

Stanhope Elmore High School



Student Handbook

2023 - 2024

Welcome to the 2023 - 2024 school term and what promises to be an exciting and educational year. The faculty and staff of Stanhope Elmore High School are devoted to providing the highest quality education possible for all learners.

Please take some time to review the handbook together, discuss it, and then follow the rules outlined. The calendar is made available to help students and parents plan for all facets of everyday life at Stanhope Elmore High School. We encourage parents to become involved in our school and your child's education. An interactive calendar with embedded links will be posted on the school website, parent and student Google classrooms, and the school Facebook page. Additional dates will be added to it as information becomes available.

Elmore County Public Schools
2022-2027 STRATEGIC PLAN

Culture for Learning	Leadership for Learning	Engagement of Learning	Growth in Learning
Strategic Objective	Strategic Objective	Strategic Objective	Strategic Objective
Stakeholders are included and actively engaged in creating and sustaining a healthy culture for learning that meets the needs of all students.	Schools are equipped with student-focused leaders who engage in their own learning, positively impact others, communicate consistently, and express clear expectations for staff and students.	All learners are engaged in a student-centered environment that encourages them to participate with confidence and have ownership in their own learning.	Learners are positively impacted with engaging material, college and career readiness, and development of knowledge and skills to prepare them for the next transition.
Critical Initiatives	Critical Initiatives	Critical Initiatives	Critical Initiatives
<ul style="list-style-type: none"> • Create a culture of respect for all students. • Engage stakeholders in the process of students' education. • Foster positive peer and adult relationships. • Increase opportunities for parental and community involvement. • Maintain a safe, secure, and appropriate learning environment. • Set high expectations for leaders, teachers, and students. 	<ul style="list-style-type: none"> • Recruit/supervise professional staff to optimize student learning. • Promote professional growth through staff development activities. • Set high expectations for student achievement and learning through effective, innovative, and collaborative engagement of district and school leaders and staff. • Ensure equitable allocation of human, material, digital, and fiscal resources. 	<ul style="list-style-type: none"> • Ensure that the curriculum strengthens and builds critical thinking and problem-solving skills. • Provide an environment that promotes and respects student voice and responsibility for their learning. • Develop life skills to think critically, set goals, communicate, collaborate, and lead others. • Enrich students' learning experiences using appropriate technology, tools, and resources. • Provide rigorous, challenging, and engaging instruction to match student interests and learning potential. 	<ul style="list-style-type: none"> • Create partnerships among stakeholders to build support for all students. • Promote citizenship opportunities to engage and serve the community. • Use data, research, and regular evaluations to improve instruction and advance learning. • Address learners' diverse academic and non-academic needs and interests through appropriate interventions and instructional design.
Key Performance Indicators	Key Performance Indicators	Key Performance Indicators	Key Performance Indicators
<ul style="list-style-type: none"> • Advisory committees • Community partnerships • Professional development • Student recognitions, celebrations, and/or extracurricular activities • Student/parent/community surveys • Surveys • Walkthroughs/observations • Financial reports 	<ul style="list-style-type: none"> • Achievement/growth data • Agendas • Community partnerships • Lesson plans • Professional development • Surveys • Teacher retention data • Walkthroughs/observations • Financial reports 	<ul style="list-style-type: none"> • Accountability indicators <ul style="list-style-type: none"> ○ Achievement ○ Growth ○ Attendance ○ College & career readiness rate ○ Graduation rate • Lesson plans • Professional development • Walkthroughs/observations • Financial reports 	<ul style="list-style-type: none"> • Accountability indicators <ul style="list-style-type: none"> ○ Achievement ○ Growth ○ Attendance ○ College & career readiness rate ○ Graduation rate • Community partnerships • Professional development • Walkthroughs/observations • Financial reports

PURPOSE STATEMENT

Every Student Empowered. Every Student Succeeds.

NON-DISCRIMINATION POLICY

It is the policy of the Elmore County Board of Education and Stanhope Elmore High School not to discriminate on the basis of sex, race, disability, religion, creed, national origin, or age. If you have reason to believe that you have been discriminated against, you may contact the Superintendent's Office at 567-1200.

TITLE IX COMPLIANCE

Stanhope Elmore High School complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 Rehabilitation Act of 1973.

It is the official policy of the Alabama State Department of Education, Elmore County Board of Education, and Stanhope Elmore High School that no person in Alabama shall, on grounds of race, color, handicap, sex, religion, creed, or national origin be excluded from participation in or denied the benefits of or be subjected to discrimination under any program, activity, or employment.

GUIDANCE DEPARTMENT

The mission of the guidance department is to offer effective guidance to all students in the areas of academic advising, career/college planning, and personal/social counseling through both group and individual contacts. Students and parents are encouraged to visit the guidance counselors, as needed.

