



Student Handbook
2024-2025

CARROLL HIGH SCHOOL

141 Eagle Way| Ozark, AL 36360

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Marci Williams, Principal

John Wilson Cammack, Asst. Principal

Lori Lucien, Asst. Principal



Mission

The faculty and staff at Carroll High School accept the responsibility of providing all students with a learning environment that prepares them for their future by maximizing their academic, aesthetic, physical, social, and emotional potential.

Vision

We are committed to becoming the best small town school district anywhere.

Counseling Services:

Melanie Dunn (9th and 10th Grade Students)
Cecilia Stanford (11th and 12th Grade Students)

Parent/Teacher Conferences:

All conferences must be scheduled at least 24 hours in advance in order to ensure teachers are available to meet.

Educational Opportunities

Advanced Placement Courses with AP Trained Teachers
Wallace Community College Dual Enrollment Partnership
Troy University Accelerate Dual Enrollment Partnership
Auburn University Dual Enrollment Partnership

ESCC Alabama Aviation College Dual Enrollment Partnership
CTE Courses in Desirable Career Fields
\$2 Million Awarded in Scholarships for the Class of 2024

2024-2025 Bell Schedule

Initial Bell 7:40	
Tardy Bell 7:45	
1st Block	7:45 -9:15
2nd Block	9:18-10:48
Eagle Time	10:51- 11:33
3rd Block	11:36-1:27
A Lunch	11:44-12:06
B Lunch	12:11-12:33
C Lunch	12:38-1:00
D Lunch	1:05-1:27
4th Block	1:30-3:00

Alabama High School Graduation Requirements

English - Four (4) Credits
History - Four (4) Credits
Mathematics - Four (4) Credits
Science - Four (4) Credits
Beginning Kinesiology (former Life PE) - One (1) Credit - See counselor for Acceptable Replacements
Health Education - ½ (0.5) Credit
Career and Technical Education and/or Foreign Language and/or Art Education - Three (3) Credits
Electives - Three (3) Credits

Cell Phone Policy

- School faculty are not responsible for lost or damaged cell phones, earbuds, or other electronic devices.
- Teachers will take up cell phones at the start of each class period unless arrangements have been made with administration beforehand for cell phones to be allowed.
 - If it is apparent that a student has a cell phone in class (visible, noise alert, etc.) it will be documented on a referral.
 - First Offense - One Day after school detention
 - Second Offense - Three Days after school detention
 - Third Offense - Saturday School
 - Any additional offenses will result in additional consequences as determined by administration.
 - If a student is caught using a smartwatch to access a cell phone (aside from checking time), a teacher may confiscate the smart watch and give it to an administrator until the end of the day.
 - Any student who would prefer to not turn in his/her cell phone may leave it in their vehicle or their locker prior to class. Students may not leave class to put a cell phone in their locker or vehicle.
- Students should not wear earbuds or headphones (including AirPods) in common areas (hallways, Commons area, etc.) to be alert to their surroundings. Unless a teacher has specifically allowed earbuds and headphones for an instructional activity on an as-needed basis, students should not utilize them during the school day at all.
- Students in ISS will not be allowed to have their phone, earbuds/headphones, or other electronic devices aside from their school-issued Chromebooks to complete school work.

Student Attendance

- The initial bell rings at 7:40 am to report to class. The tardy bell rings at 7:45am.
- If students are not seated in their assigned classroom when the tardy bell rings, they should report to the front office.
- **Students must always check out through the front office to leave campus** and have a valid excuse. A parent note or email for check out must include the student's name, the parent's phone number, and parent signature and be given to the front office before checking out.
- Absences and tardies are counted by period in order to issue credit for enrolled classes.
- Students who accumulate ten or more unexcused absences in a given semester may be denied credit for the course in which the unexcused absences occur. In order to not lose credit for a course, students may be given a chance to recover through an Edgenuity assignment that must be completed by a specific deadline. Failure to complete the assignment may result in additional work or denied credit. In addition, students who accumulate ten or more unexcused absences in a given semester may not be allowed to participate in extracurricular activities, including sports and field trips.
- Students with excessive absences as determined by administration may be denied permission to attend field trips or other school activities. This includes, but is not limited to: prom, military ball, competitions, organization-based trips, and/or incentive activities.
- State law requires all students to bring a written or typed and signed excuse stating the reason for the absence.
 - Students should give excuses to the office clerk within three days, including check-outs.
- Students with unexcused absences cannot make up missing work for full credit, but may discuss a plan with teachers to recover unattempted assignments per the standards recovery policy.

