SPANISH FORT HIGH SCHOOL

STUDENT HANDBOOK

2026-2027

1 Plaza de Toros
Spanish Fort, AL 36527
(251) 625-3259

OFFICE DIRECTORY

Administration

Dr. Shannon Smith	Principal
Dr. Justin McNellage	Assistant Principal: 9th & 12th, J-Z
Dr. Zachary Wenzel	Assistant Principal: 11th & 12th, A-I
TBD	Assistant Principal: 10th

Counselors

9th & 10th Grade	11th & 12th Grade
Dr. Sharon Lawless: A-I	Jena Lindsey: A-I
Briant Brown: J-Z	James Rhea: J-Z

Office Staff

Sara Fuller	Executive Secretary
Katie Pollock	Bookkeeper
Jennifer Ross	Registrar
Tisa Hadley	Receptionist
Suzanne Jarrell	Attendance Clerk

Athletics

Kyle Harper	Athletic Director
Guy Howard	Athletic Eligibility

Support Staff

Tijuana Williams	School Nurse
Derrell Hadley	B&G Manager
Lisa Cox	CNP Manager
Lilly Casolaro	Social Worker
Monica Shaner	Curriculum Leader
Jenna Griggers	Media Specialist

Bell Schedule

Regular Day

7:50-8:42	1st Period (52 mins)
8:47-9:36	2nd Period (49 mins)
9:41-10:30	3rd Period (49 mins)
10:35-11:24	4th Period (49 mins)
11:29-11:56	**LUNCH A/Class A (27 mins**)
12:01-12:28	**LUNCH B/Class B (27 mins**)
12:33-1:22	5th Period (49 mins)
1:27-2:16	6th Period (49 mins)
2:21-3:12	7th Period (51 mins)

Morning Event and Pep Rally Schedule

7:50-8:34	1st Period (44 mins)
8:39-9:22	2nd Period (43 mins)
9:27-10:07	**EVENT PERIOD** (40 mins)
10:12-10:55	3rd Period (43 mins)
11:00-11:43	4th Period (43 mins)
11:48-12:15	**LUNCH A/Class A (27 mins**)
12:19-12:46	**LUNCH B/Class B (27 mins**)
12:51-1:34	5th Period (43 mins)
1:39-2:22	6th Period (43 mins)
2:27-3:12	7th Period (45 mins)

Afternoon Event Schedule

7:50-8:34	1st Period (44 mins)
8:39-9:22	2nd Period (43 mins)
9:27-10:10	3rd Period (43 mins)
10:15-10:58	4th Period (43 mins)
11:03-11:30	**LUNCH A/Class A (27 mins**)
11:34-12:01	**LUNCH B/Class B (27 mins**)
12:06-12:49	5th Period (43 mins)
12:54-1:37	6th Period (43 mins)
1:42-2:25	7th period (43 mins)
2:30-3:12	**EVENT PERIOD** (42 mins)

Are YOU College & Career Ready?

This is a graduation requirement!

~CCR~

In order to be considered College & Career Ready, you must meet <u>at least one</u> of the seven CCR Indicators below.

_____ 1. Earn a silver or gold level on all portions of the WorkKeys test

_____ 2. Earn a qualifying score of a 3 or higher on any Advanced Placement (AP) Exam

_____ 3. Earn college credit (Dual Enrollment) while enrolled in High School

_____ 4. Be accepted into any branch of the United States Military

_____ 5. Earn a Career Readiness Indicator (CRI) credential through one of your CTE classes

_____ 6. Earn a benchmark score in any <u>ONE</u> subject area on the ACT

_____ English – 18

_____ Reading – 22

_____ Math – 22

_____ Science - 23

_____ 7. Be a Career Tech Completer (complete three CTE courses in the same pathway with a 70 or higher)

ATTENDANCE POLICY

Parents are required to explain all absences in writing **within 3 days of the student's absence**. An excused absence permits work to be made up and are as follows:

1. Student illness
2. Inclement weather (as announced by the Superintendent)
3. Legal quarantine
4. Death in the immediate family
5. Absence to observe traditional religious holidays, when verified by the student's religious leader or minister.

Students are allowed 9 parent notes per school year for sickness-all other absences will require a doctor's excuse. If a student misses more than half of the school day, a full absence will be accumulated. If you have any questions concerning attendance, please contact Suzanne Jarrell at 625-3259 or sjarrell@bcbe.org.

All doctor excuses must be submitted in writing by the student to Mrs. Jarrell. Emailed excuses will not be accepted.

Chronic Absenteeism

Chronic absenteeism is defined as a student having **18** or more total absences **(excused or unexcused)**. To be considered present for the school day, students can not check-in after 11:30 or check-out prior to 11:40.

Period Absences

After **six or more unexcused PERIOD absences** a student is at risk of losing academic credit for that class.

Attendance Privileges

HOMECOMING: Any student with three or more unexcused absences will not be allowed the privilege of purchasing a Homecoming Dance ticket or attend as someone's date.

PROM: Any student with six or more unexcused absences will not be allowed the privilege of purchasing a Prom ticket or attending as someone's date. Only hand-written notes will be accepted for early check-out on this day.

FINAL EXAM EXEMPTIONS: Students with no more than 4 absences in a course (and who also meet the additional criteria set forth by BCBE) may be exempt from final exams in particular courses. Absences for school-sponsored events and doctor excuses are not included in this total.

