beginning of the current school year. A deposit will be required during the first semester, and the remaining balance will be paid the second semester prior to the prom date. Students suspended during the week leading up to the Prom will not be allowed to attend the occasion and will not receive a refund.

## **REPORT CARDS**

Report cards are issued to each student at the end of each nine (9) week period.



**Parents please note:** All grades are printed by computer, not handwritten. Due to exams being given on the last day of school, it may be necessary to mail final report cards.

### **RESPECT FOR PROPERTY**

We are proud of our school, its students and its faculty. When all of us work together in a spirit of respect for one another and our personal and common property—we all benefit. Abusive behavior by those who cannot accept this responsibility will not be tolerated.

### **RESTROOMS**

Please do your part to keep our restrooms clean. Students will not be permitted to leave class to go to the restroom except in emergencies. Students, who have a medical condition that may require them to go to the restroom more often, must provide the school with verification in writing by a doctor. Students should use the restroom between classes when possible. Students caught writing on the bathroom walls or stalls will be subject to suspension or expulsion.

### **SCHOOL HOURS**

School doors open each day at 7:30 A.M. 1<sup>st</sup> period begins at 7:50 A.M. School dismisses at 2:56 P.M.

Students are expected to clear the buildings immediately following the dismissal bell.

NO student is allowed in the school unless supervised by a school employee. Students are expected to leave the school grounds unless they have supervised business in the school or on one of the practice fields.

**Students found in the school building or gym without permission can be prosecuted by local law enforcement. All students must have an employee of Susan Moore High School present with them when they are in the school after school hours or on the weekend.**

### **SELLING ITEMS**

Students are not permitted to sell items at school without permission from the administration.

### **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be available for each student on the first day of class. Purchase of this program is optional. All students participating in extracurricular activities must provide proof that they are covered by adequate insurance.

### **SEXUAL HARASSMENT**

Students shall not engage in conduct constituting sexual harassment. Sexual harassment, whether between students or between a student and an employee is illegal and will not be tolerated. The Board will investigate all allegations of sexual harassment and take appropriate action against students who engage in sexual harassment. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion.

### **STUDENT DRIVERS**

Students who drive to school **MUST BE PROPERLY LICENSED**. Students who drive to school are expected to be on time. Continued violation of this rule will result in the student losing his/her privilege of driving to and parking a vehicle on school grounds.

Students may drive their own personal vehicle to school pending they have the following:

- A. Valid Alabama Driver's License
- B. Parking Permit issued by Susan Moore High School for the 2023-2024 school year. The fee is \$20.
- C. Proof of Insurance

School officials, standing in loco parentis (in place of parents), may search any vehicle brought onto campus by a student when such officials have reason to believe the student may have possession of any substance, item or material which could endanger students or the educational process of the school.

Parking is a privilege. A student may have his or her parking privilege revoked or suspended by the school administration. Any student who fails to abide by any of these regulations may be refused permission to drive a vehicle to school.

**Riding bicycles to school is STRICTLY PROHIBITED.**

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**2023-2024 Susan Moore High School  
Parking Lot Routines/Procedures**

1. *The speed limit is 5 mph and anyone found guilty of reckless driving or speeding could have their parking pass revoked for the year. There will be no return of money if this happens. Always pay attention to your surroundings.*
2. Students should make sure that the SMHS parking permit is visible.
3. No FLAGS of any kind will be allowed to be flown from a vehicle on campus. Violation of this rule will result in revoking driving privileges for 3 weeks and assigned to Saturday School. Next offense will result in a 9 week long ban from driving on campus and a 10 day Alt-School assignment.
4. Students should exit their vehicles when they arrive on campus and go to their 1<sup>st</sup> period class. The doors will open at 7:30am and allow the students to come into the building.
5. Stay out of the parking lot during the school day. Students that are caught in the parking lot without permission will have Morning Detention on the first offense. The second offense will result in Saturday School. Students will have their parking pass revoked on the third offense for 3 weeks. The fourth offense or if caught driving on campus after parking pass has been revoked will result in a 10 day Alt School Assignment.
6. Every student must have permission from Dr. Mitchell or Mr. Holland if they wish to go to their vehicle.
7. If you are parked by the football concession stand then you will have to exit out by the Field House and Bandroom. If you park next to Ag Building, then exit out by the Jr Football Practice Field. As the buses start to dismiss, this means all drivers will not be allowed to leave the parking lot until the buses dismiss. Don't be in a hurry to go somewhere.
8. If you decide to park in the parking spots behind the gym next to the front office, then you must be parked before 7:25am. After the students unload the buses then you will be able to park in these spots which will be around 7:40am. However, in the afternoons, you will not be allowed to leave until all buses have been dismissed. There are no exceptions to this rule.
9. Traffic will be slow in the mornings. Students will be required to be at school and in their 1<sup>st</sup> period class before the tardy bell rings. (On the student's **6<sup>th</sup> tardy during a Semester**, the student will be assigned to Saturday School. On the **7<sup>th</sup> tardy during a Semester**, the student will be assigned to ISS for 1 day and will have their driving privileges revoked for 1 week. On the **8<sup>th</sup> tardy during a Semester**, the student will be assigned to 3 days of Alt School and will have their driving privileges revoked for 3 weeks. On the **9<sup>th</sup> tardy during the Semester**, the student's driving privileges will be revoked for the remainder of the Semester.
10. Students who are caught texting while driving will lose their driving privileges for 3 weeks.
11. All football players must park at the football field in the morning. **No cars** will be allowed to be moved during the school day unless you are checking out **or have permission from Dr. Mitchell or Mr. Holland.**
12. Make sure that you lock your car before you enter the school.

