

# **SHEFFIELD HIGH SCHOOL**



## **Parent and Student Handbook 2025 - 2026**

Marcus Rice  
Principal

Assistant Principal  
Hannah Bendall

2800 19th Avenue  
Sheffield, AL 35660

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## INTRODUCTION

The Sheffield High School Parent and Student Handbook has been provided as a supplement to the *Sheffield City School Code of Conduct* and *Sheffield Board of Education Policy Manual*. Copies are available online at the Sheffield City Schools website ( [www.scs.k12.al.us](http://www.scs.k12.al.us) ). This Handbook provides procedures and policies specific to the expectations for Sheffield High School.

## SHEFFIELD CITY SCHOOLS: Non-Discrimination Statement and Notification of FERPA Rights

**Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Julie Box, Special Education and 504 Coordinator,  
300 West Sixth Street, Sheffield, AL 35660  
256-383-0400

**DECLARACIÓN DE NO DISCRIMINACIÓN** El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación:

Julie Box, Coordinadora de la educación especial  
300 West Sixth Street, Sheffield, AL 35660  
256-383-0400

**Notification of Rights under FERPA** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to students' educational records. These rights include the following:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. 2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. 3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Family Policy Compliance Office

## Principal's Message

Greetings SHS students, teachers, parents, and community members!

I trust that everyone had a wonderful summer break and all are now ready to come back to school rejuvenated and ready to learn. The administrative team and school support staff have worked tirelessly to ensure that the school is ready for your return. We look forward to the opportunity to serve the Sheffield High School community for another year.

SHS has undergone a massive renovation to the building. Please use caution and obey construction signs while on campus. Safety is a top priority for our students, faculty, staff, and visitors. Over the last year we added interior doors that lock and prevent further access to the building until people have been cleared through the office. We have a new Crisis Alert System to notify faculty, staff and students of emergencies. All of our exterior buildings now have doors that are only accessible with card swipes. All of these improvements are for the safety and security of our faculty and staff. We can put our complete focus on learning when we feel safe!

Throughout the upcoming year there will be a great deal going on at Sheffield High School. We have athletic events, ceremonies, dances, community events and gatherings, and we want you to be a part of it all. You can expect information to come to you through email announcements, calls, texts, website updates, and through the Sheffield High School: Official Facebook page. In order to receive this information, I would encourage each of you to ensure that you have updated your information in PowerSchool (phone number and email). This will help us keep you informed of the initiatives going on in the school and across the district. I look forward to working

It is my job to ensure that our students are kept safe, properly educated, and well disciplined, and you can rest assured that I will execute my duties to their fullest extent. I look forward to an amazing year for Sheffield High School! **WE ARE COMMITTED TO EXCELLENCE!**

## **SHEFFIELD CITY SCHOOLS: Vision and Mission Statements**

**Sheffield City Schools Vision:** Sheffield High School strives to be a top-performing school known for high expectations, accountability, collaboration, and proven instructional practices.

**Sheffield City Schools Mission:** The mission of Sheffield High School is to collaborate with families and community members to produce graduates prepared for post-secondary success.

### **Sheffield High School Alma Mater**

On the city's eastern border,  
Reared against the sky,  
Proudly stands our Alma Mater,  
As the years roll by.  
Onward ever be our watchword,  
Conquer and prevail!  
Hail to thee, our Alma Mater,  
Sheffield High, all hail.

## SHS Faculty and Staff 2025-2026

Bailey, Sarah	Visual Arts		McAbee, Tara	Special Education
Berryhill, Rachel	History		Balentine, Brandon	Science
Davis, Mollie	CTE – Health Science		LouAllen, Josh	Science
Morgan, Chris	Mathematics		Parker, Tracy	Counselor
Parker, Michael	Health, Physical Ed.		Patterson, Chris	Custodian
McDill, Sara	Mathematics		Peeden, Hollie	CNP
Morgan, Jennifer	English Language Arts		Thompson, Jon	History, P.E.
Goodloe, Deanetta	Registrar		Pride, Kimberly	Attendance Clerk
Green, Tonya	English Language Arts		Reid, Melanie	CNP Manager
Hardwick, Joanna	Special Education		Reid, Nick	Cheer Coach
Hawkins, Erika	CTE - Business		Rice, Marcus	Principal
Holcomb, Scott	History		Clark, Ivan	PASS
Hufstедler, David	Physical Education		Slusher, Alan	CTE- Business
Isbell, Kasey	Special Education		Stewart, Marcus	Band
	SCS Social Worker		Stricklin, Chelsea	English Language Arts
Jones, Andrea	Alternative School		Taylor, Durrell	Custodian
King, Karen	CTE–Hospitality & Tourism		Pride, Willie	Girls Basketball Coach
Massey, Morgan	Science		White, Cynthia	P.E. Volleyball
Bendall, Hannah	Assistant Principal			

# SHEFFIELD CITY SCHOOLS CALENDAR

## 2024 - 2025

Teacher Professional Development days .....	August 1- August 6, 2024
Students Report for Class .....	Wednesday, August 7, 2024
Labor Day - Holiday.....	Monday, September 2, 2024
Parent Teacher Conference No Students.....	Wednesday, September 25, 2024
Fall Break Day.....	Monday, October 14, 2024
Data Day No Students .....	Tuesday, October 15, 2024
Veterans Day – Holiday .....	Monday, November 11, 2024
Thanksgiving Holidays .....	Monday through Friday, November 25 – 29, 2024
Christmas Holidays .....	Monday, December 23, 2024 – Thursday, January 2, 2025
Teacher’s Data Day/Professional Development Days .....	Tuesday & Wednesday, January 3-6, 2025
Students Return to School after Christmas Holidays.....	Tuesday, January 7, 2025
Martin Luther King, Jr. Day - Holiday.....	Monday, January 20, 2025
Parent Teacher Conference.....	Wednesday, February 5, 2025
President’s Day - Holiday .....	Monday, February 17, 2025
Teacher Professional Development Day.....	Tuesday, February 18, 2025
Spring Break .....	Monday through Friday, March 24 – March 28, 2025
Good Friday.....	Friday, April 18, 2025
Last Day for Students .....	Thursday, May 22, 2025
<b>Graduation</b> , Sheffield High School .....	Thursday, May 22, 2025
End of Teacher Contract Period .....	Thursday, May 23, 2025
Memorial Day Holiday .....	Monday, May 26, 2025
Any missed days for weather will need to be made up when school is not scheduled to be in session.	

## **Sheffield High School**

### **Grading Periods**

**1st Nine Weeks Friday, October 11, 2024**

**Friday, October 18, 2024**

**2nd Nine Weeks Friday, December 20, 2024**

**Friday, January 10, 2024**

**3rd Nine Weeks Friday, March 14, 2025**

**Friday, March 21, 2025**

**4 th Nine Weeks Thursday, May 23, 2024**

**Thursday, May 22, 2025**

### **PROGRESS REPORTS**

**PROGRESS REPORTS 1st Nine Weeks**  
**Progress Report September 13, 2024**

**PROGRESS REPORTS 3rd Nine Weeks**  
**Progress Report February 7, 2025**

**PROGRESS REPORTS 2nd Nine Weeks**  
**Progress Report November 15, 2024**

**PROGRESS REPORTS 4th Nine Weeks**  
**Progress Report April 17, 2025**

Exam Days for SJH/SHS Any child who has not met the criteria for exemption **MUST** attend school these days. If they would like to leave after their exams, they will need to follow the regular check-out procedures. Attendance will be taken each day.