A SIGNIFICANT CHANGE TO OBTAINING A DRIVER'S PERMIT AND LICENSE IS NOW IN EFFECT

TAYLOR'S LAW

DISCIPLINARY POINT SYSTEM- AGE OF STUDENT ELIGIBILITY.

Disciplinary point system - Age of student eligibility. (a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:

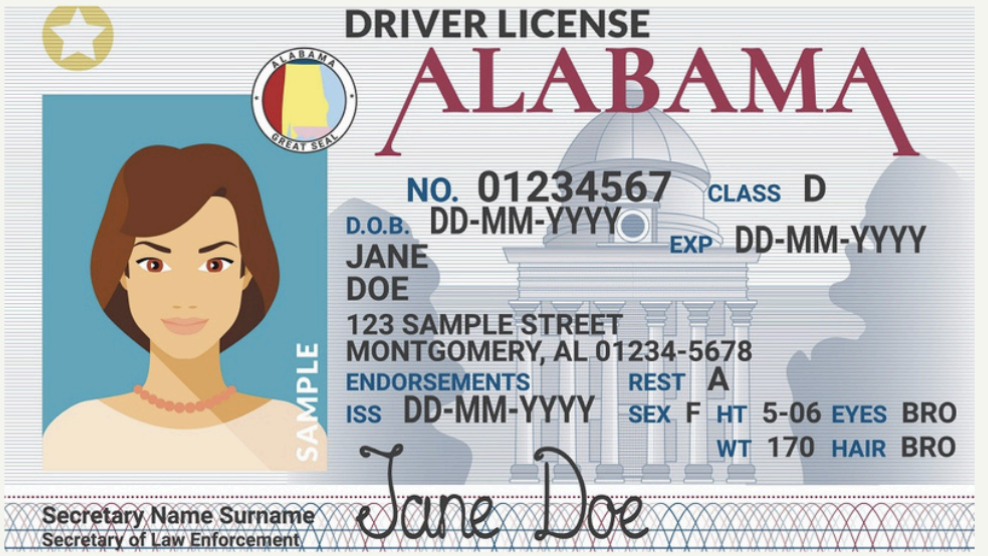
(1) One day in-school suspension - 1 point.
(2) One day out-of-school suspension - 2 points.
(3) Alternative school placement - 6 points.
(4) Expulsion - 20 points.



(b)(1) The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system.

(2) Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.

EACH ACCUMULATED POINT SHALL ADD ONE ADDITIONAL WEEK TO THE AGE AT WHICH THE STUDENT IS ELIGIBLE TO BE ISSUED A LEARNER'S PERMIT, MOTOR DRIVEN CYCLE OPERATOR'S LICENSE, OR DRIVER'S LICENSE.



(c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

(1) Points shall be accrued on a school-year basis.

(2) Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.

(3) Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.

(4) Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school. (Act 2009-713, p. 2095, §1.)

Students must get a proof-of-enrollment form from the front office prior to going to the DMV for a driver's permit.

Dates of Interest

2026-2027

First Day of School	August 12
Labor Day	September 7
Homecoming Dance	October 3
Fall Break	October 12-14
Veteran's Day	November 11
Thanksgiving Break	November 23-27
Mid-Term Exams:	Dec 16 - Even period classes Dec 17- Odd period classes Dec 18- Makeup Exams
Christmas/Holiday Break	Dec. 21 - Jan. 6
MLK Holiday	January 18
Mardi Gras	Feb. 8-12
E-Learning Day	March 26
Spring Break	April 12-16
Prom	April 23
Senior Final Exams:	May 5th - Odd period classes, May 6th - Even period classes, May 7th - Make-up Exams
Graduation	May 17
Final Exams (9th -11th grades): *****NO FINAL EXAMS ARE GIVEN EARLY*****	May 18 - 1st, 3rd, & 5th periods May 19 - 2nd, 4th, & 6th periods May 20 - 7th period May 21 - Makeup Exams
Last Day of School	May 27

AP Courses Offered and Exam Schedule



Exam Exemption Criteria

To be exempt from a final exam, a student must

- **have an A in the course.**
- **have no In-School suspensions or Out-of-School suspensions.**
- **have no more than 4 absences in the course** (Absences for school-sponsored events and doctor excuses should not be included in this total.)

Note:

- Midterm and Final Exams will count 10%.
- All students are expected to take their midterms, no exemptions.
- Any student enrolled in an AP course that takes an AP exam has the option of not taking the final exam.

School Fees

No fees shall be collected for courses required for graduation. Course fees are established in accordance with Baldwin County Public Schools Academic Guide.

Miscellaneous School Fees

Student Operational Fee	$45
Parking Permit	$40
Price decreases to $20 at the beginning of Quarter 4	
PE Locker	$5

Extracurricular Activities

AIR FORCE JROTC	Col. Lamont/Sgt. Terrance
Band/Color Guard	Daughenbaugh/Faust
Chess Club/Team	Griggers
Choir	Brown
Drama Club	Massey
FCA	Watkins/L. Thomas
FCCLA	Powell/Odom
French Club	Dismukes
Future Business Leaders of America	Overstreet
Interact Club	Egger
Key Club	Donovan
Media Production	Rasberry
Mu Alpha Theta	L. Thomas
National Art Honor Society	Jones
National French Honor Society	Dismukes
National Honor Society	Pitts
National Spanish Honor Society	Hudson
Peer Helpers	Moreno/Casolaro/Dismukes
Project Outreach	Coleman/Daniel
Scholar's Bowl	Bykowski/Jackson
SGA	Krystle Smith
Spanish Club	Hudson/Castro
Spanish Fort Student Library Club (SFSLC)	Griggers
Technology Student Association	Green
TOROBOTICS	Green
Turning Point USA	Hyde
Yearbook	Massey

Students who wish to propose a new club/organization must secure a sponsor and submit bylaws to the principal by 8/31 for consideration.