13. Our parking lot routines are for your safety as well as for others. Together we can make the 2023-2024 school year operate smoothly.
14. Remember to leave all of your hunting equipment at home. Please review the policies for the following in the Blount County Handbook: 5.7 D (Tobacco), 5.7 E (Drugs & Alcohol), & 5.7 G (Weapons)

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### **TESTING**

Standardized tests are not prepared by teachers but are obtained from companies that develop them. Because this type of test is used for a larger population--students in many school districts across the country--the test itself and test conditions have to be the same for all students. The scores of standardized tests can be used to see how a student's academic skills compare to those of classmates and other students in the same grade across the country.

As a parent, you have the right to know about the test your child will take. In addition, your attitude about the test is very important. Always encourage your child to do well and look upon standardized tests as opportunities to learn more about his/her aptitudes and achievement levels.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. The students pay for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Please be sure your name and grade are written on the book label in case the book is misplaced. You will be required to pay for lost and/or damaged books.

### **THEFT OF PROPERTY**

Any student found guilty of taking public or the personal property of others will be subject to disciplinary action.

### **TOBACCO**

Use or possession of tobacco in any form including vapor and/or electronic cigarettes is expressly prohibited on school premises and school buses including trips at all times, regardless of whether school is in or out of session.

#### **1<sup>st</sup> Offense**

One day Out Of School Suspension or Two days of In School Suspension (student must complete three educational packets/courses on vapes/tobacco before returning to regular classes). A parent/guardian will have to meet with a school administrator and sign the Notification Form For: Nicotine Products, E-Cigarettes, Vapes, & Tobacco Products.

#### **2<sup>nd</sup> Offense**

Ten days at the Blount County Alternative School plus attend the Nicotine, Vape, & Tobacco Prevention Program at the Professional Development Center in Cleveland (a parent/guardian will be required to attend the Nicotine, Vape, & Tobacco Prevention Program with the student). The Nicotine, Vape, & Tobacco Prevention Program will be taught on Saturday mornings. Failure to attend the Nicotine, Vape, & Tobacco Prevention Program will result in an additional three day placement at the Blount County Alternative School. Those who fail to attend the Nicotine, Vape, & Tobacco Prevention Program on the original date will also be enrolled into the next available class. The address for the **Professional Development Center is 62561 U.S. Highway 231 Cleveland, AL 35049**. A parent/guardian will have to meet with a school

administrator and sign the Notification Form For: Nicotine products, E-Cigarettes, Vapes, & Tobacco Products.

### **3<sup>rd</sup> Offense**

Out of School Suspension pending a disciplinary hearing.

Important Details:

- Students who are serving a Two-day In-School Suspension placement on the first offense will be excluded from extracurricular activities on one of the two days during the suspension.
- Students will not be allowed to participate in any extracurricular activities while serving an Out of School Suspension or an Alternative Placement for any nicotine or tobacco offense.
- Students will receive a “0” for any grades taken during the Out of School Suspension time period.

**Students who have or use E-Cigarettes, Vapes, or other products that contain THC or test positive for THC will result in an automatic suspension pending a disciplinary hearing. Students will also have to attend the Nicotine, Vape, & Tobacco Prevention Program.**

### **VANDALISM**

Any student who is proven to have vandalized the school during or after school hours is subject to legal arrest and expulsion from school for the remainder of the school year.

### **VISITORS**

Anyone visiting our school building during school hours must have a visitors badge from the school office. Parents are always welcome, but should check in at the office. An appointment should be made if a parent needs to talk with a teacher. Students are not allowed to bring visitors to school.

