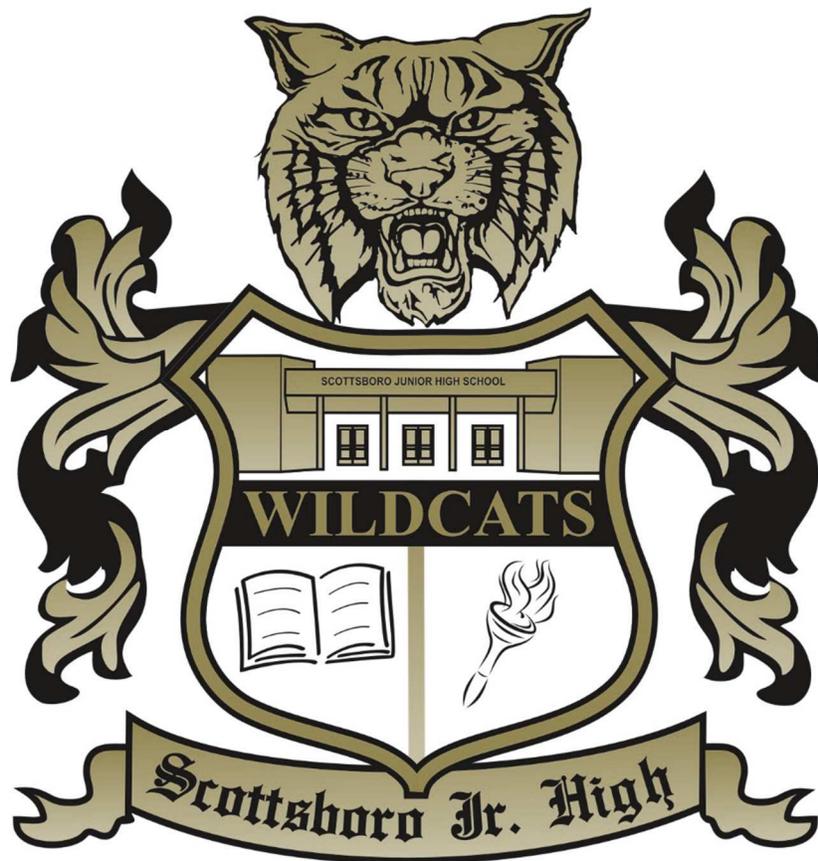


# SCOTTSBORO JR. HIGH SCHOOL

## WILDCATS



**2018-2019 PARENT/STUDENT HANDBOOK**



**Scottsboro Jr. High School  
Wildcats**

**1601 Heroes Dr.  
Scottsboro, AL. 35768  
(256)-218-2300**

**<http://sjhs.scottsboroschools.net/>**

**Twitter: @Sct\_Jr\_High**

**Dr. Jose Reyes**

**Superintendent Scottsboro City Schools**

**Email: [jreyes@scottsboroschools.net](mailto:jreyes@scottsboroschools.net)**

**(256)-218-2100**

**Mr. Jason Hass**

**Scottsboro Jr. High School Principal**

**Email: [jhass@scottsboroschools.net](mailto:jhass@scottsboroschools.net)**

**(256)-218-2300**



# SJHS Calendar of Events

## 2018-2019

- **August**
  - August 9<sup>th</sup> - 1<sup>st</sup> Day of School
  - August 13<sup>th</sup> – 20<sup>th</sup> - Fall Scantron Performance Series Testing
- **September**
  - September 3<sup>rd</sup> – NO SCHOOL – Labor Day
  - September 7<sup>th</sup> – Midterm Reports are sent home
  - September 11<sup>th</sup> – Fall Picture Day
  - September 25<sup>th</sup> – Fall Sports Pep Rally @ 1:30pm
- **October**
  - October 5<sup>th</sup> – HOMECOMING - SJHS Tailgate – Early Dismissal @ 12:30pm – Homecoming Dance
  - October 8<sup>th</sup> – NO SCHOOL – Columbus Day
  - October 12<sup>th</sup> – 1<sup>st</sup> 9 Weeks Report Cards
  - October 23<sup>rd</sup> – Make-up Picture Day
- **November**
  - November 1<sup>st</sup> – 8<sup>th</sup> Grade visits Chamber Theater
  - November 9<sup>th</sup> – Veterans’ Day Program @ 9am
  - November 12<sup>th</sup> – NO SCHOOL – Veterans’ Day
  - November 19<sup>th</sup> – 23<sup>rd</sup> – NO SCHOOL – Thanksgiving Break
- **December**
  - December 4<sup>th</sup> – Winter Sports Pep Rally @ 1:30pm
  - December 18<sup>th</sup> & 19<sup>th</sup> – Semester Exams
  - December 20<sup>th</sup> – January 6<sup>th</sup> – NO SCHOOL – Christmas Break
- **January**
  - January 3<sup>rd</sup>/4<sup>th</sup> – Teacher Workday – Faculty Meeting @ 1pm
  - January 7<sup>th</sup> – 1<sup>st</sup> day of 2<sup>nd</sup> Semester
  - January 14<sup>th</sup> – 17<sup>th</sup> - Winter Performance Series Testing
  - January 21<sup>st</sup> – NO SCHOOL – MLK Day
- **February**
  - February 8<sup>th</sup> – Midterm Progress Reports
  - February 18<sup>th</sup> – NO SCHOOL – Presidents’ Day
  - February 26<sup>th</sup> – Spring Sports/Spring Picture Day
- **March**
  - March 5<sup>th</sup> – Spring Sports Pep Rally @ 1:30pm (Collins 6<sup>th</sup> Graders visit)
  - March 13<sup>th</sup> – 15<sup>th</sup> - BETA Convention
  - March 15<sup>th</sup> – Report Cards
  - March 25<sup>th</sup> – 29<sup>th</sup> – NO SCHOOL – Spring Break
- **April**
  - April 8<sup>th</sup> – 12<sup>th</sup> – Spring Scantron Performance Series Testing
  - April 18<sup>th</sup> – Midterm Progress Reports
  - April 19<sup>th</sup> – No School
- **May**
  - May 10<sup>th</sup> – SJHS “Spring Fling”
  - May 17<sup>th</sup> – Awards Day at 9am
  - May 22<sup>nd</sup> – 23<sup>rd</sup> - Final Exams
  - May 24<sup>th</sup> – Teacher Workday / Graduation