ATHLETICS

Our school belongs to the Alabama High School Athletic Association and complies with rules and guidelines of the association. Any questions concerning student eligibility should be referred to the AHSAA website www.ahsaa.com.

MALES	***FEMALES***
Football	Volleyball
Wrestling	Wrestling
Cross Country	Cross Country
Swimming	Swimming
Basketball	Basketball
Indoor Track & Field	Indoor Track & Field
Track & Field	Track & Field
Tennis	Tennis
Baseball	Softball
Soccer	Soccer
Bowling	Bowling
Cheerleading	Cheerleading
	Flag Football

General School Rules

1. No student should leave class without obtaining a Securely pass from his or her teacher.

2. Any student who deliberately disobeys a legitimate request given by a school official is subject to suspension or expulsion.

3. Hats (or any other headwear) may not be worn in the building. Hats will be taken and the appropriate discipline issued to students who fail to follow this rule.

4. Students may not be in the parking areas at any time during the school day without a pass from an administrator.

5. Students are not allowed to bring fast-food items when checking into school nor are parents/friends allowed to bring fast-food items to students during the day.

6. Students must stay away from rooms with classes in progress during lunch.

7. Students will be required to place their wireless devices in a Yondr pouch upon entry to the school building. This includes, but is not limited to cell phones, smart watches, and ear buds. Students who drive to school are encouraged to leave their devices in their vehicle. SFSH will follow the BCBE policy and Alabama state law regarding wireless devices.

   The Baldwin County Board of Education assumes no responsibility for lost, damaged or stolen electronic devices brought to school by students. Refusal to turn over an electronic device to an administrator or teacher will result in immediate suspension, pending further potential discipline, and a parent conference. Electronic devices shall be subject to search in accordance with applicable state and federal law.

8. Students may not go in the gym area or dressing rooms at any time except the period in which they have physical education.

9. JROTC students who miss the bus must report to the office for attendance purposes and then will remain in OCS during the class periods they are missing off campus. Students will be marked unexcused unless transported by a parent/guardian.

10. Students must check in through the office when arriving late to school.

11. Students may not leave campus for any reason without proper checkout through the office. When checking out, all check-outs are coded as "Unexcused" until an excuse is submitted the following day. Students may not check out with other students.

12. Hair color, make-up, dress, etc., that interferes with the educational process will not be permitted.

13. Students may not receive deliveries of flowers, balloons, or forgotten items, etc. during school hours.

14. Only emergency messages are taken from parents. Emergency situations will be handled at the discretion of the administration.

15. Running and yelling are not permitted in the halls.

16. Handholding, kissing, or any other displays of affection are not allowed.

17. Cheating/plagiarism is not tolerated. Students will receive a grade of "0" if they are found to have either cheated on or plagiarized an assignment, and a parent will be notified. For the second and subsequent cheating/plagiarizing offenses, students will receive a grade of "0", parents will be notified, and further disciplinary action will be given.

18. Students will not be allowed to utilize artificial intelligence tools, supports, apps, websites, etc., unless otherwise indicated by the teacher. The use of AI without permission will result in a grade of "0" on the assignment.

19. Checkouts will not be allowed during lunch without a parent present.

**Most students never have any problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to the discretion of school officials. Repeated offenses may result in additional corrective actions.

SPANISH FORT HIGH SCHOOL
POLICIES AND PROCEDURES

BUS CONDUCT

While the Board offers, as needed, a system of student transportation, it also requires parents of students to accept responsibility for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Students must obey all instructions given by the driver and all school and Board policies while riding the bus. Only at the time that a child boards the bus does he/she become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the end of the school day. When a child does not conduct himself properly on a bus, the bus driver will write a referral or bring him/her to the building principal, who may inform the parents of the misconduct and behavior. The principal or his designee will also discipline students as deemed appropriate. **A student who becomes a serious disciplinary problem on the school bus may have his transportation privileges suspended or terminated.** In such cases, the parents of the child involved will become responsible for transporting their child to and from school.

CAFETERIA

No one is allowed in the cafeteria that does not have business there. Good manners and cleanliness are required of all. Running to get in the lunch line is not appropriate; students must wait their turn without pushing, breaking line, or passing others. *After eating, students must pick up plates and other trash and return them to the designated trash containers.*

CAFETERIA VENDING MACHINE

Students are responsible for their lunch code. Lunch codes should be treated as cash. Students found to be using another student's lunch code without their permission will be disciplined for theft.

CHECK-IN AND OUT PROCEDURE

Excessive absences from school and/or classes have a direct negative impact on the academic success of our students. In a continued effort to minimize the number of absences students accumulate, late arrivals and early dismissals are strongly discouraged. Every effort should be exercised to keep the student in school for the entire day. Excessive check-ins or outs may result in additional measures being taken.