**Friday, December 20, 2024 – End of first semester Tuesday, January 7, 2025 – Beginning of second semester**



# **SHS Bell Schedule 2025 - 2026**

## **SHS Bell Schedule 2025 - 2026**

1st Block 7:55 - 9:35 95 min.

2nd Block 9:40 - 11:15 95 min

3rd Block 11:20 - 1:20 95 min/25 min lunch

4th Block 1:25 - 3:00 95 min

SHS 1st Lunch - 12:00 - 12:25

SHS 2nd Lunch 12:30 - 12:55

## **SHS Bell Schedule 2025 – 2026 A/O Period Schedule**

1st Block 7:55 - 9:25

2nd Block 9:30 – 10:55

3rd Block 11:00 - 1:00

Activity Period 1:05 – 1:35

4th Block 1:40 - 3:00

SHS 1st Lunch - 12:00 - 12:25

SHS 2nd Lunch 12:30 - 12:55

Sheffield High School will utilize a traditional block schedule. Students will have 4 - 95 minute classes each semester. This allows students to get 8 credits per year. With fewer classes each day, students will decrease stress and be able to focus time in each class. Fewer classes for longer periods also allows students to have time for deeper learning with the teacher and work collaboratively with other students.

One word of caution, students will need to be in school EVERY DAY. Missing one day of school is equivalent to missing two days of instruction.

## SHS ACADEMICS AND INSTRUCTION

The goal of Sheffield High School is to provide a quality education that will be the foundation for college and/or career for each student. As an accredited school in the state of Alabama, we follow the required Alabama Courses of Study defined by the Alabama State Department of Education. The SHS Curriculum Guide provides the details in courses, pathways for different diploma endorsements, as well as detailed information about our AP and Dual Enrollment courses.

### Grading/Credits

- All classes at Sheffield High School will follow the same grading parameters, based on the following percentages: Each Quarter grade: 70% test and quizzes, 30% homework/classwork.
- Final average is 45% Q1, 45% Q2, and 10% Final Exam
- All students are expected to complete all assignments.
- AP courses may require different grading parameters.
- Grades are assigned as follows:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or below

- Credits for promotion are defined as follows:

For promotion into the ....	# credits required
10 <sup>th</sup> Grade	6
11 <sup>th</sup> Grade	12
12 <sup>th</sup> Grade	18
Graduation	24

### Registration

Students are required to submit the necessary paperwork for registration during the designated registration period. Every student must be registered through PowerSchool to receive a schedule. The state of Alabama requires two proofs of residency to be provided annually.

### Out of District Students

- Students who live outside the city limits are welcome to attend Sheffield City Schools. Students interested in enrolling in a Sheffield City School should complete an out of district application. Applications will be reviewed first by the principal and/or designee

and then by the superintendent. The parents of the student will be notified in writing by the principal of the decision of the school.

- As per the policy provided in the SCS Code of Conduct, Out of District students must exhibit good behavior, attend school regularly, and maintain a 70 average in each class. In addition, parents must demonstrate a cooperative and supportive relationship with the school. (Read the application for details)
- Out-of-district students who do not maintain records as outlined in the application may be asked to return to his/her home district at the end of any grading period or progress report upon recommendation from the principal and review by the superintendent.

## **Schedule Request/ Schedule Changes**

In order for a schedule change to be considered a student must have submitted all paperwork during registration. Students who do not submit the required paperwork forfeit the opportunity to request a schedule change. Schedule change request forms will be available for the first two weeks of each semester. Schedules are only changed for reasons that might prevent a student from remaining on track to graduate.

## **Graduation Exercises- Eligibility for Participation**

Graduation exercises are a privilege for qualified seniors to participate. Participation is not required to obtain a high school diploma and be a high school graduate at Sheffield High School. Students must meet all set requirements to participate in the graduation ceremony.

- A standard, advanced diploma, or honors may be awarded only if a student has completed all state and local school board requirements and has also met the 24 Carnegie Units required for a standard diploma, the 26 Carnegie Units required for an advanced diploma or the 28 Carnegie Units required for an honors diploma.
- Students with individualized educational plans will graduate according to the requirements in their plan.
- All fines and fees accrued over the HIGH SCHOOL CAREER of the student must be paid in full to participate.
- All students must be in good standing academically, financially, and have no unserved consequences for any discipline issues.
- All students who wish to participate in the graduation exercises must attend graduation practice at the scheduled time. Failure to come to practice may result in a student not being able to participate in the graduation exercises.
- All graduating seniors must be in dress code (Senior Handbook for requirements) in order to participate in the graduation exercises. The cap and gown for graduation should remain undecorated and the only additions will be cords, stoles, or medals awarded at the Senior Awards.
- See Senior Handbook for more details concerning senior events.

*To participate in graduation, students who meet the academic requirements must also be in Good Standing which includes ATTENDANCE. Students may not miss more than 10% of the semester for participation in our SHS Graduation Ceremony - for any individual class. A student can provide a written appeal to this decision if extenuating circumstances occurred during the course of the semester - extended illness for example with a doctor's note. \*\* Students who have earned all credits and are*

*eligible for a diploma from Sheffield High School but are not eligible to participate in graduation will still receive their diploma. \*\* Graduation is a privilege and not a requirement for a high school diploma.*

## **Valedictorian/Salutatorian**

- The student with the highest numerical average in the senior class will be the valedictorian and the student with the second highest numerical average will be the salutatorian. Students must be pursuing an Honors or Advanced Endorsement to be eligible for senior academic honors.
- The valedictorian/salutatorian will be determined after final exams of the second semester of the senior year.
- Speeches from the valedictorian and salutatorian must be turned in by noon to the principal on the Monday after Senior Awards Day.

## **Weighted Grades/Class Ranking**

A weighted system for Honors and Advanced Placement (including college courses) shall be used for class ranking purposes only.

- Weight shall be given according to the numerical grade a student earns in Honors, Advanced Placement, and DUAL CREDIT academic college courses.
- The actual grade earned in the Honors and Advanced Placement courses shall appear on both the report card and the permanent record.
- **Honors:** Numerical grade (must be passing grade) + 5% = grade used for ranking.
- Courses recognized as Honors/Pre-AP courses include all courses with the Honors designation as well as the following: levels III and IV of a foreign language, and pre-calculus.
- **Academic Dual Credit College Courses and Advanced Placement:** Numerical grade (must be passing grade) + 10% = grade used for ranking.
- Transfer students will be eligible for academic weighting on coursework which aligns with the stated policy of Sheffield High School.
- Class ranking will determine the following senior academic honors: Top Ten Percent
- The ranking of these honors shall be determined upon the COMPLETION of the senior year.
- Students who transfer from another school system must attend SHS from at least the first day of their junior year in order to be eligible for senior academic honors. All seniors must have completed their junior and senior years consecutively at SHS in order to qualify for senior academic honors.

## **Transcripts**

Transcripts are prepared by the school counselor's office.

- For all graduating seniors, initial transcripts are provided at no charge.
- For graduates, transcripts may be obtained by visiting [needmytranscript.com](http://needmytranscript.com).
- There will be no charge for transcripts of underclassmen actively enrolled in school.

## Dual Enrollment/Dual Credit Programs

Students meeting the following requirements may enroll dually in post-secondary institutions to earn college credit only (dual enrollment) or to dually earn elective credits at both Sheffield High School and the postsecondary institution (dual credit):

1. Enrolled in grade 11 or 12
2. Cumulative "B" average in high school course work.
3. Minimum ACT scores are required in English and Math for some post-secondary institutions.
4. Written approval of the high school for dual enrollment or dual credit.
5. Approval from the Counseling Office.