# Scottsboro Jr. High School Student Handbook

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# **Scottsboro City Schools Board of Education**

Mrs. Julie Gentry– Board President  
Mrs. Patricia Cobb Stewart – Vice President  
Mr. John Esslinger  
Mrs. Hollie Thompson  
Mr. Jason Williams

## **Central Office Personnel**

Dr. Jose Reyes Jr. – Superintendent

Mrs. Amy Childress – Director of Federal Programs

Mrs. Anna Watts– Director of Special Education

Mr. Kevin Willoughby – Director of Human Resources

Mrs. Melva Rodgers – Director of Child Nutrition Program

Mr. Craig Hodge– Chief School Finance Officer

Mr. Tony LaRue – Technology Director

# SJHS Faculty and Staff

Jason Hass.....	Principal
Jason Arnold.....	Asst. Principal
Lee Benson.....	School Resource Officer
Leigh Petty.....	Guidance Counselor
Corrie Shelton.....	Secretary/Bookkeeper
Angie Settles.....	Custodian
Jerry Cornelison.....	Custodian
Carol Carter.....	Custodian
Emily Brickley.....	Lunchroom Manager
Judy Allen.....	CNP
Cole Barkley.....	Social Studies
Alicia Bowman.....	SPED
TBA.....	Drama
Bonnie Davis.....	SPED Aid
Sue Dewitt.....	Indian Art/History
Kim Dulaney.....	CNP
Lisa Evett.....	SPED Aid
Allison Frye.....	CNP
Debbie Giddens.....	Science
Trina Giles.....	Project Lead the Way
Jason Gregory.....	Special Education
TBA RMI.....	SPED
Wendy Hastings.....	Nurse
Shay Holder.....	SPED Aid
Spencer Johnson.....	Band Director
Kyle Lewis.....	Pre-Engineering
Shaley Lewis.....	English
Paige Machen.....	Science
Drew McNutt.....	Social Studies
Jodie McNutt.....	English/Instructional Coach
Savannah Ogle.....	EL Teacher
Cindy Palmer.....	P.E.
AJ Petty.....	Math
Maggie Roberson.....	ISD
Luke Robinson.....	Math
Rachael Roland.....	Science
Jennifer Sanders.....	Librarian
Christi Turner.....	History
Brandy Whitmire.....	Math
Benny Wright.....	P.E.
Lori Yates.....	English
Erin Young.....	English

# Purpose

**“The purpose of Scottsboro City Schools is to maximize the learning of all students.”**

**The Scottsboro Jr. High School student Handbook is a reference guide which highlights student/parent responsibilities.**

**The development and implementation of this document is dedicated to the Students of Scottsboro Jr. High School. It is our belief that all activities should be guided by the principles that school is to be conducted for the welfare of the student, and has definite contributions to make to the overall development of the student, the school and the community.**

**This handbook was designed to aid students, parents, and staff in the preparation, leadership, and maintenance of a quality experience for the youth who attend Scottsboro Jr. High School. Since the author has taken into account general administrative and pedagogical needs of students, parents and staff, this handbook does not cover every situation or problem that may arise during the course of attendance.**

**It is the official policy of the Scottsboro City School System that all migrant, English Language Learners (ELL) and homeless children will have equal access to the same free appropriate public education provided to other children and youth.**

**Such children shall not be denied or delayed enrollment due to any of the following barriers:**

- **Lack of Birth Certificate**
- **Lack of Social Security Card**
- **Lack of records or transcripts**
- **Lack of immunizations or health records**
- **Lack of proof of residency**
- **Lack of transportation**
- **Lack of guardianship or custody requirements**

**These children will be given a reasonable amount of time to receive an immunization record.**

## **SJHS Philosophy and Objectives**

**The school program at Scottsboro Jr. High School is student-centered and an important part of the student’s total life experience. The scholastic program is designed to provide academic and life learning opportunities for each student.**

**The schools are an agency of the community developed to perpetuate democratic ideals. The board of education, administration, and the staff of Scottsboro Jr. High School subscribe to the principles of democracy including a genuine belief in the dignity and worth of each individual. The school shall be so organized that students recognize and develop their talents, have a realistic appraisal of their aptitudes, and become aware of the opportunities provided to maximize their potential.**

**Students must be given a clear perspective of the rapidly changing world, of their role in the global society, and their responsibility for making such a contribution. Scottsboro Jr. High School shall emphasize the development of**

understandings, attitudes, and ethical and moral standards in order to promote a democratic way of life and help students develop their own personal philosophy.