Tardies

- Tardies, like absences, are counted per class period. Students are expected to arrive at school on time and promptly report to their classes each period.
- Students who accumulate unexcused tardies within a given week will be assigned consequences based on the number of unexcused tardies received.
 - **Three Unexcused Tardies: 2 days** After school detention
 - **Five Unexcused Tardies:** Saturday school

- **Seven Unexcused Tardies:** One day ISS

Any two additional tardies beyond seven will result in an additional day of ISS

- Students who accumulate an excessive amount of unexcused tardies for the semester and/or week may have additional consequences including Class II consequences for excessive tardies, unable to participate in extracurricular activities, etc.
- Students who do not attend after school detention and/or Saturday School will have additional consequences.

Visitors:

- All visitors should enter through the front office and be appropriately dressed.
- If a visitor is believed to be under the influence of illegal substances and/or alcohol, he/she will be asked to leave, and the school resource officer may be called.
- Visitors who have business within the school should check in with the office clerk and receive a visitor's sticker. Once visitors have been checked in, they will be escorted to the appropriate location to handle any school-related business.

Student Drop-Off and Pick-Up

- The speed limit on campus and Eagle Way is 5mph. All students, guests, parents, and guardians are expected to obey all signs and speed limits while driving on campus.
- **No vehicle should try to go around or pass any bus that is loading or unloading on campus.**
- **All students** should be dropped off in front of the school unless prior arrangements have been made with administration.
- The dismissal bell rings at 3:00pm.
- In the afternoons:
 - At dismissal, all students should exit the building.
 - Bus riders should report to the bus area in the back to wait for their buses when they arrive.
 - Car riders should exit the side of the building and report to the car rider loading area (next to the lunchroom/MPR doors) and wait for their rides.
 - Car rider traffic should enter Eagle Way and approach the circle drive at the west end of the school to pick up students.
 - No student should be picked up next to the gym, behind the school. This is to ensure the safety of all students and prevent cars from disrupting the flow of traffic or blocking other vehicles and/or buses.
- Any vehicle on campus may be subject to search and seizure.
- Students who participate in after school activities (athletics, band, etc.) may move their vehicle once the school day has concluded as long as they follow the flow of traffic.
- Students who participate in activities before school should park in student parking as soon as they arrive.

Parking Regulations

- All students who drive on campus should pay for and have a visible parking decal, and only park in designated spaces. Students who drive on campus without a parking permit may receive a ticket and/or be towed at the owner's expense. A parking decal must be purchased each year.
 - To obtain a parking decal:
 - Students must have a valid driver's license and proof of valid insurance
 - Students must submit a parking registration form to register their vehicle
- Student parking is marked with a white curb at the front of the school. No students should park in faculty parking - yellow curb. Students should not park in the front parking lot, the front loop of the school, or behind or in front of the alternative learning center, nor at Dairy King.
- All vehicles parked on campus are subject to search as warranted by law enforcement.

After School Detention Procedures

- Detention is held daily in the ISS Room from 3:15-4:00 each day.
- Students may be assigned detention from any teacher or administrator.
- An attempt will be made to notify the parent at least 24 hours in advance. Students will receive written documentation of the detention assignment, date, and reason.
- All school activities, such as rehearsals, practice, sporting events, or club meetings are **not** valid excuses for missing detention. Directors and coaches have the autonomy to make participation decisions based on student attendance to practices and rehearsals.
- Students who do not arrive at detention on time will not be allowed to enter and will be counted absent.
- An assignment will be given for students to complete while in detention.
- Students must secure their own transportation promptly at 4PM. Any student who is assigned detention is not allowed to ride the bus that afternoon.
- Students who miss detention will be assigned additional disciplinary consequences.

Saturday School Procedures

- Saturday School will be held from 8am to 12pm on the 2nd and 4th Saturday of the month.
- Students arriving after 8am will not be admitted and counted absent.
- There will be assignments for students who do not bring work to complete.
- Work detail may be a required assignment during Saturday School including, but not limited to, assisting with organization, campus/stadium clean-up, etc.
- Failure to attend Saturday School without a proper excuse will be assigned additional disciplinary consequences.
- Students are required to show up to Saturday School in dress code. Students who are out of dress code will not be admitted and counted absent.