Elective courses designated as dual credit must be scheduled with the school counselor, student and parent. These courses must be pre-approved. Students are not allowed to substitute a required course for graduation. The course taken during the regular academic calendar will be transcribed on the student's high school transcript and included in the GPA or ranking. One Carnegie Unit (one elective credit) is equivalent to three hours of college coursework in the same subject area. The official transcript from the college awarding credit must be sent to the high school. The student's numerical GPA and standard GPA should be reported from the transcript. The Counseling Office must be notified immediately if a student withdraws from a college course. The student will be scheduled for a high school course. PLEASE NOTE: Only academic courses will be approved for the dual enrollment option.

## Exam Exemption Criteria

As a reward for excellent academic achievement and/or consistent attendance, students who meet the criteria listed will have the option of taking or exempting a midterm and final exam for a particular class.

- Students with an **A average** can choose to exempt a class exam with 3 or less absences per semester.
- Students with a **B average** can choose to exempt an exam with 2 or less absences per semester.
- Students with a **C average** can choose to exempt an exam with 1 absence per semester.
- Four or more absences will disqualify students from any exemption opportunity. School functions are not counted as absences.
- Three tardies per class are equivalent to 1 absence for exemption status.
- If a student misses more than 48 minutes of a class due to check-in/check-outs, he/she will be counted absent from that period for daily attendance as well as exemption purposes.
- Any out-of-school suspension will disqualify a student from the exam exemption option.
- Teachers will inform the students of their exemption status the week before exams begin. Teachers will consider the student's exemption status when tests are assigned during the last week of the semester.

## Fall & Spring Retake Exam for Seniors Only

- In the fall and spring semesters, those seniors who have a passing average prior to the final exam, fail their exam and fail the class due to the exam grade, will be allowed to retake that exam. These students shall be allowed to take a second final exam (a different test without tutoring from the teacher). The makeup exam must be scheduled with the teacher of the class.
- There will be no make-up work assigned to seniors for the purpose of pulling up failing grades at the end of the school year. Seniors who have a failing average going into the exam and fail the exam will NOT be allowed to retake the exam.

*\* Every academic course at Sheffield High School is subject to a mid-term, a final exam, and any other assessment prescribed by the Alabama Department of Education.*

## Conferences

Parents are to call the main office at 256-383-6052 and make arrangements for a meeting time and place. **Unannounced conferences are not generally granted.** All parents, guardians, vendors, and/or visitors MUST report to the main office upon entering the school to enter their driver's license into the RAPTOR system to receive a name tag.

## Gifted Program

A gifted and talented program is provided for identified students attending Sheffield City Schools. At Sheffield High School indirect services are provided for grades 9-12. To make a referral you may contact the Director of Student Services at the Sheffield Board of Education 256-383-0400, or the gifted specialist for Sheffield City Schools. Eligibility for gifted services will be determined by the total score received on the ALSDE approved Gifted Eligibility/Screening Determination Form: The Matrix.

## Early Dismissal

Sheffield High School is pleased to offer a new privilege available to our Seniors. The early release allows students who have met specific requirements to be released from school early - 1 block (4th block). To qualify for the early release program, students must complete and submit an application, and a parent/guardian must **come to the school and sign the form** in the guidance office. In addition, the students must meet the following criteria:

1. **Students must have demonstrated good attendance.** Students must have met or exceeded the average daily attendance for 12th-grade students from 1st semester.
2. **Students must be in good academic standing.** Seniors must be on track to graduate in May 2023 and have a minimum GPA of 75 from the previous semester. The counselor will review transcripts with the students to confirm they have all credits earned/ready to earn by the end of the semester.
3. **Students must be in good standing with the school community.** The student cannot have had any out-of-school suspensions and no more than 1 in-school suspension during the previous semester. Students must also have met financial obligations (no outstanding fees). All school-required paperwork must be completed and submitted.

## ATTENDANCE POLICIES AND PROCEDURES

### Alabama Compulsory Attendance Law

Alabama Law Section 16-28-3: Requires that "every child between the ages of 6 and 17 years of age shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year..." and are subject to this law. **Absences and Excuses**

**EXCUSE NOTES:** The day a student returns to school after being absent, he/she shall bring a written statement from his/her doctor and/or the parent/legal guardian requesting an excuse for the absence. This statement must include the current date, the student's first and last name, an explanation of the reason for the absence(s), the date(s) of the absence(s), phone number, and a signature of the parent or legal guardian. This note must be presented to the front office before 7:50 a.m. This information will be used to determine if an absence is excused or unexcused. Excuse notes should be received within 3 days of returning from an

absence.

- All absences are considered “unexcused” until documentation is received by the school to request the absence be excused. SHS staff will enter the absence code in PowerSchool, if the absence is excused. • **Parent or guardian notes for excused absences** will be accepted for a **maximum of five (5) days per semester**. Any excuse above five days will be coded unexcused unless accompanied by a physician or legal excuse (i.e., the judicial system, etc.). Email excuses to [attendance@scs.k12.al.us](mailto:attendance@scs.k12.al.us).
- Any student absent five (5) or more consecutive days will require a physician, legal, or principal excuse to make up the work missed.
- Excused absences accompanied by a parent note will be counted as part of the student's total absences (toward perfect attendance).
- Planned absences may be considered excused **only if prior approval** has been given by the principal. These may include college visitation, religious observances, or family matters other than illness. • A student must be present in a class for a **minimum of 48 minutes** in order to be considered present for that day. Any checkouts or check-ins that fall short of 48 minutes of class time will be counted as an absence. As with an all-day absence, all excuses must also be turned in within three days upon returning to school.
- **Any student absent from school over 50% of the school day is considered absent and may not participate or attend any school function on the day of his/her absence.** (If a situation warrants, the administration may grant an exception to this policy.) Students in violation of this policy will be considered in defiance of school policy.
- Perfect attendance will be rewarded for students who have attended every day of the entire year with no checkouts or check-ins to school, including tardies.
- Students with excessive absences (more than 5 unexcused) may not be allowed to participate in field trips, prom, or extracurricular activities including athletics and co-curricular activities which have their own specific policies in place.

## Checking-In and Checking-Out

All efforts should be made to schedule appointments outside of school hours. However, we understand there are occasions where this cannot be avoided. Students should **ONLY** check out or check in late for valid reasons.

### Check-Ins

- Any student who arrives at school after 7:55 a.m. must check in through the main office.
- A student who fails to check in will be considered in violation of school policies.
- A student will be allowed to check in to school without being counted as tardy a maximum of two (2) times per semester if accompanied by a parent or legal guardian. Documentation of a physician's visit or legal appearance will be accepted in place of being accompanied by the parent.
- After two parent check-ins, the student will be counted late/tardy.
- Employees will not be allowed to check in a student attending SHS unless that employee is on the student's check-out list.

**-Unexcused check-ins are coded as Tardies**

### Check-Outs

- Students who have a valid need to leave school before the dismissal bell **must** be checked-out through the main office. Only individuals on the student's contacts list can check out the student. This will be verified before a student is allowed to leave.