All students are expected to acquire competence in reading, communication, computational skills, science, and technology. In addition, each student shall be made aware of aspects of our heritage, which lead to an enriched life. Each student shall be given the opportunity to prepare for admittance to the world of further education or to the world of work. The value of the arts in the life of citizens and the enriching of society will be stressed.

The lines of communication must always be kept open between school and community so that the community may work as a supportive partner to the school system in developing quality education.

Assessment of the quality and relevance of educational content and practices shall be an ongoing activity. Effort must be maximized to discover the most successful techniques/strategies of the educational process and to tailor these programs to the students of Scottsboro Jr. High School.

#### **SJHS Beliefs:**

- All students can achieve their potential if provided with appropriate opportunities
- All students will have a safe and disciplined school, qualified teachers, committed support staff, challenging curricula and effective school leaders.
- All students deserve a nurturing environment that promotes a feeling of self-worth.
- Education is a shared responsibility among home, school and community.
- Learning is a life-long endeavor.
- Innovation in technology and education is necessary to meet the needs of our youth and society.
- Extra-curricular activities are important in the overall development of students; moreover, appropriate extra-curriculum experiences contribute to academic success.

## **Lines of Communication**

SJHS believes strongly in constant communication with parents. SJHS frequently posts information to Twitter (@Sct\_Jr\_High), Facebook (Scottsboro Jr. High School), and our website (<http://sjhs.scottsboroschools.net>). SJHS also uses the messaging tool, Remind, and offers parents the opportunity to closely follow their child's progress through the INOW Parent Portal.

Conflict is a reality of human nature that there will be conflicts which will arise in any endeavor. When conflicts, issues or concerns occur, it is important that proper procedures are followed in resolving all problems. All issues should follow the following line of communication if a student/parent has an issue;

Bring the issue to the attention of (1) the Teacher (2) SJHS Administration.

## **The Parent/Teacher Relationship**

Parents should be allowed to discuss any concerns they may have about their student's emotional or physical status. Parents should also be able to request from the coach any information about ways the athlete might improve his or her performance.

There are situations that require a conference between the teacher and the parent. These meetings are encouraged. If a parent has a concern and would like to discuss it, he or she would call to schedule an appointment with the teacher. If a parent has an unresolved concern and would like to discuss it further, he or she should call to schedule an appointment with the administration.

## Visitors/Volunteers

Parents and volunteers are an important part of the school life at SJHS. Anyone coming into the building must first sign in. No one may go to a classroom unless previous arrangements have been made with the office. We strongly believe that interruptions should be kept to a minimum. When having lunch with your child, please remember that they are still in school and must follow the teachers' rules of behavior while in the lunchroom. This applies to field trips as well.

## Bell Schedule

The regular SJHS Bell Schedule will be as follows;

Entry Bell	7:52
1 <sup>st</sup> Period	8:00-9:00
2 <sup>nd</sup> Period	9:03-9:57
3 <sup>rd</sup> Period	10:00-10:54
4 <sup>th</sup> Period	10:57-11:51
5 <sup>th</sup> Period	11:54-1:15 (LUNCH)
6 <sup>th</sup> Period	1:19-2:13
7 <sup>th</sup> Period	2:17-3:12

## Grading Procedures

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

General Grade Scale – Grades for academic course work will be awarded according to the following scale:

Letter Grade	Numerical Grade (100 point scale)	Grade Point Average(4 point scale)
A	90 – 100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

In addition to printed report cards, SJHS and Scottsboro City Schools offer the INOW Parent Portal. EACH Parent/Guardian needs to monitor their child's grade routinely. To acquire the Portal username and Password the Parent/Guardian should visit the SJHS office.

#### MIDTERM AND FINAL EXAM PROCEDURES

All students will be required to take Exams in their CORE (English, Social Studies, Math and Science) courses.

- Exams will count 20% of the student's overall grade.
- Students may check in late depending on their individual exam schedule and may check out as soon as they are finished with their testing for the day.
- Students checking out before the second exam must have a parent/guardian come inside the school to sign them out.
- Students checking out after their third exam can avoid having their parent/guardian come inside to check them out by returning their permission slip (which will be given out a week before the exams) and returning the slip to their designated teacher.
- 8th grade car riders may be picked up on the west side of the school (where buses normally pick up and drop off). 7th grade car riders may be picked up in the back as normal.
- Buses will run at 3:12 on test days for students not checked out.

## Remind Tool

Scottsboro Jr. High is excited to use the communication tool, Remind, to inform you and your child of assignments, announcements, class fees, field trips, etc.

This information will be sent directly to your phone via text messaging. The phone number you will need to enter in order to receive this text will NOT be the teacher's cell number, and the teacher will not receive your or your child's phone number.

To subscribe for text messages from your child's teacher, text the proper code to the number provided. Codes and numbers will be provided during the 1<sup>st</sup> week of school.

To receive texts pertaining to school-wide events, text @scottsb to 81010.