ISS Rules/Expectations

- Students will report to ISS no later than the tardy bell at 7:45am.
 - Students who are dual-enrollment students will be allowed to check-in late on days their dual enrollment class meets (if a dual enrollment class is not meeting that day, the student is expected to be in ISS no later than 7:45am).
- Students who miss a day of ISS will still be responsible for attending the total assigned number of days in ISS.
- Students will follow the rules outlined in ISS.
- Students who are assigned to ISS are not eligible to participate in any extracurricular event (performances, sporting events, sporting/performance practices, JROTC competitions, field trips, or any other organizational activity) while assigned to ISS. Students who are in ISS on Friday may only participate in sporting events if Friday is the last day of their ISS assignment.
- Students will be required to turn in their phone upon entry.
- Students who have disciplinary issues in ISS may be issued one of the following consequences: a warning, a conference with an administrator or the teacher, a phone call home, a disciplinary referral (if warranted), additional ISS time, or other disciplinary consequence as determined by administration, depending on the severity of the action.

Field Trip Procedures

- While on field trips, students are expected to follow the rules outlined in the student Code of Conduct as well as policies/procedures related to that club, sport, or organization's guidelines and expectations. Please reach out to the coach or sponsor regarding any questions regarding policies and procedures.
 - For some competitions, there are certain guidelines provided by the organization hosting the competition that students must follow. The Code of Conduct is the minimum expectation that students follow. Students are expected to follow any additional guidelines from the club or organization at the school level, state

level, or national level in relation to the event. Examples would include, but are not limited to: decorum during ceremonies related to the event, expectations during presentations, competitions, and/or performances, cell phone policies (including recording and photographing) outlined by the event, attire requirements, timelines and deadlines, or general behavior expectations.

- Students who are on a field trip will receive an excused absence for the day. They are responsible for making up work within the timeframe outlined in the make-up policy.
- Students should attend the regular school day until they are dismissed from class to attend the field trip - unless the trip takes place (beginning and ending) outside the regular school day. When students return to campus, they should report back to class, unless other directions are given. The field trip times will be on the field trip forms that students receive regarding the trip.
- Students with excessive absences as determined by administration may be denied permission to attend field trips or other school activities. This includes, but is not limited to: prom, military ball, competitions, organization-based trips, and/or incentive activities.
- Students who have had a major discipline offense that results in out-of-school suspension, alternative school, or ISS for more than five days, may not be allowed to attend field trips. Exceptions may be made in the case of athletic or extracurricular competitions as long as the student meets the following criteria: the student has not violated that club, organization, or sport's policies and procedures; the student is not currently serving ISS, OSS, or alternative school; and/or the principal has approved the student's participation in the field trip.
- Students who stay in a hotel room on an overnight trip are expected to:
 - Maintain decorum while in the hotel room, lobby area(s), hallways, etc. and not disrupt other guests.
 - Respect the privacy of roommates on overnight trips. Violating another student's privacy may result in disciplinary action.
 - Students should stay in assigned hotel rooms with assigned roommates. Any concerns regarding roommates or room placement should be directed to the faculty sponsor for the field trip.
- Students should adhere to any and all expectations outlined by chaperones and faculty advisors. This may include, but is not limited to: curfews (if staying in a hotel), check-in procedures, cell phone guidelines, and arrival and departure times. Failure to follow directives given may result in disciplinary action.
- Funds for field trips are typically used in advance of field trips for transportation, deposits, fees, tickets, or other related expenses; therefore, money that has been paid for a school field trip may not be refunded for students who later choose not to go or for students who are no longer able to go as a result of disciplinary action, withdrawing from Carroll High School, or other circumstances.

Sporting Events Requirements

- To enter athletic events, every person under the age of 16 must be accompanied by an adult over the age of 19 or be a Carroll High student. The adult is responsible for the person under 16 throughout the entire athletic event. Parents may no longer drop off their children under 16 that are not Carroll High School students.
- All individuals not accompanied by an adult aged 19 or older must have a valid photo ID indicating they are 16 years or older or a Carroll High School-issued ID.
- No outside food or drink may be brought into the sporting event.
- The public may not go on the field or court before, during, or after the competition.
- Any bags brought into the sporting event must be clear/transparent. Prohibited bags include diaper bags, purses, silicone/plastic totes, etc.
- Metal detection devices will be used at all fan entry points.
- During the game, there is no loitering in the concession/commons area, restrooms, or parking lot.
- Fans who become unruly at any school sanctioned event may be asked to leave the event and may not be allowed to attend future events.
- No pets are allowed entry to the gates. Service animals are allowed.
- There are No Passes Out.