### **WEAPONS**

Students are prohibited from bringing to school campus, having in their possession, or their lockers any lethal weapon, including, but not limited to firearms, bombs, fireworks, explosives, knives, hunting knives, bayonets, razors, razor blades, letter openers, ice picks, hat pins, etc. Any student found guilty of having a lethal weapon may be expelled by The Board.

### **WORK PERMITS**

According to the U. S. Department of Labor, a student must have a work permit to be employed. Students can obtain a work permit application from Susan Moore High School’s Guidance office that must be completed by the employer and parent of the student.

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This page should be completed, signed, and returned to your 1st period teacher.

**Susan Moore High School  
2023-2024**

**(Please Print information)**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Parent Email Address:** \_\_\_\_\_

**Notice of Receipt**

The student listed above and his or her parent/guardian hereby acknowledges by our signatures that we have received and read or had read to us **The Local School System’s Students Handbook**. We understand that these policies apply to all students and parents in the public school, school campuses, school buses and other school-owned and operated vehicles, and school related activities and events. Please sign this page and have the student return it to his or her 1st Period teacher.

**Internet Usage Permission Form**

The student listed above and his or her parent/guardian hereby acknowledges by our signatures that we have received and read or had read to us “**The Internet Usage and Equipment Agreement Policy**” on the Blount County web site under Technology link. We further understand that any of the following sanctions can be imposed if the student violates any of the policies and procedures regarding the use of the Blount County Technology resources, including the Internet: 1. Loss of use 2. Additional disciplinary actions to be determined in line with existing practices 3. Legal action when applicable.

**Field Trip Permission Form**

My Child has my permission to go on all Susan Moore High School field trips during the school year.

**Semester Exam Check Out**

During semester test week once students complete the semester tests they will be allowed to check out of school. By signing this form you are acknowledging that your child has permission to check out after they finish their semester test.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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This page should be completed, signed, and returned to your 1st period teacher.

**Susan Moore High School**  
**SCHOOL-PARENT COMPACT**

**2023-2024**

*The Susan Moore High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.*

*The school-parent compact is in effect during the school year 2023-2024.*

**REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

**School Responsibilities**

**The Susan Moore High School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**  
*Susan Moore High School teachers are committed to providing quality classroom instruction, meaningful assignments, enriching thought processes, enhancing learning opportunities and promoting lifelong learners.*
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.** Specifically, those conferences will be held:
  - *TBA during 1<sup>st</sup> Semester*
  - *Offer flexible meeting time, such as meetings in the morning or evening based on parent need*
  - *TBA during 1<sup>st</sup> Semester*
- 3. Provide parents with frequent reports on their children’s progress.** Specifically, the school will provide reports as follows:
  - *Mid-term Progress Reports*
  - *Report cards, each nine weeks*
  - *Access to PowerSchool’s Parent App*
- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
  - *Faculty and Staff are available for consultation with the parents during their preparation/planning periods.*
  - *Parents may call the School to schedule an appointment*

**5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

- *Graduation*
- *Band Banquet*
- *Athletic Banquet*
- *Baccalaureate*
- *National Honor Society inductions*
- *Awards’ Day*
- *Senior Night*
- *CTE programs and student organizations*
- *In addition to these activities, parents may sign-in and visit their child’s class.*

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

- *Meaningful communication may occur through formal parent-teacher conferences, informal meetings, orientation, back to school nights, email, social media, OneCall Messenger, as well as ways of preference indicated by the parents.*
- *School information, including communication about the Title I program, will be distributed in the languages spoken by the families of students in the school.*

**Parent Responsibilities**

We, as parents, will support our children’s learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Volunteering in my child’s classroom.*
- *Participating, as appropriate, in decisions relating to my children’s education.*
- *Promoting positive use of my child’s extracurricular time.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district.*
- *Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parent and family engagement committees.*

**Student Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.]*

*Dr. Marsha Mitchell*  
School Representative Signature

\_\_\_\_\_  
Parent Signature(s)

\_\_\_\_\_  
Student Signature

08/01/2023  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Susan Moore High School Alma Mater**

Hail to thee, our Alma Mater,  
Hail to thee always,  
We will ever treasure highly,  
All that thou hast done.

When our school days are all over,  
And we go our way,  
We will do our best to serve thee,  
As a worthy son.

**OTHER RULES AND REGULATIONS WILL BE ANNOUNCED OR ADDED TO THIS  
HANDBOOK AS DEEMED NECESSARY BY THE SCHOOL ADMINISTRATION.**