## Course/Club Offerings at SJHS

SJHS offers an exciting array of courses and clubs for our students. In addition to core classes (Math, Science, English, Social Studies, Physical Education), SJHS offers the following courses;

- Indian Art/History
- Medical Detectives – Project Lead the Way
- Green Architecture – Project Lead the Way
- Design and Modeling - Project Lead the Way
- Automation and Robotics – Project Lead the Way
- Band
  - Beginner's Band, Woodwind Class, Brass Class and Percussion Class

- Creative Writing
- Choral Music
- Drama
- Career Transition Services
- Library Workers/Annual Staff
- Office Workers

In addition to courses, SJHS also offers the following Clubs;

- BETA Club
  - Open to all 7<sup>th</sup> and 8<sup>th</sup> graders who maintain an “A” average.
- SGA
  - For students interest in Student Government
- Builders’ Club
  - A student service organization sponsored by the local Kiwanis Club
- Technology Student Association
  - A Career Technical association for students interested in STEM opportunities
- Art Club
  - Open to students with interests in the Arts

## School Pictures/Yearbooks

School day pictures will be made during the fall (September 11<sup>th</sup>, 2018) and spring and are available for purchase by parents. Additionally, the SJHS Yearbook will be available for purchase in the fall and delivered in the Spring. Please purchase pictures and yearbooks as proceeds go to support our school.

## Behavior Guidelines

The following is a list of guidelines by which each student is expected to abide. This list is by no means comprehensive, nor will it cover every situation which may arise. Please refer to the Scottsboro City Schools Code of Conduct,

[http://www.scottsboroschools.net/UserFiles/Servers/Server\\_151020/File/Scottsboro%20City%20School%20District/School%20Board/Code%20of%20Conduct/2018-2019%20Code%20of%20Student%20Conduct%20Board%20Approved%206.26.2018.pdf](http://www.scottsboroschools.net/UserFiles/Servers/Server_151020/File/Scottsboro%20City%20School%20District/School%20Board/Code%20of%20Conduct/2018-2019%20Code%20of%20Student%20Conduct%20Board%20Approved%206.26.2018.pdf) , for a more comprehensive behavioral guideline.

1. Students must always be conscious of protecting their personal property, which includes but is not limited to texts, library books, ChromeBooks, and other items owned by the school board and loaned to the students. If these materials are lost the student is liable for their return or replacement cost.
2. Student vandalism or misuse of any school property cannot be tolerated. Students shall not put their feet or legs on school furniture. Violators will be subject to disciplinary measures and/or payment for repairs or replacement.
3. Throwing of objects, such as pencils, etc. is not permitted in or around the school.
4. Students are expected to behave appropriately in the various areas of the building and grounds. Rowdy disruptive behavior cannot be tolerated.

5. Students must be out of the building by 3:17 PM unless under the direct supervision of a teacher.
6. The gymnasium is out of bounds for students without adult supervision.
7. Grades may be withheld until a student fulfills an obligation to the school, such as payment of fees, library fines and return of loaned materials.
8. Classroom phones are NOT available for student use except in emergency situations or for school business.
9. The chewing of gum is not permitted.
10. Students are not permitted to carry drinks, food or open containers into the building, unless given permission by the teacher.
11. Use of Cell Phones are prohibited in the school building unless given permission by the teacher.
12. Students are not to have food delivered to the school building.
13. Electronic devices such as laser pointing devices or electronic light emitting devices are not to be used during the school day unless authorized by school personnel.

## **Dress Code**

Scottsboro Jr. High School believes in establishing and enforcing dress code guidelines. We wish to avoid dress which (1) diverts the attention of the pupils from the primary function of the school, which is education, and (2) create in the minds of pupils both in this and other communities a misleading image of the student body and school program. The following dress code will be strongly enforced;

1. No head covering of any kind will be worn (hats, bandannas, etc.)
2. No sunglasses may be worn indoors.
3. Body piercing is limited to the ear. Jewelry (studs, pins, etc.) may not be worn in any other visible area of the body, including, but not limited to the tongue.
4. Hairstyles should be kept neat and hair colors are limited to natural hair colors.
5. All shirts are to be long enough to be tucked in. All shirts, tops, dresses must touch the natural shoulder line.
6. See-through/sheer clothing may not be worn unless the underlying clothing meets the dress code.
7. Clothing shall not be so tight or loose to be revealing, and must conceal all undergarments.
8. Students are not permitted to wear tank tops, spaghetti strap clothing, halter tops, tube tops, backless dresses or tops, etc. Students are to wear clothing in the manner for which it was designed (no clothing may be worn inside out and belts must be buckled).
9. Pants must be worn at the natural waistline. Clothing must be clean with no tears or holes or tears above the knee.
10. Skirts, dresses and shorts may be no more than 4 inches above the kneecap. Skirts with slits are only acceptable if the end of the slit is no higher than 4 inches above the kneecap.
11. Shoes, appropriate for school setting, must be worn at all times.
12. Wallets, bracelets, belts, and other clothing and accessories with spikes, studs or chains are prohibited.
13. Insignias, buttons and clothing which is censored or suggestive of alcoholic beverages, drugs, tobacco, racially, ethnically, sexually suggestive, vulgarities, violence or gang related will not be permitted.
14. Any clothing or accessories which the administration deems inappropriate, offensive or disruptive will not be permitted.

Students with inappropriate attire will be asked to call home for parents/guardians to bring appropriate clothing. Students may not return to class until appropriately dressed.