All check-ins and check-outs will be done through the attendance clerk. Students will not be admitted to class without an admission slip. Check-ins and early dismissals must be approved by office personnel and will be coded as excused or unexcused. If a check out is necessary, these procedures will be followed:

- A note signed by the parent must be presented and the parent/guardian may be called by office personnel to inform them of the early dismissal.

OR

- The parent/guardian should come to the office and check out the student personally.

Students are not allowed to check out and leave with another student who is driving an automobile. Students checking out and leaving with another student's parent or guardian must have prior written permission from his/her own parent/guardian and approval by an administrator.

Seniors will not be allowed to check-out via email preceding lunch, or during lunch. A parent will have to be physically present to check them out. This ensures Seniors are not checking out if they do not have off-campus lunch privileges. This will also apply to Juniors in the spring when/if they qualify for off-campus lunch privileges.

Check outs immediately before a holiday or major school event such as homecoming or prom will be coded as unexcused unless the student has prior approval from the principal or has a note from the doctor.

Only an excused check-in or check-out slip will permit classwork to be made up. Students will not be penalized for missing class while on a school-sponsored activity and will be allowed to make up work missed and will be counted present in class. Should a student become ill at school, every effort will be made to contact the parent/guardian. A student who becomes ill at school must report to the nurse's office. No checkouts during lunch.

COMPUTER/INTERNET USE

Please see BCBE Student Handbook regarding policies and procedures for use of student computers and internet. These guidelines can be found at www.bcbe.org.

COURSE CHANGE PROCEDURE

Due to the complexity of the master schedule and our ongoing efforts to accommodate the best possible educational environment, schedule changes will not be permitted after the start of a new term except under the following circumstances:

- Academic misplacement
- Scheduling mistake on the part of the school

ACCESS COURSE REQUIREMENTS

Students taking ACCESS courses are required to take all tests and quizzes during their scheduled class time. It is required that students test under the supervision of a teacher. Please see the discipline section for those specifics.

FEES AND CHECKS

All fees should be paid within the two weeks of receiving a fee statement or by the end of the current school term. Seniors must clear all outstanding financial obligations prior to being issued a cap and gown for graduation.

All worthless checks returned to our account are processed by Envision Payment Solutions, and must be cleared with their office. The SFHS office is unable to accept payment for any NSF check. If your check is returned, it may be represented electronically. Service charges and processing fees of $30.00, as permitted by state law, will be debited from the same checking account by paper draft or electronically, at the option of Envision Payment Solutions. Checks will not be cashed in the school office.

HEALTH ASSESSMENT RECORD

At the beginning of each school year, each student with a Health Care Plan must have a new health assessment completed and returned to the school nurse. Please complete front, back, and sign with the date.

ON-CAMPUS SUSPENSION PROGRAM

The Baldwin County Board of Education shall maintain an on-campus suspension program as necessary to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

OCS PROCEDURES:

1. The student will be given class-related assignments by regular classroom teachers and expected to complete the assignments.
2. An assigned period of days will be given to the student. The student will not be counted absent from class while in OCS. The student will be able to make up any work missed in his regular classes.
3. OCS can be extended if assignments are not completed. Makeup work missed during the extension of OCS is not allowed.
4. Lunch will be scheduled at times when OCS students will be unable to associate with other students. Students will not be allowed to attend any breaks given on the school campus.
5. While in OCS, a student will be allowed to participate in any extracurricular activities after school dismisses. Students will not be released to attend Varsity Athletics.
6. Students assigned to OCS will not be allowed to attend any assemblies, pep rallies, or other special programs that are held on the school campus during the school day.
7. Teachers may send tests for the student to take during OCS or allow the student to make up tests upon return to class at the end of OCS.

OCS RULES

- The student must report to OCS with all materials.
- If a student is absent, sick, or checks out, OCS time will be made up.
- OCS students may not talk, must stay in their seats, and be occupied at all times. If a student finishes all assignments, the OCS instructor has permission to assign additional work.
- Students will not be allowed to leave the room to attend class or for any other reason unless authorized by the OCS instructor or an administrator.
- Any student written up by the OCS instructor for being disruptive or displaying inappropriate behavior may be suspended by administration.

LIBRARY

The library is available for students from 7:30 – 3:30 every day. Students are encouraged to visit the library, but are expected to maintain high standards of conduct that result in an atmosphere conducive to study. The library is an attractive area that has been provided for your work and pleasure. Please help maintain the library by keeping your area clean. Food and drinks are not permitted in the library. Place all discarded materials in the trash cans and return any books, magazines, and newspapers to their proper place.

Students may check out three books at a time. Books are checked out for a two-week time period and overdue fines are accrued at a rate of 10¢ per day (not to exceed $5.00 per item). A replacement cost is charged for lost or damaged materials. Black and white copies may be purchased in the library for 10¢ per page and color copies are $1.00 per page; however, copyright laws should be strictly adhered to. Copyright rules are posted in the copy machine area.

MAKEUP WORK/TESTS

Makeup work/tests will be administered to students whose absences were due to reasons coded as "excused" according to policy. Students will have a maximum 3 days upon return to school to complete makeup work. It is the student's responsibility to see the teacher to discuss arrangements for makeup tests. If a student has an excused absence prior to a test, the student should be given time to get materials missed before taking the test.