- All students are to be signed out by a parent, legal guardian, or parent designee listed on the school's contact list. For students who drive, a signed note/email by the legal guardian must be received by the administration **no later than 8:00 a.m.** The note must include the following information: student name, the reason for checking out, the time to check out, and a phone number for the parent/guardian. The Principal or designee will call the guardian to confirm the need to check out. Only in the case of a checkout advised by the nurse will email requests for driving students be honored after 8:00 a. m. and the same process will be followed.
- On certain occasions, the administration will pre-approve checking out with a note. These occasions would be exams, I-Learning days, state testing, etc.
- Official documentation of a physician's visit, legal appearance, or other principal-approved situations will be accepted in place of being accompanied by the parent.
- **Students must be present in school a minimum of 50% of the school day in order to participate in extracurricular activities.**
- **Unexcused check-outs are coded as Tardies**

## Tardy Policy

Students are expected to be at school and in each class on time. When students are tardy they miss instructional time, and they interrupt class by entering late. The first bell rings at 7:50 a.m. and the tardy bell rings at 7:55 a.m. Students have five minutes between each class and **must be in their seats when the tardy bell sounds.** Students are considered tardy when the bell rings and they are not **in their seats.**

- Students are allowed 2 free tardies per grading period. Upon earning the third tardy consequences (detention, Saturday School, and In-School Suspension) will be assigned based on the SCS Code of Student Conduct.

## Truancy

The Early Warning Program is a joint effort between the Sheffield City Schools Board of Education and the Family Court of Colbert County. It is designed to improve school attendance, reduce instances of truancy and provide parents with information relative to the Compulsory Attendance Law. Parents will be notified when the student accumulates 3 or more unexcused absences. Once a student has accumulated 7 unexcused absences, the parent and student will be referred to the Colbert County Family Court for Early Warning.

## Make Up Work

A student who has an excused absence has the privilege of making up the work missed at the convenience of the teacher and in a timely manner. Makeup tests and quizzes should be made up before school or after school, not during scheduled class time. It is the responsibility of the student to contact the teacher for work missed and to arrange for making it up. **A student will complete all assignments at SHS. No Opt Outs.**

## Attendance and Credits:

Any student enrolled in grades 9-12 who accumulates 18 or more days absent (excused or unexcused) during the school year is considered by The Alabama State Department of Education as Chronically Absent Student. Chronically Absent Students are subject to losing credit in any course where they may be considered "chronically absent." On the block schedule that would be any student who accumulates more than 9 absences, for a course in a semester.



## **Campus/Facility Information**

### **School Opening and Closing Times**

The time established for the opening and closing of the school is 20 minutes prior to the start of the first class and 15 minutes after the last class each day. School supervision hours are from 7:25 a.m. until 3:15 p.m. Students should not be on campus before or after these hours unsupervised. All after school activities will provide staff supervision after school hours. Students report to a designated location when arriving to school and will be dismissed to classrooms at 7:45.

School personnel will not assume responsibility for students whose parents allow them to arrive at school before or to remain at school later than the time noted above. Students who loiter on any Sheffield City Schools campus outside of the times mentioned above will be subject to disciplinary actions for Class II disobedience or defiance. Students may also be referred to the Sheffield Police Department for trespassing.

### **CLOSED CAMPUS**

Students are reminded that Sheffield High School operates under a closed campus system. Students may not leave the high school building without prior permission from a school official. Students who violate the closed campus policy will be placed on the appropriate attendance policy step.

### **Driving and Parking on Campus**

Vehicles parked on the school grounds are under the jurisdiction of the school. Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property.

- Any student who drives must register his/her vehicle, possess a valid driver's license, proof of insurance, provide a copy to the school and purchase a parking permit (\$20 full year, \$10 2nd semester) from the school.
- Students will receive assigned parking spaces from administration on a seniority basis. Any student who parks in another student's parking space may be assigned detention for the first offense and PASS for each offense thereafter.
- To ensure the safety of our students, drivers will be included in Sheffield City Schools Drug Testing Policy.
- The interior of any student vehicle may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials are contained inside. Such patrols may be conducted without notice, without student consent, and without a search warrant. A student will be held responsible for such prohibited items that are found in his/her vehicle and will be subject to disciplinary action by the school administration. A student has full responsibility for securing his/her vehicle, making certain that it is locked, and ensuring that the keys are not given to others.
- Any vehicle that is not registered will be subject to removal from the campus at the owner's expense.
- No student shall be permitted to drive on school grounds if she/he is not licensed by law.
- Students are not to remain in vehicles or in the parking areas after arriving at school.
- Students are not to return to the vehicles until dismissal time unless permission is given from the principal or his/her designee.
- Vehicles are not to be used during the school day unless special permission is granted by the

administration. Students may not drive to the Career Technical Center.

- Speeding, reckless operation, or creating excessive noise on school property or near any school building will not be tolerated.

**Violation of any rules or policies listed above may result in the loss of campus driving privileges and/or prosecution. The school assumes no financial responsibility for damage to any vehicle parked on the campus.**

## **Lockers**

For 2024-2025 lockers in the main building will not be utilized. The following information is true for any locker, including those in locker rooms.

- Lockers are the property of the Board of Education and are subject to being searched at any time. • Lockers will be sold during registration before the first week of school.
- A student who does not select and purchase his/her own locker will be assigned one. • The school assumes no responsibility for articles lost or stolen in lockers.
- A student is responsible for the contents of the locker assigned to him/her.
- Lockers should remain locked at all times.
- **A student is not to share his/her locker with any other student.**

## **SJHS Building and Classrooms**

No high school student should be in the Sheffield Junior High School building without the expressed permission of a teacher or administrator. Failure to comply with this rule can result in being written up for Class II disobedience. High School students can visit the nurse with a pass. Students going to the nurse must enter and exit SJHS through the cafeteria.

## **SHS Basement**

PASS AND ALTERNATIVE SCHOOL ARE HOUSED IN THE BASEMENT OF THE HIGH SCHOOL BUILDING. ONLY STUDENTS ASSIGNED TO PASS OR ALTERNATIVE SCHOOL SHOULD BE IN THE BASEMENT.

## **EMERGENCY DRILLS AND PROCEDURES**

Our greatest concern is the safety of our students. Each school must maintain an elaborate Emergency Procedures Manual, with specific instructions depending on the event. Sheffield High School faculty, staff, and students regularly participate in emergency drills. Emergency procedures are reviewed with students, and students are expected to participate and follow all directions as given in these situations. We will also participate in lockdown drills, at least twice a year. In the event of a true emergency, our school's entire focus will be on the protection of our students, faculty, and staff. Please understand, we will not check out students or answer calls until it is safe for faculty and staff to be in a position to do so. Thank you for your cooperation.

## **Evacuation Drill**

- The signal for an evacuation/fire drill is a buzzing tone or verbal announcement. • Upon activation of the fire alarm, teachers will direct their students to move quickly and silently to the exit designated for that room. Students will walk in a safe and orderly fashion to an assigned area away from the school building.
- The "all clear" signal will be a verbal announcement and/or the ringing of the school bell. At that time students will return to their assigned schedule as quickly as possible. Students will be considered truant if they leave their assigned area without permission during a fire drill.

## Lock Down Drills

The signal for a lockdown is a verbal announcement.