Special Events and School-Sponsored Activities

Unless a club/organization states additional requirements, the minimum requirements for school-sponsored on-campus activities will follow Code of Conduct as well as the following:

- Dress code may be modified to allow for attire that may be outside the typical parameters for dress code for special events. The attire should still be considered appropriate and modest. Examples may include athletic wear if participating in an athletic event (faculty vs. student basketball game) or formal wear (prom, winter formal, Homecoming court, etc.). Any questions regarding dress or attire should be directed to the sponsor of the event or the principal for approval. Students who are in attire that is deemed inappropriate may be asked to leave the event, may not be recognized at the event, and/or any costs associated with the event will not be refunded.
- Students are expected to follow the behavior expectations outlined in the code of conduct and/or expectations outlined by the club, organization, or sponsor of the event. Disciplinary action will be taken against students who do not comply with set expectations. Any costs associated with the event will not be refunded. Parents/Guardians or students who have questions regarding expectations should reach out to the faculty sponsor or advisor to the event prior to the event date.
- For all dances, a student's date must be no older than 20 years old and must have an approval form signed by the Carroll High School principal and their attending school principal, if applicable. Students who do not attend Carroll High School who are not approved will not be allowed to attend the event. Tickets will not be refunded for students who purchase a ticket for a guest who is not approved. ID must be shown at the door to enter. Guests over the age of 19 will not be allowed to enter the dance.
- A student who has disciplinary issues during a school-sponsored event or a previous major disciplinary issue may not be allowed to attend later events in the school year, as determined by the guidelines set by the faculty sponsor or as determined by administration.
- Students with excessive absences as determined by administration may be denied permission to attend field trips or other school activities. This includes, but is not limited to: prom, military ball, competitions, organization-based trips, and/or incentive activities.
- Graduation and related senior events:
 - These events may require specific dress codes, expectations, or prerequisites (for example, attending graduation practice is required to participate in the graduation ceremony) in order to participate. Those dress codes, expectations, and prerequisites will be outlined at a senior meeting in the spring. Students who do not follow the outlined expectations will not be allowed to participate.
 - Students who are not in attendance at the senior meeting should see the senior sponsor, senior counselor, or an administrator to get the required information related to those events. Students are responsible for knowing and following expectations, and failure to follow expectations may mean that a student is unable to participate in the event(s).
 - All graduation attire **must** be purchased through Herf Jones. Students may not wear any cords, tassels, or stoles that are not approved by the CHS principal, and students **may not** decorate their caps with any additional items, including tassels, decor on any of the material, or any other visible additions.
 - All fees must be paid, including any amount due to Herf Jones, before a student is eligible to walk at graduation. It is suggested that parents work out a payment plan, if necessary, early in the year.
- Students who have major disciplinary issues during a school-sponsored event may not be allowed to drive themselves from the event, depending on the severity of the incident. Parents/guardians may be required to pick the student up from the event.

Other Expectations:

- Teachers establish rules and expectations for behavior within their classrooms. Students are expected to follow the outlined rules and expectations. If a parent/guardian has a question about a teacher's rules, expectations, or policies, they should reach out to the teacher and schedule a conference when warranted.

- Outside food deliveries are not allowed for students due to federal guidelines - this includes deliveries from parents, food delivery services, etc. Students may not leave campus for lunch.
- Unless an administrator has given permission, students should not return to their vehicle during the school day.
- Students who are checking out or leaving campus for an approved reason (co-op, dual enrollment, etc.) should follow the protocol for leaving during the school day. All students should sign out through the student office.
 - Students who take dual enrollment classes in the morning are allowed to be reasonably late to their second block class on the assigned days they have classes. If students who take dual enrollment are late on non-class days, the absence will be coded as an unexcused absence or unexcused tardy if there are no other excused circumstances and depending on how late the student is to class.
- Students who are not in dress code will be sent to ISS until proper clothing can be obtained. Students will be given an opportunity to contact a parent/guardian to bring clothing that is within dress code guidelines. Multiple dress code offenses may result in disciplinary action.
- Any student who leaves class should have an approved pass from their teacher and should only report to the approved pass location. If a student is in another classroom or another location on campus without permission from their assigned teacher, it is considered skipping.
- Any student who wishes to participate in summer programs (credit recovery, intervention, early credit, etc.) must follow policies and procedures outlined in the Summer Programs Handbook.
 - Students taking classes for early credit prior to the start of the school year are responsible for all grades obtained in those classes.
- All ACCESS courses follow the ACCESS Policy Manual for Students: bit.ly/accessstudenthb
- At times, the principal may allow students to leave early due to exams, ACT testing, etc. These dates will be announced by administration in advance, and students will be required to submit a check-out form provided by administration that must be completed and submitted by the deadline stated on the form. A student who did not submit a check-out form by the deadline may only check out on these dates if a parent, guardian, or designated contact arrives in-person to check the student out. Announcements will be made in advance to remind students to submit their check-out notes.
- Students who have AP exams will be allowed to check out after AP exams with a returned form. Students who have afternoon AP exams are not allowed to check in late. They should come to school at the regularly scheduled time.
- CHS Admin, faculty, staff, and fellow students are not responsible for any lost item (iPad, any sum of money, cell phones, keys, wallets, etc.). Students should not bring large sums of money to school, and any money brought in for fees should be tended to first thing in the morning to avoid any issues.
 - Students who are participating in fundraising activities may want to ask the faculty sponsor of the activity to hold onto any funds to avoid theft and/or misplaced funds.
- All medications (including over-the-counter) medications must be kept in the nurse's office and a medicine form must be on file with the school nurse. Students who are in possession of any medication may be subject to disciplinary referral, with the offense level varying depending on what class of drug the student has in their possession.