## Drills/Safety

Scottsboro Jr. High believes that the number one priority for our school is to provide a safe environment for our students, faculty and staff. Learning cannot take place in an unsafe environment. In order to prepare our students for possible emergencies, SJHS will perform monthly Evacuation (Fire), Weather and Lockdown Drills.

## Transportation

Once a student boards the bus – and only at the time-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 close of the school day.

Once students board a Scottsboro City Schools bus, they are immediately under the requirements of the Scottsboro City Schools Code of Conduct. The riding privilege of a student may be revoked for violation of the bus rules or for conduct which is detrimental to the safe operation of the bus. The following rules and regulations are specific to riding on a Scottsboro City Schools bus;

1. Students who are transported shall remain under the guidelines of the Student Code of Conduct.
2. For their own safety, students should not distract the driver
3. Students should remain seated while the bus is moving and keep hands, arms, head and bodies inside the bus.
4. Students will not be allowed to bring sharp objects, glass containers, balloons, pets or other living animals on the bus.
5. Vulgarities, loud talking, obscene gestures or degrading comments about another person is prohibited.
6. While riding the bus, students shall be under the supervision of the driver and shall obey the driver at all times.

Any misbehavior on the bus which is brought to the attention of an SJHS Administrator will result in behavioral consequences. Consequences will be at the discretion of the Administrator/Transportation Director depending on circumstances. Consequences may range from parent conference, In-school Detention, etc. Consequences may include removal from the bus from one (1) to ten (10) days or permanent removal from the bus.

## Pick-up/Drop-off

Buses load and unload on the west side of the school (side which borders the Fair Grounds). Car riders load and unload on the north side and the rear of the building. Students must have a note from their parent/guardian signed by the office before they may ride the bus with a friend. School doors open at 7:52 and school is dismissed at 3:12. Jr. High students are not allowed to have motorized vehicles on school campus. **Parents should NOT park in the front parking lot to pick up students at 3:12.** Students arriving at school after 8:00 a.m. should enter through the front door and check in. If a message regarding the transportation of a student is necessary, please call the front office before 2:00 p.m. to ensure the message is delivered.

# Checking In/Out

Students who arrive to school later than 8:00 a.m. must check in through the front office. Students who arrive late without a valid excuse are considered Tardy and will be sent to In-School Detention until the end of the current period (To ensure classrooms are not interrupted due to Tardy students). Students checking in with a proper excuse will be allowed to go to their scheduled class.

SJHS is a closed campus, under no circumstances are students allowed to leave campus without checking out. Students may only be checked out by individuals who are approved for checkout by the parent/guardian.

# Attendance

## EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance written parent/guardian confirmation has been received within three (3) days of the child's return to school. Each absence requires a valid reason.

- Personal illness
  - Limit four (4) parent notes per semester without doctor's excuse (one day absent = one parent note, two days absent = two parent notes, etc.)
  - Illnesses that persist for three (3) or more consecutive days require an excuse from a medical professional
- Hospitalization/Medical or Dental Appointment
- Emergency (Must be approved by the Principal)
- Death in immediate family
- Legal (required court appearance as ordered by subpoena or other court document)
- Principal Approved (Permission must be requested in writing. Limit 5 per year)

The following reasons may be coded Principal Approved:

- Military circumstances related to the deployment or return of a parent/guardian
- Accompany parent/guardian on an overnight school trip that involves a sibling (i.e. sporting event, band trip, etc.)
- Obtaining a driver's permit or license
- Legislative Page or other opportunity to participate in an operation of one of the three branches of government
- Visit to the junior college, university, technical or trade school (Limit 1)
  - A second visit may be approved for 12<sup>th</sup> grade students earning all A's/B's for the first semester
  -

Any absence not identified in the above list should be decided on a consistent case by case basis by the Principal. Principals in feeder patterns should consult with one another before a decision is made when siblings are involved.

## **SUBMITTING EXCUSES**

It is the parent/guardian's responsibility to see that children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file. Each note should be submitted within three (3) days of the student's return and must contain the following:

- Child's full name
- Date to be excused
- Reason for the absence
- Phone number to contact parent/guardian
- Signature of parent/guardian or doctor

## **UNEXCUSED ABSENCES**

Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the fourth per semester shall be unexcused unless the written explanation meets an excused absence category. It is the parent/guardian's responsibility to make sure the note/fax has been received at school.

## **SCHOOL RELATED ABSENCES**

Students who participate in school-sponsored or school-authorized activities and are thereby away from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. The school may require appropriate documentation to support any absence coded in this category. Failure to provide the documentation may result in an unexcused absence. (I.e. sporting event, field trip, competition, etc.)

## **MAKE-UP OF WORK, TESTS, AND OTHER ASSIGNMENTS**

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests, and other assignments given by their teachers. Students are expected to attend school on a daily basis, but Scottsboro City School administrators recognize there may be times when a student may be absent from school. While the absence counts against the student's attendance record, it should not prohibit the student from obtaining and completing their assignments. The following options are available for teachers, students, and their parents/guardians to ensure education is uninterrupted due to an absence.