PARENT – TEACHER CONFERENCES

Parents are invited and encouraged to visit the school; however, visits during the school day should be cleared through the office. Parent–teacher conferences are most important in improving the learning atmosphere. Conferences with teachers must be scheduled before or after school or during the teacher's planning period. Parents are reminded that teachers cannot be called from class on the spur of the moment to discuss a student's status. Conferences are to be scheduled with the individual teacher via note, e-mail, or phone call.

POLICY TO RECLAIM HIGH SCHOOL CREDIT

Students who fail a course are strongly encouraged to make-up the course in summer school or to consult with the counselor to discuss their options.

PROM

The Junior-Senior Prom will be held at the Daphne Civic Center on Friday, April 23, 2027. Tickets will be sold for 4 weeks leading up to prom at varying rates. No tickets will be sold at the door. Outside date applications will be available in the front office and on the school website a few weeks before prom. You must turn in a copy of your outside date's driver's license or other official photo ID (with birth date) along with the signature of your date. Spanish Fort High School students, as well as all Outside Dates, must present their official photo ID to be allowed entrance into the Prom. Parents are welcome for the call outs and are expected to exit after the crowning of the Prom King and Queen. Crowning of the Prom King and Queen will occur immediately after call outs. The students selected for the court must be present to receive the honor. If the winner is not present, then the person with the next highest number of votes will receive the honor.

Any student with six or more total unexcused absences will not be allowed the privilege of purchasing a Prom ticket or attending as someone's date.

****ALL Spanish Fort High School sponsored dances will adhere to the outside date procedure.**

REPORT CARDS

We encourage students and parents to monitor grades through PowerSchool. Report cards are given out during Advisory to students after Quarters 1, 2, & 3. Final Report cards are mailed home after the conclusion of the school year.

SCHOOL VISITORS

Visitors must obtain permission from an administrator to be in the building or on school property and should follow these procedures:

1. Sign in the "Visitor's Log" in the main office giving name, time, and destination.
2. Wear a visitor's badge at all times on the campus.
3. Upon completion of the visit, return the badge to the office and sign out.
   - **STUDENT VISITORS.** Students from other schools will not be permitted to visit. Spanish Fort High School students may not visit other schools during school hours except for school-sponsored events. Pupils who are in violation of this are subject to disciplinary action and may be considered trespassing.
   - **UNAUTHORIZED VISITORS.** Unauthorized persons on school property are trespassers and shall be subject to legal prosecution. This includes students who are on suspensions or have been expelled.

SENIOR AND JUNIOR COLLEGE DAYS

Seniors & Juniors will be allowed two (2) days total during the school year for the purpose of visiting colleges. To be excused, prior approval is needed from the principal at least two (2) weeks in advance. Students must complete a college visit request form and submit the form to the office. After the college visit, the form must be re-submitted to the office as verification of the college visit. **No college days will be approved on school-wide exam days. This includes standardized test dates.** If you have any questions concerning attendance, please contact Ms. Jarrell at 251-625-3259 or sjarrell@bcbe.org.

TEXTBOOKS

- The parent/guardian or other persons having custody of a student to whom textbooks are issued shall be liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks.
- Textbooks will not be issued to students with outstanding financial obligations.
- Any textbooks or library books found on campus will be turned in to the office. It is the student's responsibility to return all textbooks to the office when the course is completed.

TRANSCRIPTS

Baldwin County Public Schools has partnered with Parchment, a leader in eTranscript exchange, to send high school transcripts electronically, securely and confidentially, to colleges and universities of your choice. The service is available online, 24 hours a day and seven days a week.
www.parchment.com

Baldwin County Public Schools

Discipline Matrix for Middle and High School Students

2026-2027

ISS=In School Suspension OSS=Out of School Suspension

Code of Conduct- Student Offenses	1st Referral	2nd Referral	3rd Referral	4th Referral
A. Alcohol-Contact Public Safety				
1. Possess/ Consume/ Transmit/ Store/ Under the influence	5-9 OSS refer to CAPP	Expulsion		
2. Buying/ Distributing/ Selling	Expulsion			
B. Attendance Violations				
1. Tardy to school / class	**after 5-** 1 ISS	**after 10-** 2 ISS	**after 15-** Sat School or 1 OSS	**after 20-** admin discretion
2. Skipping school (leaving campus)	1-3 OSS	3-5 OSS	3-5 OSS	admin discretion
3. Skipping class (on campus)	Warning-3 ISS	1-3 OSS	3-5 OSS	admin discretion
4. Failure to sign-in/out properly	Warning	1-3 ISS	3-5 ISS	1-3 OSS
5. Present in an unauthorized area	Warning-3 ISS	3-5 ISS	3 OSS	5 OSS
6. Trespassing on another campus	3-5 OSS	5-10 OSS	Expulsion	
7. Present on any campus while on suspension or expulsion	5 OSS & Refer to SRO	Expulsion		
C. Bus or Bus Stop Behaviors				
1. Bus, or Bus Stop misconduct will include appropriate consequences for violating school rules plus suspension from the bus.	Warning- up to 10 days removed from bus	Bus Suspension up to 20 Days	Bus Suspension up to 40 Days	Bus Suspension up to 1 Semester