Activity Requirements

- Students who participate in school activities are representatives not only of that organization, sport, or club but also representatives of Carroll High School. Students should follow the requirements outlined by that club, sport, or organization's policies.
- Clubs and organizations are ultimately operated by the principal and any final decisions or determinations will be approved by the principal and faculty sponsor, when warranted. For athletics, the principal and athletic director will make any final determinations along with the head coach.
- Students should:
 - Be in good academic standing per the guidelines of that club, sport, or organization's policies
 - Avoid disciplinary action. Please follow discipline expectations per that club, sport, or organization's policies and reach out to coaches/sponsors below for any questions.

- Students who are removed from a club or organization (including sports) due to disciplinary incidents, withdrawing, falling below grade expectations, later choosing not to participate, or any other early termination of membership will not be refunded fees or costs associated with the club, sport, or organization. If the funds were used to purchase equipment, gear, or other physical items, the student will be issued those purchased items. They will not be shipped to the student or guardian; the parent/guardian should coordinate a plan for pick-up with the coach or faculty sponsor.
- Students who are participating in an extracurricular activity (including performances, practices, sporting events, competitions, etc.) after school hours must be present for at least 51% of the school day in order to be eligible to participate. If an activity occurs over the weekend, the student must have been present for at least 51% of the school day Friday prior to the activity. The only exception would be school-permitted field trips where the student has been on an approved trip rather than on campus.
- Students who are assigned to ISS are not eligible to participate in any extracurricular event (performances, sporting events, sporting/performance practices, JROTC competitions, field trips, or any other organizational activity) while assigned to ISS. Students who are in ISS on Friday may only participate in sporting events if Friday is the last day of their ISS assignment.
- If students are in a class associated with a club, sport, or organization, they may also be removed from that class if membership is terminated for any reason or may be removed from the class pending investigation. Class fees may not be refunded.
- Sports follow AHSAA guidelines and are the minimum of what is required of each sport. All students must follow the policies outlined in the Student-Athlete/Parent Handbook provided at each parent meeting. Some sports may have additional requirements.
- If a student or parent has an issue or concern within a club, organization or sport, the faculty coach or club/organization sponsor should be notified first and given an opportunity to address the concern.
- Activities and Sponsor/Coach - Please reach out to the coaches/sponsors for any questions regarding club/organization policies.
 - Baseball - Sam Gilmer
 - Basketball (Boys) - Jermieke Cliatt
 - Basketball (Girls) - Damien Jackson
 - Cheer - Donna Culp
 - Eagle Reps - Alison Holley
 - FCA - Sam Gilmer
 - Flag Football - Maklyn Yoli
 - Football - Matt Mellown
 - Golf - J.P. Spann
 - HOSA - Katrina Newman
 - Key Club - Rachel Povolacs
 - National Honor Society - Nikevia Davis
 - SGA - Crystal Center
 - Skills USA -David Godwin
 - Soccer Boys - Zach Pierce
 - Soccer Girls - Kirke Adams
 - Softball - Thomas Boswell
 - Tennis -
 - Track and Field - Jawara White
 - Volleyball - Melissa Mularz
 - Wrestling - Zach Pierce
 - Yearbook - Pam Nolin/Georgia Curry/Meadows
 - Student 2 Student-Mrs. Dunn