- Heightened Awareness, Secure your Area of Responsibility, Secure Perimeter, and Lockdown is the progression of severity. Please be advised, we will typically go to "Lockdown" until we are certain the situation is safe enough to be on a lesser level of security.
- Upon activation of the lockdown alert, teachers will lock the deadbolt to secure the room and direct their students to the corner of the classroom away from all windows and doors. Evacuation and/or "defense" procedures may also be practiced at this time.
- The window of the classroom is to be covered and the lights are to be turned off. Students must remain quiet during lockdowns.
- The "all clear" signal will be an administrator or law enforcement official physically unlocking your door (even during a drill).
- Students will return to their assigned schedule as quickly as possible.
- During a Heightened Awareness through Secure the Perimeter, teachers and students are only required to clear all hallways and remain inside of a LOCKED classroom until the "all-clear" signal has been issued (a verbal command will be given over the intercom to end a soft lockdown).

## Severe Weather Drill

- The signal for a severe weather drill is a whaling tone or verbal announcement.
- Upon activation of the severe weather alert, teachers will direct their students to an assigned area against the lockers in the main hallway.
- Students must remain quiet during severe weather drills in order to hear announced information.
- The "all clear" signal will be a verbal announcement and/or the ringing of the school bell.
- Students will return to their assigned schedule as quickly as possible.

## EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Participation in athletics and other extracurricular activities is a privilege that carries with it honor, responsibility, and self-sacrifice. Since these activities are a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the AHSAA, the school and their individual coaches or sponsors.

- Each student who participates in extracurricular activities must realize that he/she represents his/her school and student body. It is the student's duty to conduct himself/herself in a manner that brings honor to himself /herself, his/her family, Sheffield High School, and the community.
- Students may be subject to disciplinary actions and possible dismissal from extra-curricular activities should they violate these rules and regulations whether they are at school or off campus.
- School Activities/ School Calendar: All school activities and programs must be approved by a faculty sponsor and the principal. The requested activity cannot take place without prior approval first. All approved school activities will be chaperoned by school officials.
- Students who participate in extracurricular activities or athletics are subject to random drug testing.

## Athletics

Sheffield High School competes in the following sports: football, volleyball, cheerleading, basketball (boys and girls), track and field (boys and girls), softball, baseball, e-sports, and boys/girls cross country.

## [SHS Athletic Handbook](#)

### Class and Club Meetings

No class or club meeting will be held without the supervision of the faculty sponsor.

### SHS Elections

A variety of opportunities for students to represent in leadership and in service through class officer elections, Homecoming, and the Coronation Court. The criteria listed below must be met for any election. Clubs and organizations may choose to include additional requirements that represent the goals of the organization.

- Candidates must have at least a C average.
- Students who have been suspended, in school or out of school, during the previous school year are disqualified from participating in school elections.
- Any student with 5 or more unexcused absences or considered as a chronic absentee by the State of Alabama guidelines (Missing more than 18 days) will be disqualified from participating in school elections.
- Each student who is elected to class office or Student Council office must maintain at least a C average to remain in that office. If a student fails to maintain at least a C average, he/she will be replaced. • To run for office, all candidates must be in attendance at an election meeting at a pre-announced time and/or notify the sponsor prior to the meeting. No exceptions are allowed.
- **Student Council:** The following offices are elected each year for the Student Council: president, first vice-president, second vice-president, and secretary/treasurer. The Student Council functions as a bridge between students, faculty, and school administrators and serves to help promote positive events and activities for the enjoyment of all students. All candidates must meet the requirements listed to hold office.
- **The Homecoming Court** will be organized through our SHS Student Council. Two representatives will be elected from grades 9-11, five seniors will represent the senior class. Students who would like to represent their class in the Homecoming Court **MUST** complete an application prior to being placed on the ballot.
- **Class Officers:** The officers for freshmen - juniors are president, vice-president, and secretary/treasurer. The senior class officers are president, vice-president, secretary/treasurer, and historian. The elections are held after nominations have been made. The persons who receive the majority of votes are elected. All candidates must meet the requirements listed in the General Rules to hold office.
- **Mr. and Miss Sheffield High School (Coronation Court):** Students must apply for Mr. and Miss SHS and fill out all the required information to be considered. From the applicants, the faculty nominates a maximum of ten percent (this number will be rounded up based on senior class size, i.e. 63 Seniors will round up to 7 on the court) of students from the senior class on the basis of scholarship, citizenship, attitude, attendance, and involvement at SHS. The faculty submits votes for one boy and one girl. The boy and girl who receive the highest number of votes will be Mr. and Miss Sheffield High School. The boy and girl receiving the second highest votes will be the first alternates. Mr. And Miss SHS, the two

alternates, and the remaining students that are in the top 10% will compose the coronation court. Any student who serves in alternative school during the current school year is not eligible.

## **Dances (Prom)**

Students must meet the following criteria in order to attend any dance (including prom) sponsored by Sheffield High School or any school organization:

- The student may not have served any time in Alternative School during the current school year.
- The student may not have been suspended out-of-school during the current school year.
- The student may not have been placed in in-school suspension (PASS) 6 or more total days during the current school year.
- Any other discipline issues leading up to dance or Prom are subject to review regarding a student's ability to attend.
- The student may have **no more than five (5)** unexcused absences during the school year or have a total of absences greater than or equal to 10% of the current school year (beginning of the year to the date of the event – it must be less than 18, excused or unexcused).
- The student may not have been absent more than half the day on the day of the event or half of the day before the event if it is held on a non-school day.

**The following rules will be enforced for all dances (including prom & banquets) sponsored by Sheffield High School:**

- A student inviting a guest must provide the name of the guest to school officials for approval.
- A student may be dismissed from a dance without a refund due to violations of personal conduct.
- Students and guests are required to abide by all school rules and regulations at school events. Guests who have pending criminal charges filed against them will not be allowed to attend any dance.

## **Drug Testing**

A detailed copy of our Drug Testing procedures and policy is provided in the Sheffield City Schools Code of Conduct.

- Participation in extracurricular activities and the right to drive onto campus is a privilege and not a Right. Students involved in extracurricular activities, grades 7-12. Or who drive to SHS may be required to submit to random, unannounced screenings for alcohol, drugs, and tobacco during the school year.
- All testing procedures and screening dates will be conducted by Valley Screening Drug Testing Services.
- Screening list will be generated by Valley Screening Drug Testing Services using the school database of listed participants in extracurricular activities and drivers on the SHS campus.
- Students whose names appear on this list will be notified and required to report to the designated collection site for substance screening as soon as possible.
- Refusal to submit to screening will be seen as a positive test result.
- SHS/SJHS will have a maximum of four random testing days during the school year.
- Upon confirmation of a positive test result from the testing lab, students will be suspended for 20% of the current season or 20% of the upcoming season, whichever is applicable. Students will not be allowed to practice or attend the contest as part of the team during the suspension.
- Drivers will not drive on campus for 20% of the school year (which equals 7 weeks). We want to ensure the safety of all our students on campus.
- Once that suspension has been served, a second positive test will result in the suspension of all extracurricular activities for 365 calendar days.

- Students may appeal any positive result by submitting to a hair follicle test at the cost of the student or the student's parents. The student will be suspended from participation based on the confirmation of a positive lab test during the appeal process.
- All testing results are confidential and shared with the student and guardian when the lab report is confirmed. This confirmation usually takes about one week after the sample is collected. The head coach of the team and the athletic director will then be notified when the suspension will begin and end.

## National Honor Society

Students of Sheffield High School recognize our highest achieving students through an invitation to membership in the National Honor Society. An advisory board reviews applications of students who meet the following criteria for membership based on the four pillars of NHS:

**Scholarship.** Students must have a minimum of 85 and be on the advanced track for graduation.

**Service.** Students must demonstrate contributions within their school or community, without compensation.

**Leadership.** Students must demonstrate leadership skills through a wide range of school, extracurricular, and work activities.