2. Disruption on a school bus (Law enforcement has been called and/or transportation staff have been called to assist and bus has made an emergency stop)	3-5 OSS loss of Bus privileges 20 days	5-10 OSS loss of Bus privileges 40 days	Expulsion	
D. Drugs, Illegal, Synthetic, Inhalant, Prescription, Over-the-Counter, Drug				
1. Possession/ Consumption/ Transmitting/ Storing / Under the influence /other substances	5-9 OSS refer to CAPP	Expulsion		
2. Buying/ Distributing/ Selling	Expulsion			
3. Possession of Over-the-Counter medication violation of medication policy	Warning, admin discretion	2 ISS	3 ISS	5 ISS
4. Distribution of Over-the-Counter medication	3-5 OSS	Expulsion		
5. Possession/ Consumption/ Distribution of Caffeine pouches	1 OSS	2 OSS	3 OSS	5 OSS
6. Students should not be in Possession/ Consumption/ Distribution of enregy drinks high in caffeine (+100mg of Caffeine)	Local School Discretion			
7. Possession/ Use/ Under the Influence of prescription medication violation of medication policy	5-9 OSS refer to CAPP	Expulsion		
8. Distribution of prescription medication	Expulsion			

E. Bullets/BB's/Paint Ball Pellets/etc.				
1. Possession of any unauthorized Item (Does not include Fireworks/ Matches/ Toy Weapons/ Other Dangerous Items)	Warning, Admin discretion	ISS	OSS	OSS
F. Bomb Threats-Contact Public Safety				
1. Bomb threats / Threat made against school	5 OSS-pending Expulsion following a **Threat Assessment,** contact SRO & Assistant Superintendent			
2. Threat made against student(s), adults	5 OSS-pending-Expulsion, following a **Threat Assessment,** contact SRO & Assistant Superintendent			
G. Gang Related Activity				
1. No student shall display identified gang tattoos or symbols	Warning	3-5 OSS	Expulsion	
2. No student shall hold themselves out as a member of a gang.	1-3 OSS	3-5 OSS	Expulsion	
3. No student shall recruit or solicit membership into any gang or related organization.	3-5 OSS	3-5 OSS	Expulsion	
4. No student shall engage in any gang related activity that is subversive to good order and discipline in the schools.	3-5 OSS	3-5 OSS	Expulsion	
H. Harassment-Verbal/ Written Threats and Bullying Behavior				
1. Harassment/ Intimidation/ toward another student (minor Incident)	Warning- 3 ISS	3-5 OSS	5+ OSS	Expulsion
2. Harassment/ Intimidation/ Threat of or toward another student (major incident)	3-5 OSS	5+ OSS	Expulsion	

3. Harassment/ Abuse/ Threat of or toward district employees or other adults	5 OSS- **Threat Assessment** - Expulsion			
4. Social Media threats	Institute avoidance agreement, up to 3 OSS	3-5 OSS	Expulsion	
I. Dress Code				
1. Dress Code violation	Warning - 1 ISS	1-3 ISS	3 ISS up to 1 OSS	up to 3 OSS
J. Disorderly Conduct				
1. Indirect profane/ vulgar/ obscene/ disrespectful/ ethnically offensive language that is gestured/ written/ electronic/ oral	Warning - 3 ISS	3-5 ISS	3 OSS	5 OSS
2. Direct use profane/ abusive language towards school personnel/ adults that is gestured/ written/ electronic/ oral	3-5 OSS, Contact Assistant Superintendent	5-10 OSS, Contact Assistant Superintendent	Expulsion	
3. Problematic language to include ethnically/ racial/ gender/ sexual/ religious offensive language	3-5 OSS	5+ OSS	Expulsion	
4. Verbal altercation	1-3 OSS	3-5 OSS	5+ OSS	Expulsion
5. Insubordination / Defiance: Disregard of directions of adult personnel	1-3 OSS	3-5 OSS	5 OSS	Expulsion
6. Failure to attend/ complete ISS	# of days remaining in ISS + 1= # of OSS Days	# of days remaining in ISS + 2= # of OSS Days	# of days remaining in ISS + 3= # of OSS Days	

7. School Disruption (Occurs in the cafeteria, bus port, gym, or during an assembly/ pep rally, before or after school, in the parking lot, etc.)	5 OSS- Expulsion Contact Assistant Superintendent	Expulsion		
8. Classroom disruption/ Interference with teaching and learning	Warning - 3 ISS	3-5 OSS	5 OSS- Expulsion	
K. False Reports				
1. False reports or statements / Falsifying or forging Dr's excuses	3-5 OSS	5+ OSS	Expulsion	
2. Pulls fire alarm	3-5 OSS - Expulsion	Expulsion		
3. False calls to emergency services	5 OSS	Expulsion		
4. Failure to identify one's self or giving false name	1-3 OSS	3-5 OSS	Expulsion	
L. Gambling				
1. Gambling	3-5 OSS	5+ OSS	Expulsion	
M. Communications				
1. Possession of a cell phone, ear buds, smart watch, AI- glasses, etc. during the instructional day in violation of the "FOCUS Act" State law	1 OSS	3 OSS	3- 5 OSS	
2. Removing a phone from the phone container without authority	1 OSS	3 OSS	3-5 OSS	
3. No student will display any electronic monitoring device (ankle monitor etc.)	Warning	3-5 OSS contact SRO & JPO	5 OSS contact SRO & JPO	