## **EXCUSED ABSENCES**

Students are permitted to complete work, tests, and other assignments when absences are for excused reasons. The teacher(s) will give students a maximum of five days to complete the assignments. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

In cases of extreme or extenuating circumstances based on the nature of the absence, the teacher(s) may grant additional days to complete and return assignments or take tests, not to exceed two weeks beyond the student's date of return to school.

## **UNEXCUSED ABSENCES**

Students are permitted to complete work, tests, and other assignments when absences are for unexcused reasons. The teacher(s) will give students a maximum of five days to complete the assignments. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

Administration of tests given during the unexcused absence period will be scheduled by the teacher(s) within the required period at a time that does not interfere with the normal school day.

## **SUSPENSIONS**

Students who are suspended out of school are permitted to complete work, tests, and other assignments during their suspension period. At the student or parent/guardian's request, teacher(s) will provide assignments given during the suspension period. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.) The teacher(s) will give students a maximum of five days to complete the assignments.

Administration of tests given during the suspension period will be scheduled by the teacher(s) within the required period at a time that that does not interfere with the normal school day. Due to the timing or length of the suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

## **TARDIES**

Any check out or check in for which the student misses without a valid excuse will be marked as an unexcused tardy within the school attendance program. A history of unexcused tardiness, three (3) or more, may result in in-school detention, after-school detention, or Saturday school.

## **TRUANCY**

If a parent/guardian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/guardian's written explanation.

The Code of Alabama requires schools to notify parents/guardians of their student's unexcused absences, to inform parents/guardians of Alabama's compulsory school attendance laws, and to be advised of the penalties that can be applied if the student continues to be truant from school. The notice of three (3) unexcused absences is intended to correct any error and/or to remind parents/guardians of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy.

State law requires that parents/guardians ensure their child has good attendance in school, and further states that failure to do so could lead to prosecution of the parents/guardians and/or child for failure to comply with the law.

School officials are required to report to juvenile authorities those students and parents/guardians who are in violation of the law.

Truancy action occurs at the following stages:

**First Unexcused Absence**

The Parent/Guardian will be notified of the absence via a phone call from the automated school messenger system.

**Third Unexcused Absence**

The Parent/Guardian will be notified in writing of the unexcused absences, Alabama's compulsory school attendance laws, and the procedures that shall be followed in the event that other unexcused absences occur.

**Fifth Unexcused Absence**

The Parent/Guardian will be notified in writing of the unexcused absences and a truancy meeting date and time with Juvenile Court. The district attendance officer, parent/guardian, Juvenile Court Officer, and student (pending age) will discuss the attendance violations and penalty for future unexcused absences at the truancy meeting. Secondary students may also lose driving and/or co-curricular privileges such as prom attendance upon the fifth unexcused absence.

**Seventh Unexcused Absence**

The district attendance officer will file a complaint with the Juvenile Court system against the parents/guardians and/or the student whichever is appropriate.

**Eighth+ Unexcused Absence**

Each unexcused absence after a complaint has been filed will be reported to the Juvenile Court system for further court action.

## **Visitors**

All persons who visit the school for personal or business reasons must make his/her presence known in the school office. Students are not permitted to bring visiting relatives and/or friends to school.

## **Medication**

Prescribed medicine needed during the school day must be kept secured in the office/School Nurse. A Prescriber/Parent Authorization form must be completely filled out. A pharmacy-labeled container is required. Parents are required to bring medication to the school office. Students are not allowed to deliver medication to school.

## Cell Phones/Electronic Devices

The use or visible possession of Cell Phones/Electronic devices during school hours is strictly prohibited except by permission of the principal or in the case of devices issued to students by SJHS for educational purposes. Students may use personally-owned technology such as e-readers, tablets, notepads, laptops, or similar devices for instructional purposes with specific permission of their teacher. **Unless approved for use in the classroom by the teacher, all electronic devices must be turned off and put away.** Any device or personal property is the responsibility of the student. SJHS will not be responsible for any device or items lost/stolen.

The principal or his designee may also approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the possession of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. The use of electronic devices may not disturb or impede extracurricular activities.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources, including all electronic devices and storage media on its property. School officials may read, examine, or inspect the contents upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Student Conduct, or other school rules. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device.

### CELL PHONE/ELECTRONIC DEVICE VIOLATION PROCEDURE

- 1<sup>st</sup> Violation – Confiscation of device, Isolation, Parent/Guardian must pick up.
- 2<sup>nd</sup> Violation – Confiscation of device, Isolation, Parent/Guardian must pick up.
- 3<sup>rd</sup> or more Violation - Confiscation of device, Parent/Guardian must pick up and student is given In-School/Out-of-School Suspension at the discretion of the Administration.

## Lockers

Lockers are the property of the Scottsboro Board of Education, the Scottsboro School System and under the control of the Board of Education and school system. The student assumes full responsibility for the contents of the locker. School authorities have the right and responsibility to inspect student lockers when reasonable suspicion exists that a locker contains material illegal to the school under the following guidelines:

1. All locks on SJHS lockers have been removed.
2. Lockers are under constant camera supervision.
3. In situations where lockers will be searched, when possible, lockers should be opened in the presence of the student.
4. A member of the school faculty should be present as a witness with the principal, assistant principal or principal's designee.
5. If the student is not present, he/she shall be informed of any contents taken from the locker.

6. Any items that are specifically prohibited by law, Board policy or school regulations, may be impounded. In cases where impounded material may be used in criminal prosecution, the superintendent or designee should be notified.