**Character.** Students must be honest, reliable, and respect others; show courtesy and concern; and generally maintain a clean disciplinary record.

**Students in grades 10 – 12** who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

## Prohibited Organizations

Fraternities, sororities, and non-school clubs that operate primarily for social purposes are not allowed to function in Sheffield High School. Any club without a school-approved sponsor is prohibited. Initiations are prohibited.

## School Trips

- No group will be permitted to make a school-sponsored trip without adequate planning and direct teacher supervision.
- Teachers will not honor notes or requests for students to visit friends or relatives or to leave the group at any time. Students will be required to leave and return with the group. However, parents or legal guardians of students may take their own children at any point during a trip by making arrangements with the teacher but are requested not to ask for the children of friends or neighbors.
- Students must be **“in good standing” at SHS to participate in Trips**. They must not have pending disciplinary issues or have more than 5 unexcused absences (or be considered a “chronic absentee” student by the State Guidelines – missed more than 10 % of school).
- Permission slips signed by the parent or legal guardian specifying that the school (although responsible for reasonable care) will not be held responsible for any accident or injury to the pupil are required for each student.

## Office Procedures and Financial Information

**Admittance to SHS:** All guests must be admitted through the front doors nearest the main office (please use the doorbell) AND check-in through the office. Guests will need a driver’s license that will be run through our Raptor program and receive a name tag to wear while in the building.

**Fees and Fines:** Teachers will notify students of class/club/athletic fees at the beginning of the semester/season. Fines may be assessed for late materials in the library, AHSAA penalties, technology damage, etc... When students pay fees or fines (over a \$1), they will receive a receipt – keep the receipt. Any fees or fines not paid will be entered into PowerSchool. Students must pay all fines and fees prior to the end of each semester. School privileges (including extra curricular activities and prom) will be withheld until all responsibilities are met; this includes participation in graduation ceremonies.

**Deliveries to Students at School:** No deliveries of candy, flowers, balloons, birthday gifts, etc. will be accepted by any office personnel. **In order to conform to federal guidelines, no deliveries of outside (restaurant) food will be allowed to the office.**

**Announcements:** Announcements are made daily in order to inform the faculty, staff, and student body of important information. Students are to remain quiet during announcements. Announcements will normally be made at the beginning of the 1st block. To prevent as many interruptions as possible, updated announcements are emailed to students after 2<sup>nd</sup> block. Students should check email throughout the day (beginning/end of each block).

**Money Matters:** Checks will not be cashed in the office or in the cafeteria. At this time, we DO NOT accept debit or credit cards as a form of payment.

## Medication

- Prescribed or nonprescription medication (including asthma inhalers, diabetes medication and epinephrine pens) will be dispensed when the school has a written request from a parent or legal guardian. **The Alabama State Department of Education requires parents/guardians to submit a completed "Authorization for Prescription" or "Authorization for Nonprescription" form for each medication to be dispensed during the school day. Medication forms are available in the main office of each campus and on the SCS website at [www.scs.k12.al.us/nurse/medforms](http://www.scs.k12.al.us/nurse/medforms).**
- All medication must be in the original container, labeled with the student's name, drug name, dosage, time to be given, and physician's signature.
- It is the responsibility of the parent to notify the school of any changes in the student's medication.
- **All medication will be housed and dispensed by the school nurse or approved medication assistant.** Medication scheduled for three times per day should be given at home before school, after school, and at bedtime unless ordered to be given during lunch.
- Any student in possession of unapproved medication, who gives/sells or attempts to give/sell medication (prescription or nonprescription) will be subject to appropriate disciplinary and legal action.
- It is extremely important to keep emergency contact information up to date at all times (person to be notified and telephone number, physician's name and telephone number, any special health conditions - seizures, asthma, allergies, diabetes, etc.).

## Passes Out of Class

In the event a student must leave class, the student **MUST** have a hall pass. Students have only a limited number of passes, so they must leave class only when absolutely necessary. Students must remember that to use a pass, they must first have the teacher's permission to leave class – teachers can say "no."

- A student will be considered skipping if he/she is found outside assigned classes without a proper pass.
- Falsifying a pass will result in disciplinary action.
- If a student is given a hall pass to go to the restroom, he/she is expected to go to the nearest restroom and return in a timely manner. Failure to do this will result in disciplinary action

## **Rachel Berryman Media Center**

The library is open daily from 7:50 a.m. until 3:00 p.m.

- All books, with the exception of reference and reserve books, may be checked out for a two-week period, and one (1) renewal.
- A ten-cent fee will be assessed on each item, for each day past the due date. Each student is responsible for the care and prompt return of library material.
- Participation in school activities like graduation ceremonies may be withheld due to an unpaid balance.
- A pass from a teacher will be required if a student requires library services at a time other than his/her assigned library day. A charge of 25 cents per copy may be assessed for printing non-school related materials from any school computer/printer.

## **TECHNOLOGY AND TEXTBOOKS**

### **Chromebook Usage Procedures**

- Each classroom is equipped with a set of Chromebooks for use in class as specified by the teacher. The Chromebooks should be numbered serially and each student should use the same computer each day in each class. Teachers will use a log to keep track of devices.
- In the event students need to use Chromebooks for homework, projects, or research outside of the classroom, they may be checked-out through a cart reserved in the library. The device must be returned first thing in the morning.
- Chromebooks lost or damaged during the check-out time must be replaced or repaired by the student. The cost for replacing or repairing a Chromebook will be the responsibility of the student and/or his/her parent or legal guardian.
- Participation in school activities like graduation exercises may be withheld due to a lost or damaged Chromebook or for failure to pay the required technology fee of \$25.

### **Textbooks**

- Textbooks are furnished by the Sheffield Board of Education.
- Each student will be responsible for all textbooks assigned to him/her.
- Any lost or damaged textbooks must be replaced or repaired by the student.
- The cost of replacing or repairing a textbook will be the responsibility of the student and/or his/her parent or legal guardian.
- Participation in school activities like graduation exercises may be withheld due



to lost or damaged textbooks.

## **Behavior Expectations - SCS Code of Conduct**

The Sheffield City Schools Student Code of Conduct defines all inappropriate behaviors and expectations for students of Sheffield High School. The implementation of some policies is clarified or emphasized in this handbook. It is the responsibility of each parent and student of Sheffield City Schools to access and read the Code of Conduct.

**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 the SCS Board of Education policy for Bullying, Intimidation, Violence, or Threats of Violence based on race, religion, sex, national origin, or disability. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Sheffield City Schools Student Code of Conduct, subject to the investigating school administrator's authority and decision. These acts are defined in the SCS Code of Conduct as are the procedures for reporting these prohibited acts.

At Sheffield High School, students should report these behaviors to a teacher, the counselor, the SRO, and/or an administrator. The administration **CANNOT** investigate or discipline for inappropriate behaviors not reported. Whether a victim or bystander, if you witness or experience these behaviors, report them to an adult in the building. In the SCS Code of Conduct, you are assured that:

"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."