N. Parties to the Offense				
1. Urge/ Encourage/ Counsel/ Assist in violations of the code of conduct	Admin. Discretion, seek guidance from Assistant Superintendent			
O. Incendiary Device				
1. Possess Smoke/ Stink Bomb/ Fireworks/ Lighter/ Matches	1-3 OSS	3-5 OSS	5+ OSS	Expulsion
2. Discharge Smoke/ Stink Bomb/ Fireworks/ Lighter/ Matches	3 OSS	5 OSS	Expulsion	
P. Physical Offenses-Contact Law Enforcement				
1. Rough/ Boisterous Activity/ Inappropriate Horseplay	Warning - 3 ISS	3-5 ISS	3-5 OSS	5+ OSS
2. Assault/ Battery/ Spitting/ Electrical shock/ Pantsing/ Hazing	3-5 OSS, Refer to SRO	Expulsion		
3. Fighting (**cumulative grades 7-8, 9-12**)	3-5 OSS, Refer to SRO	Expulsion		
4. Ganging up and physically attacking another student	5 OSS- Expulsion, Refer to SRO	Expulsion		
5. Inciting others to fight/ cause a disturbance	5 OSS, Refer to SRO	Expulsion		
6. Physical offenses on school employees	Expulsion, Contact Assistant Superintendent, Contact SRO			
Q. Other Behaviors				
1. Cheating	Grade of zero, Parent Notified by Teacher	Grade of zero, 1-3 ISS, Parent Notified by Teacher	Grade of zero, 1-3 OSS Parent Notified by Teacher	
2. Multiple people in bathroom stall	Admin Discretion up to 3 OSS	3-5 OSS	5 OSS	
3. Attempting to or assisting others in bypassing the metal detector.	5 OSS	5 OSS- Expulsion		

R. Off-Campus Offenses				
1. Other incidents	Admin. Discretion, seek guidance from Assistant Superintendent			
S. Sexual Offenses				
1. Amorous kissing/ inappropriate displays of affection	Warning- 3 ISS, contact parent	3-5 OSS	5-10 OSS	
2. Consent to participate in sexual activity	5 OSS- Pending Expulsion, Contact SRO, Assistant Superintendent, & Title IX Coordinator			
3. Sexual Harassment verbal/ visual/ physical				
4. Sexual Battery				
T. Technology Offenses				
1. Purposely look for security problems	3 OSS	5 OSS	5 OSS- Expulsion	
2. Attempt/ Disrupt technology resources	3 OSS	5 OSS	5 OSS- Expulsion	
3. Copy computer software	3 OSS	5 OSS	5 OSS- Expulsion	
4. Attempt/ Threaten/ Actually Damage/ Steal property while using school technology resources	3 OSS + Restitution Refer to SRO	5 OSS + Restitution Refer to SRO	5 OSS- Expulsion Refer to SRO	
5. Students will not use school technology resources on or off campus to distribute/ display inappropriate material/ computer trespass/ sexting/ lewd behavior/ possession of pornographic materials/ simulated sex acts	5 OSS + Loss of Computer for 45 School Days, Refer to SRO	5 OSS + Loss of Computer for 90 School Days + Expulsion, Refer to SRO		
6. Student shall not commit any modification of school records	5 OSS	Expulsion		

7. Inappropriate downloads/ internet activity/ communications/ inappropriate use	Contact Parent + Lose Computer 5 School Days + 1 day ISS	Contact Parent +Lose Computer 10 School Days + 3 ISS	Contact Parent +Lose Computer 20 School Days + 3 OSS	Contact Parent +Lose Computer 45 School Days + 5 OSS
8. Intentional physical misuse/ neglect of school issued technology	Restitution 1-3 ISS	Restitution + 1-3 OSS	Restitution + 3-5 OSS	
9. Proxy	Contact Parent +Lose Computer 10 School Days + 1 ISS	Contact Parent +Lose Computer 20 School Days + 1 OSS	Contact Parent +Lose Computer 45 School Days + 3 OSS	
U. Property Related Offenses				
1. Damage to school/ personal property (Value considered)	Admin. Discretion based on incident + Restitution			
2. Attempt/ Threaten/ Actually Damage/ Steal Property on/ off school property	3-5 OSS, Contact SRO	Expulsion, Contact SRO		
3. Possess Stolen Private/ School Property on school grounds	3-5 OSS, Contact SRO	Expulsion, Contact SRO		
V. Tobacco/Tobacco Product/Substitutes/pouches (Vape/Vaping)				
1. Tobacco/ Vape-Use/ Possession	1 OSS	3 OSS	5 OSS	Expulsion
2. Tobacco/ Vape Distribution	5 OSS	Expulsion		
W. Weapons				
1. Weapon, Firearm (Loaded or Unloaded)	Expulsion 1 year, Contact SRO & Assistant Superintendent			
2. Possession/ Sale/ Use / Brandishing of a Firearm look a like	Expulsion 1 semester, Contact Assistant Superintendent			
3. Possession/ Sale/ Brandishing of knife/ knife-like item	3-5 OSS Refer to SRO	5 OSS Refer to SRO	Expulsion, Refer to SRO	
4. Possession of mace	3 OSS Refer to SRO	5 OSS Refer to SRO	Expulsion, Refer to SRO	

5. Intentional use of knife/ knife-like item, shank, mace use or w/ intent to harm/ intimidate	5 OSS- Expulsion, Contact SRO

Updated 7/6/2026

BALDWIN COUNTY PUBLIC SCHOOLS
Middle/High School
Dress Code Policy

Tops:

- No pictures, emblems, or writings on clothing that:
  - Are lewd, offensive, vulgar or obscene,
  - Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
  - Contains fighting words or incites criminal activity.
- No cut off tops. (No midriff can be showing)
- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

Shorts:

- Length should be at fingertip/hand or mid-thigh, whichever is longer.
- Fit properly- no oversized or tight shorts.
- No spandex, biker, or see-through shorts.
- Must be hemmed and not rolled up

Dresses:

- Length should be at fingertip or mid-thigh, whichever is longer.
- Splits may not exceed (3) inches above the top of the knee.