Lockers, much like textbooks, are the responsibility of the student. Damaging or any other abuse of the locker is prohibited, and costs of damages will be the responsibility of the student.

## **Cafeteria**

Students will be issued personal identification numbers at the beginning of the school year and each student will be required to enter this number to purchase Breakfast/Lunch. Students may pay \$2.50 daily for Lunch or may pre-pay during homeroom. Breakfast price is \$1.25. Forms for free or reduced lunches must be completed and turned into the office for verification before a free or reduced lunch can be given to the student. The lunchroom does not extend credit to students. DELIVERY OF FAST FOOD IS PROHIBITED. Parent prices for lunch will be \$4.00. In order to maintain a pleasant, orderly lunchroom, all students are requested to cooperate in the following ways:

1. Students may not cut in line.
2. Student should remain at their assigned table until directed by their teacher. No student will be allowed to visit another table.
3. Loud, boisterous or rough behavior will not be tolerated. Throwing food will not be tolerated.
4. Students should remove trays and all trash from their area. Mops and wash rags are available to clean up when necessary.
5. Teachers will assign 2 students the responsibility of cleaning tables and one student to sweep/pick up trash from the floor.

## **Damaged or Lost Textbooks/Technology**

Books issued to students are the responsibility of the student. Any lost or damaged textbooks must be paid for at a price set by the board of education. Replacement books will not be issued until lost or damaged books are paid for.

SJHS is fortunate to have several iPad/Mac book labs for classroom use. These tools are to be used only in the manner in which teachers direct. Any damage, etc. will be the responsibility of the student. Improper use of technology (inappropriate searches/sites) will be in violation of the Student Code of Conduct.

## **Student Sexual Harassment**

### **PROHIBITED CONDUCT**

Students shall not engage in conduct constituting sexual harassment. Sexual Harassment is illegal and will not be tolerated. The Board or its designee shall investigate all allegations of sexual harassment and take appropriate action against students and others under the Board's supervision who engage in sexual harassment. The procedure, process, and sanctions against students for violation of this policy shall follow the Student Code of Conduct.

### **DEFINITION**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when students;

- Advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive school environment
- Submission to such conduct is made as an explicit or implicit term or condition of student progress and student participation.

#### COMPLAINT PROCEDURE

A student who believes he or she has been or is being subjected to any form of sexual harassment shall report the matter to his/her principal, Asst. Principal or the Superintendent. A student may request the right to make his/her report of sexual harassment to an administrator of the same sex as the student.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

#### PROTECTION OF COMPLAINANT

No student shall be subject to adverse action in retaliation for a good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential. Scottsboro City Schools will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate.

## Student/Employee Harassment, Intimidation, Bullying and Cyber Bullying

Scottsboro City Board of Education will consider harassment, intimidation, bullying, including cyberbullying, as any act that substantially interferes with a student's educational benefits, or the employee's daily duties, opportunities, or performance, and that has the effect of:

1. Physically harming an individual or damaging an individual's property;
2. knowingly placing an individual in reasonable fear of physical harm to the individual or damage to the individual's property; or
3. creating a hostile educational environment

Cyber bullying is considered any of the above behavior via electronic means. Scottsboro City Schools will investigate all reports and document such activity (herein defined as aggressive behavior) regardless of its origin or location. Such activity will be considered school-related regardless of its origin if such activity has any effect on academic, athletic, extra-curricular or any other school-related activities. Additionally, any off-campus or out-of-school behavior that disrupts normal school operations may also be met with appropriate disciplinary actions. This includes pictures/videos/audios made and placed on any part of the internet.

Every student is encouraged, and every staff member is required, to report any situation where they believe aggressive behavior is directed toward a student or employee. Any student or employee who believes he/she has been or is the victim of aggressive behavior should immediately report and provide all available evidence to the

building principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate administrator or Board official.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Intentionally making a false report about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making false reports may result in disciplinary action.

Disciplinary action for students will follow the Student Code of Conduct. Employee's disciplinary action will follow the Personnel Handbook.

Scottsboro City Schools will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate.

This policy will be included in the student handbooks, Scottsboro City School's policy manuals, Student Code of Conduct handbooks, and personnel handbooks as appropriate.

Students wishing to report bullying to SJHS administration will use the following forms (forms will be found in the school office, Counselor's Office, School Website, and District Website):

[http://www.scottsboroschools.net/UserFiles/Servers/Server\\_151020/File/Scottsboro%20City%20School%20District/For%20Students/Bully%20Complaint%20Form%206.5.18%20for%20website.pdf](http://www.scottsboroschools.net/UserFiles/Servers/Server_151020/File/Scottsboro%20City%20School%20District/For%20Students/Bully%20Complaint%20Form%206.5.18%20for%20website.pdf)



# Scottsboro City Schools

## Bullying Complaint Form

Submit a copy of the completed form to the Principal

NAME OF PERSON COMPLETING FORM: \_\_\_\_\_

Relationship to Student:  Parent/Guardian  Self

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Name: \_\_\_\_\_ Program: \_\_\_\_\_

### Type of Incident:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bullying            | <input type="checkbox"/> Cyberbullying       | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Intimidation        | <input type="checkbox"/> Thoughts of Suicide | <input type="checkbox"/> Violence          |
| <input type="checkbox"/> Threats of Violence | <input type="checkbox"/> Discrimination      |  |