## **REPORT BULLYING/HARASSMENT TO A COUNSELOR, TEACHER, ADMINISTRATOR, OR TRUSTED ADULT.**

### **Cafeteria Conduct and Procedures**

Behavior during breakfast and lunch should be appropriate for everyone, including the adults, to enjoy their meals. The following will assist us with maintaining a positive, clean, and orderly cafeteria:

- Students will move to and from the cafeteria in a manner that will not disrupt the learning process in other classes.
- Students should not move chairs from other tables. Students will sit in their assigned areas during lunch and should only leave their tables to empty trays or go to the restroom.
- Students should leave their eating areas and tables clean and in order.
- **Fast food may NOT be delivered on school property during school hours.** Commercially prepared food containers or wrappers are not allowed in the cafeteria. This includes drink cans and bottles.
- All students are expected to remain in the cafeteria during the assigned time and may leave only with permission and with a pass from their teachers.

- **No food or drink will be taken out of the cafeteria!**
- Students may not have visitors for lunch without prior approval from the administration.
- All checks written for lunch will be deposited into students' or teachers' lunch accounts.
- Rules of conduct apply for both breakfast and lunch periods with the exception of no phones allowed during lunch - unless the privilege is abused and must be restricted.
- All Sheffield High School students will receive breakfast and lunch at no charge for the 2023-2024 school year.
- There will be a charge for extra food items beyond the basic meal. Visitor meals will cost \$4.00.
- Due to tardiness, students may be assigned to Lunch Detention. A student may also be assigned a working lunch if they have not been completing classroom assignments.

## Food

Food will not be allowed in the classrooms without prior approval by administration.

## Cell Phones and Electronic Devices

Students may not use cell phones or any other electronic devices during school hours of 7:45am - 3:00pm.

**Students who bring cell phones or other unauthorized communication devices to school are required to store the device(s) in a Yondr pouch**, which will be provided by the school daily upon arrival. Students are responsible for returning Yondr pouches daily at dismissal. Electronic devices and phones may not be used during class time, in the restroom, hallways, lunchroom, athletic facility, outside the building, during fire drills and severe weather drills, or in assemblies in the auditorium. School administrators may make exceptions as to when and where these devices may be permissible.

- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school or school-related activities.
- If a student is using a phone/device during school hours, the phone will be taken up and the consequences will be enforced. If a parent or guardian is unavailable to come retrieve the device, the device will be held for 24 hours and returned to the student or parent at the end of the following school day. Further disciplinary action will be taken against students who violate this policy.
- Students using cell phones/electronic devices to take pictures of other students without their consent or with the intent to publish will be subject to disciplinary action. **Under no circumstances should photographs be made in areas where any should have a right to complete privacy (bathrooms, locker rooms, etc....)**

### Violation of Electronic Device Policy Consequences

**2.06 UNAUTHORIZED COMMUNICATION DEVICES** This category includes the use or possession of any electronic communication device that is a violation of local board policy or legislation. Use of wireless communication devices such as cellular telephones, iPads, iPhones, EBooks, air pods, smart watches, or other electronic communication devices are prohibited during school hours or while being transported on a school bus without specific authorization by school officials. Such devices are subject to confiscation and search in accordance with applicable law and board policy 6.15 Searches. A student who uses a communication device in a manner that constitutes a Class III offense will be disciplined accordingly. Cellular

telephones should be OFF and placed in the student's Yondr Pouchlocker upon arriving at school (see individual school policy).

**Yondr Pouch- All students will place phone in their Yondr Pouch while going through Open Gate**

*Violation of the rules regarding cell phone possession will be considered a Class II infraction, and the parent will be required to pick up the phone/device. The consequences for unauthorized communicative devices are as follows:*

- 1st Offense - Automatic 5 Days PASS
- 2nd Offense - Automatic 5 Days OSS & 5 Days PASS
- 3rd Offense - CLASS 3.23 Referral

## **Cheating**

Students who are found guilty of cheating (receiving, providing, talking, aiding in any form, and/or not following the teacher's specific instructions) will receive a grade of zero (0) on that particular assignment, test or exam. The student will be given an opportunity to make up this grade during a working lunch or after-school detention. Additional disciplinary action may also be taken to discourage future academic dishonesty.

## **Dress Code**

*The goal of the school is to secure an education. Any dress that distracts from the educational process or may pose a danger to students will not be permitted.* The policy of the Sheffield Board of Education, as well as the faculty and staff, is that good grooming and personal appearance are essential elements in preparing students for college and/or the workforce. We want Sheffield students to value a professional appearance, which helps create a competitive edge for employment or any capacity where an interview or screening may take place. Apparel, jewelry, make-up, or any mannerism related to style which is determined by the principal or his/her designee to be disruptive to the educational process of the school or harmful to the physical, emotional, or psychological safety of any student shall be prohibited. Extreme dress or extreme personal appearance, which in any way disrupts a well-disciplined learning environment or any school activity, is prohibited. **Students are expected to be in the dress code and remain in dress code for the ENTIRE school day. Corrective measures for students who chose to violate the dress code:** • All offenders of the dress code will be subject to disciplinary action.

- Anyone in violation of the dress code will be required to change clothes before returning to class.
- If a change of clothes cannot be obtained, the student will be sent to PASS for the remainder of the day, or until a change of clothes can be obtained.
- A parent may come and check the student out, but the check-out will be subject to the rules and regulations regarding check-outs and absences.

Consequences for dress code violations will follow the SCS Code of Student Conduct repeated offenses would be considered defiance of the policy). ALL STUDENTS ARE EXPECTED TO ADHERE TO THE DRESS CODE. The administration reserves the right to address individual instances of inappropriate dress that are not covered by these guidelines. A record will be kept of students who violate the dress code and appropriate disciplinary action will be taken.

The entire SCS Dress Code can be found in the [SHS Code of Student Conduct](#). Some of the items addressed:

- Shorts, dresses, and skirts are to be hemmed and extend no higher than midthigh LENGTH (may be modified at each school)
- Pants and shorts with holes no larger than a credit card will be allowed, but the hole must not be above the mid-thigh. Any holes or sheer panels above the midthigh must be filled in underneath. o Undergarments must not be visible o “Sagging” will not be tolerated. o Sweatpants without any writing on the seat of the pants are allowed.
- Revealing tops exposing cleavage or torso are not permitted. Muscle shirts, tank tops, midriff/crop tops, halter tops, spaghetti straps, or other sleeveless tops or dresses are not allowed if the material of the top strap is not wider than the LENGTH credit card. Mesh, sheer, see-through, off the shoulder and low cut tops are not allowed. Any garments that expose undergarments or shirts not in dress code are not to be worn.
- Clothing paraphernalia (including drawings), and/ or devices which are judged to be related to or associated with gang affiliation; gang activity; Satanism; death; the occult; rebel flags; the use of drugs, tobacco, or alcohol; sexually obscene activity; and/or any other inappropriate writing or graphic(s) design shall be considered disruptive to the educational process and are therefore prohibited.
- Shoes or sandals must be worn at all times. Shower shoes, house shoes, and water shoes may not be worn.
- Hats, caps, bandannas, sunglasses, gloves, doo-rags, hoodies or any other head coverings are not to be worn in any school building.
- Chains and/or clothing with sharp objects, pins or spikes are not allowed.
- Piercings must not distract nor cause safety issues.
- Dyed hair will be permitted only if it does not disrupt the learning environment.
- Blankets or snuggies will not be allowed inside the school building or classrooms.
- All dress code rules apply to all field trips and school-sponsored events.
- Students will not be allowed to wear pajamas, including pajama bottoms or sleep pants.
- The final decision on dress code will be determined by the building administrators.
- Pajamas are not allowed except on “Pajama Spirit Days”
  - All dress code rules apply to all field trips and school-sponsored events. Athletic uniforms vary and may not meet all requirements in this dress code. The administration and coaches agree that the uniforms meet AHSAA guidelines and are allowed. Students who participate in school extracurricular activities, and sports, or represent Sheffield High School in the community will conform to the specific

standards set by the administration, coaches, and sponsors for participation.