Pants:

- Proper fit- no sagging or baggy fit: worn at the waist.
- No see through or spandex legging pants.
- Leggings/tights may be worn only under shirts and dresses of appropriate length.
- No Oversized or tight pants.
- No holes in jeans in inappropriate areas (length rule).
- Sweat pants and warm-up suits will be allowed.

Shoes:

- Must be worn at all times, fastened properly.
- *Classes may require certain shoes. Ex. P.E., Chemistry.
- No bedroom slippers.

Accessories:

- Hats, caps, sweatbands, or other head covering will not be worn in building.
- No gang related clothing/items will be allowed.

Senior Off-Campus Lunch Requirements

The Off-Campus Lunch Program is a privilege offered to eligible 12th grade students who are in good academic standing, have met a CCR indicator, have no more than a total of four absences per quarter, have no more than five tardies in a semester, have no more than one day of out of-school suspension, and must have completed all portions of the state assessment (ACT) as a junior. The following requirements shall apply to all students leaving campus under this program. It is the sole responsibility of the undersigned student and parent/guardian to comply with the following program requirements:

Off-campus lunch is a privilege, not a right. If the privilege is revoked, there is no right of appeal.

Eligible students and their parents/guardians are required to complete the application/waiver and return it to school for administrative review.

Students must have registered for and have received permission to park on the SFHS campus in order to be eligible for off-campus lunch privileges. Students must already have an assigned parking permit and parking spot.

In order to leave campus for lunch, eligible students must have their parking permit on display at all times in the front dash of the vehicle and their lunch pass sticker adhered to the bottom of the driver's side front windshield of their vehicle and visible to any administrator or staff member checking passes.

Any violations regarding departure procedures may result in revocation of the student's lunch pass.

Students leaving campus for lunch are not permitted to bring food back on campus. This includes food for themselves or for other students.

The students and their parent/guardian are solely responsible for where a student goes during lunch. **SFHS is unable to monitor student conduct while off-campus and assumes NO responsibility or liability for any student activity, including accidents or injuries, occurring during the exercise of off-campus pass privileges.**

Student drivers are responsible for driving safely. Any student who drives recklessly may lose his/her pass and any parking privileges.

Students **are not allowed** to have passengers in their vehicle when leaving campus for lunch. Any student who provides transportation for other students during lunch may lose his/her pass and any parking privileges.

Tardiness or failure to return to class after lunch may result in the revocation of the lunch pass privilege.

Students with off-campus lunch privileges must remain in good academic, behavioral, and attendance standing in order to maintain off-campus privileges. Those not meeting the criteria

for this privilege will have the off-campus lunch privilege suspended or revoked. This will occur when grades are no longer in good standing, when the student reaches more than 4 total absences in a quarter (principal discretion for severe circumstances), when the student reaches his or her 5th tardy in a semester, or when the student is suspended.

Students that misplace their off-campus lunch sticker may purchase another one for $20 **only once**. Students that misplace their pass for a second time will not be able to leave for lunch in the future.

Students may not leave if they are assigned to remediation/intervention.

No check-outs via telephone or email once a student has left campus for lunch.

No student will be allowed to check-out prior to lunch without a parent being physically present to check them out.

Students shall comply with all applicable laws of the State of Alabama and all policies of the Baldwin County Public Schools.

When violating SFHS or BCBE rules/policies, in addition to losing the privilege to leave campus, applicable consequences in the student handbook will also be applied.

JUNIOR OFF-CAMPUS LUNCH REQUIREMENTS

Start date for eligible Juniors is TBD in April
These criteria are subject to change

In order to qualify to leave SFHS's campus, **ALL** of the following must be met:

1. Students must have a SFHS parking permit to be able to drive off campus.
2. Students must have completed their CERT Study Hall.
3. Students must have been present on Tuesday, March 9th for the ACT.
4. No more than one day of out-of-school suspension during the current school year.
5. No more than 12 total absences for the current school year.
6. No more than three tardies this semester.
7. No Quarter 3 grades less than a 70.
8. Must have met at least one CCR Indicator:
    a. Earned a silver or gold level on all portions of the Workkeys test
    b. Earned a qualifying score on any AP Exam
    c. Earned a college credit (passed a Dual Enrollment course)
    d. Accepted into any branch of the military
    e. Earned a Career Tech Industry credential through one of our CTE classes
    f. Attained CTE Completer status
    g. Earned a benchmark score in any **ONE** subject of the ACT
        *English - 18 *Reading - 22
        *Math - 22 *Science - 23

*Students without a parking permit will still qualify for double lunch if criteria #2-8 are met.