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Specific Location of Incident: \_\_\_\_\_

### Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence to Support Incident:  Yes  No Attach all relevant evidence

Witness(es) to Incident:  Yes  No List all witness(es) below

\_\_\_\_\_  
\_\_\_\_\_

Ala. Code 16-28B-3 (Act. 2018-472), **Bullying**. A continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular identifiable trait, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board, and implemented at each school. To constitute bullying, a pattern of behavior may do any of the following (check all that apply):

- A. Put a student in reasonable fear or harm to his/her person or damage to his/her property.
- B. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- C. Have the effect of substantially disrupting or interfering with the ordinary operation of the school, whether the conduct occurs on or off school property, online, or electronically.
- D. Have the effect of creating a hostile environment in the school, on school property, on a school bus or at a school-sponsored function (including thoughts of suicide).
- E. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, harassing or abusive educational environment for a student.

Signature of Person Reporting: \_\_\_\_\_ Date Submitted to Principal: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL PRINCIPAL or SUPERINTENDENT/DESIGNEE**

Action(s) Taken by Principal or Superintendent/Designee: Disc. Complaint Reviewed

**REFERRAL ACTION FORM (to be completed after investigation)**

Investigative Summary:

Parent notified of incident by phone: Date(s)				
Previous parental notification by phone regarding similar incident(s): Date(s)				
Consultation with Student in Office: Date(s):				
Conference with Parent: Date(s)				
Parent Notification	Phone/Number		Letter Mailed	Yes
	Date:	Time:	Date Mailed:	No
Code of Conduct/Policy Information Given:		Yes	No	
Bullying consequences, reprisals, retaliation, or false accusations actions explained			Yes	No
Guidance Counselor Referral		Name of counselor:		
Bullying Curriculum Covered by Guidance Counselor on Date(s):				
Warning issued for Offense	Verbal	Written	Date issued:	
In-Class Displacement: Date(s)				
Silent Lunch/Detention: Date(s)				
After-School Detention	Number of Days	Inclusive Dates:		
In-School Detention	Number of Days	Inclusive Dates:		
Out-of-School Suspension	Number of Days	Inclusive Dates:		
Other Action(s):		Inclusive Dates:		
Referral to Disciplinary Review Committee:		Date of Referral:		
Disciplinary Review Committee Recommendation:				
Superintendent or Board Action:		Date of Action:		
Campus Police (SRO) Referral		Name of SRO:		
Referral to Outside Agency:		Name of Agency:		
Other Action (Explain):				

Accused Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Principal or Superintendent/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Scottsboro City Schools' Acceptable Use Policy

## Information for Parents and Students

The Scottsboro City School's Acceptable Use Policy ("AUP"), which may be accessed here...

<http://www.scottsboroschools.net/common/pages/DisplayFile.aspx?itemId=3517023>, is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat-rooms and other forms of direct electronic communications or equipment provided by Scottsboro City Schools (the "network."). Only current students or employees are authorized to use the network.

The Scottsboro City School's will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and/or harmful to minors over the network. The Scottsboro City School's reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Scottsboro City School's property, network and/or Internet access or files, including email.

## Acceptable Uses of the Scottsboro City Schools Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the Scottsboro City School's network due to violation of this policy or is no longer a student of Scottsboro City Schools. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate Scottsboro City Schools personnel. Access is provided primarily for education and Scottsboro City School's business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate personnel of Scottsboro City Schools.

## Unacceptable Uses of the Computer Network or Internet

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:

- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing,
- transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
- Using any Scottsboro City Schools computer to pursue "hacking," internal or external to Scottsboro City Schools, or attempting to access information protected by privacy laws; or
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - Using another's account password(s) or identifier(s);
  - Interfering with other users' ability to access their account(s); or
  - Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
  - Using the Internet for personal financial gain;
  - Using the Internet for personal advertising, promotion, or financial gain; or
  - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

#### **Student Internet Safety**

1. Students under the age of eighteen should only access Scottsboro City Schools net accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all Scottsboro City Schools security policies.

#### **Penalties for Improper Use**

The use of a Scottsboro City Schools account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from Scottsboro City School's employment, or criminal prosecution by government authorities. The Scottsboro City Schools will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Scottsboro City Schools will provide education for all students regarding appropriate online behavior. These lessons will include, but not limited to, appropriate social networking, electronic messaging, cyberbullying awareness and appropriate harassment response.

**Disclaimer**

The Scottsboro City Schools makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of Scottsboro City School's network are to be borne by the user. The Scottsboro City Schools also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Scottsboro City Schools, its affiliates, or employees.

# ACKNOWLEDGEMENT OF SJHS STUDENT HANDBOOK

I acknowledge access to the SJHS Student handbook, found on the SJHS website under the "For Parents" tab, and have read the rules concerning attendance at SJHS. I do agree to abide by and conduct myself in accordance with the rules of our school as addressed in the Student handbook, the Student Code of Conduct (including district policies regarding bullying/harassment), the Acceptable Use Policy, and the Scottsboro City Schools Policy Manual.

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SIGNATURE OF STUDENT

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DATE

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PRINTED NAME OF STUDENT

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SIGNATURE OF PARENT

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DATE

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PRINTED NAME OF PARENT