- Any absence of a student checking out to change clothes will be coded unexcused.

## **Fighting**

Fighting is the act of physically assaulting or attempting to do bodily harm to any person on school property or going to and from school including any activity under school sponsorship. The act of inciting a disturbance or conflict is also viewed as fighting.

- If a student throws a punch, the student will be viewed as a willing participant in a fight, regardless of who started it. Penalties for fighting are assigned by the principal or his/her designee.
- Consequences for fighting in school are outlined in the SCS Code of Student Conduct. • Fighting will not be tolerated. Any student observed encouraging or recording a fight with no intent on stopping the fight will be viewed as a part of the disturbance and will also face disciplinary action.

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## **Prohibited Items**

Unauthorized possession, transfer, use, or sale of drugs (narcotics, controlled substances, prescribed or over-the-counter), drug paraphernalia, intoxicating beverages, etc., on school grounds, in school buildings, at school-sponsored activities, or on field trips is prohibited. This includes all synthetic drugs and electronic cigarettes/cigars (vapor devices).

- All forms of tobacco, lighters, matches, e-cigarettes, or vaping on school grounds, in school buildings, or at school activities or field trips are prohibited.
- For the safety of all at SHS, students that are reported as possibly being under the influence of any illegal substance will be screened by the school administration, school SRO, and school nurse. Students may be requested to take a drug test or alcohol test.
- Violators are subject to suspension, expulsion, and the appropriate legal action.

## **OPEN GATE/Searches and Seizures**

All Students will go through the Open Gate system when arriving on Campus. School officials retain the authority to reasonably conduct a search and seizure of a student's property (i.e., lockers, purses, book bags, clothing, or other belongings) to protect the health, safety, and welfare of all students. The school administration may without prior notice inspect a vehicle that a student brings on school property and at other locations where school-related activities are being conducted.

## **SEXUAL HARASSMENT POLICY (Title IX)**

The Board strictly prohibits unlawful sex discrimination in all of its programs, offices, departments, and facilities. Sexual harassment (including sexual assault), as defined by law, is a form of unlawful discrimination and will not be tolerated by employees, students, or other persons associated with the Board. Sexual harassment that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences, up to and including termination (for employees), and according to the Code of Student Conduct (for students), as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action. Reporting – Any student

who believes that he or she has been or is being subjected to any form of sexual harassment or has knowledge of sexual harassment involving other students should promptly report the matter to a teacher, counselor, assistant principal, principal, or other school officials, who, in turn, should promptly apprise the Superintendent or the Compliance Officer of the reported incident. (Definitions, detailed procedures, and information regarding Title IX are in the [The SCS Code of Student Conduct](#)).

Formal Complaint Procedure - Persons Responsible for Receiving and Investigating Formal Complaints – The Superintendent is responsible for receiving and investigating formal complaints regarding sexual harassment. The Compliance Officer is an additional official to which formal complaints can be reported. If the Superintendent is unavailable or is the subject of the complaint, the alternate should be contacted regarding the formal complaint. The Superintendent may be reached at the following address: SHEFFIELD CITY Board of Education

300 West Sixth Street  
Sheffield, AL 35660  
256-383-0400

## **Consequences for Inappropriate Behavior**

When students do not meet the expectations provided in the SHS Handbook and/or the SCS Code of Student Conduct, consequences may be assigned. Teachers will utilize a variety of strategies within the classroom for Class I offenses (refer to the Code of Conduct). These will range from change of seating, private conversations, phone calls to parents, and/or detention.

If a student is referred to an administrator by a teacher for discipline, progressive discipline will be used and may include: detention, PASS (Positive Alternative to School Suspension), OSS (Out of School Suspension), and Referral to Student Services. [The SCS Code of Student Conduct](#) explains all disciplinary consequences in detail.

If a single act committed by a student is severe enough, one or more steps of this progression may be skipped, at the discretion of an administrator.

## **Detention**

Students may be assigned detention for disciplinary purposes at the discretion of the school principal or faculty members. If a student is to be detained after school hours, the student will be given notice of assigned detention a minimum of one day before the assigned detention date. Time and location will be provided in the notice. Detention will not exceed one hour per session.

- For after-school detention, students who participate in extracurricular activities after school must attend detention before joining practice or a game.
- Any student who fails to attend assigned detention will be assigned additional consequences by the principal or assistant principal.
- Any student reporting late to school detention will be counted as not present and not allowed to attend.
- No Chromebooks, cell phones, earbuds, or headphones will be allowed in school detention.
- If a student is assigned teacher detention and school detention on the same day, the school detention will be served first. The teacher's detention will be served at the discretion of the teacher.
- Students will be required to complete a writing assignment, to have school-related materials or assignments to

complete while in detention hall, and/or to complete community service (assignments will be determined by the teacher).

- Students will not be allowed to sleep, eat any food, or drink any beverages while in detention (except for lunch or breakfast detention).

## **In-School Suspension**

Students may be assigned to PASS for repeated Class I offenses or Class II offenses. A full list of infractions and disciplinary actions can be found in the Sheffield City Schools Student Code of Conduct.

The PASS supervisor will post and review the rules and procedures for PASS with each student assigned to PASS. Students will acknowledge their understanding of these rules and will follow them while in PASS. Students are required to do the work assigned and make positive progress in their classes. It should be clear to any student who is assigned to PASS, due to choices in behavior certain privileges will be revoked during the duration of the PASS assignment. Additional days may be added to the original placement if the student's attendance and/or behavior are unacceptable or assignments are not completed satisfactorily. Continued misconduct during PASS will result in additional days added to the original placement, out-of-school suspension, or extended placement in the alternative school.

## **Out-of-School Suspensions**

Students suspended out of school for any reason will be required to have a parent conference before being allowed to return to their regular classes. Students suspended from school may not participate in any extracurricular activities during their suspension. Any student suspended out of school may not be on any Sheffield City School campus or attend any school-sanctioned event involving SHS during the duration of their suspension term. Violation of this policy will be considered trespassing and will result in further disciplinary action.

**Students serving in-school or out-of-school suspensions will not be allowed to attend any school-related events nor participate in extracurricular activities (including practice) on or off school property until successfully completing the PASS assignment. All Sheffield City School campuses are off-limits while a student is assigned to PASS.**

## **Alternative School**

Sheffield High School houses the SCS Alternative School for students in grades 7 - 12. Students are assigned to Alternative school typically for Class III violations. A full list of infractions and disciplinary actions and procedures can be found in the Sheffield City Schools Student Code of Conduct.

Once a student has been assigned to alternative school, an intake meeting will be scheduled between the alternative school teacher, school administrator, the parent, and the student to review the procedures and policies related to alternative school. Students in alternative school will have limited contact with the regular school population. Students will have a strict schedule and will be expected to follow the rules and regulations provided. Students who fail to follow the rules and regulations may be subject to additional disciplinary actions as outlined in the SCS Code of Conduct.

**Students enrolled in alternative school will not be allowed to attend any school-related events nor participate in extracurricular activities (including practice) on or off school property. All Sheffield City School campuses are off-limits while a student is assigned to alternative school.**

**\*The Sheffield High School Handbook is a supplement to the Sheffield City Schools Code of Conduct. The Code of Conduct can be found [Here](http://www.scs.k12.al.us) (www.scs.k12.al.us).**