Guidance Counselors: Ms. Hollenquest: 11th & 12th grade; Mrs. Barfoot: 9th & 10th grade.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Elmore County Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Elmore County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Elmore County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Stanhope Elmore High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by August 31, 2023. Elmore County Schools System has designated the following information as directory information:

A cumulative record shall be kept on each student enrolled in the system. Cumulative records shall be kept on forms approved by the State Department of Education.

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Inservice	2 Inservice	3 Inservice Open House	4 Inservice	5
6	7	8 First day of school	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Fall Pictures (Library)	24 Shades Valley (H) FB Jr. Ambassador Orientation	25 Deadline to purchase parking permit	26
27	28	29	30	31		
			FFA MEMBERSHIP DRIVE BACK TO SCHOOL BASH			

Student records will be maintained by the school and will be used in making appropriate educational decisions for the student. The school principal shall be responsible for developing a plan that will ensure that such records are kept up to date and accurate. All information regarding students and their families will be collected, maintained, and distributed under safeguards of privacy.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the students education records. These rights are:

1. The rights to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records will be inspected.
2. The right to request the amendment of the student’s education record that the parent believes is inaccurate or misleading. The parent should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, sutor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

LIBRARY

The library is open to students from 7:30 a.m.-3:30 p.m. Library visitors are expected to be quiet, limit their movements, use good manners and not have food, drink or gum while in the library. Students may check out books for a period of 2 weeks. If books are damaged or lost, students will be expected to pay for replacements. Internet connection is located in the library. Students are allowed to do academic research on the Internet as needed. Other computers are also available for students to do word processing or use other software as available.

Parents/guardians of students at Stanhope Elmore High School are required to sign a consent form each year giving permission for the student to use the Internet. A student without the signed permission form will not be allowed to utilize the Internet in the library or any classroom. The school system has a procedure in place to block inappropriate websites; however, any violation of this policy will be handled according to the Elmore County Code of Conduct.

BUS RULES AND REGULATIONS

(Established by the Elmore County Board of Education)

Safe transportation is the responsibility of school officials, parents, and students. The authority of school officials extends to and includes transportation of students. All students are expected to conduct themselves as good citizens and abide by the following:

1. Do not stand or play in a public road while waiting for your bus.
2. Be sure the bus is completely stopped before you board or get off your bus.
3. Keep head, arms, and hands inside the bus at all times.

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
LANARK WILDLIFE FIELD TRIP The Complete History of Theatre (Abridged) performances 9/21-9/24					Eufaula (A) FB	
3	4	5	6	7	8	9
	Labor Day				Russell County (A) FB	
10	11	12	13	14	15	16
		Night of the Bands	DECA-ACE Leadership Conference			
17	18	19	20	21	22	23
					Carver (H) FB	
24	25	26	27	28	29	30
	Photo Retakes AND Sr Portrait retakes			AP – 1 st date to pay	Prattville (A) FB	JROTC Drill Competition

4. Never use the emergency door except in an emergency.
5. Participate in no activity that may divert your driver's attention from driving.
6. Always remain in your seat until it is time to leave the bus.
7. In an emergency, remain in your seat until the driver tells you otherwise.
8. Assist the driver in assuring the safety and comfort of small children.
9. When getting off the bus, be sure the driver can see you at all times. Don't loiter.
10. Never eat or drink on the bus.
11. Absolute quiet is necessary at main intersections and railroad crossings.
12. Live, dead, or preserved animals or objects larger than 24" X 24" are not permitted on the bus. Band instruments, sports bags, etc. may be allowed on the bus at the driver's discretion.
13. Be at your designated stop five minutes prior to expected bus arrival.
14. The bus driver is in complete authority; extend to him/her your support and cooperation.
15. Always show courtesy and respect for the rights of others.
16. Do not deface or damage the bus in any manner; assist in keeping it clean.
17. Electronic communication and gaming device use is allowed if the device is not audible to others.
18. Vulgar language, profanity, or loud noise is prohibited.
19. Never throw any object in the bus or from the bus.
20. Students are expected to ride their assigned bus and board or get off at their designated stop, except by permission from the principal. In order to get off at a location other than his/her designated stop, a student must have two notes: one from his/her guardian and one from an adult at the alternate location.
21. Any activity that is not conducive to good conduct will not be allowed. Students unwilling to conduct themselves as good citizens may forfeit the right to ride a school bus.
22. Failure to identify self may result in suspension from the bus.
23. **When a student is assigned to ECAP for a bus violation, that student is also suspended from the bus until the completion of his/her ECAP assignment. (Suspension from a bus includes suspension from all Elmore County route buses).**

STUDENT DRIVING

Students who are properly licensed, can show proof of insurance coverage, and have purchased a Parking Permit (\$25.00) may bring their vehicles to school provided they drive safely and park in the designated area. Parking permits are available for purchase before school, after school, or during break. **All student vehicles should be parked in their area and remain there until school has been dismissed.** Students are requested to lower the volume of their sound systems as they enter the parking area. Students will not sit in automobiles after parking. Students will remain out of and away from all vehicles during the school day.

School officials may search selected vehicles while on school property when there is reasonable cause to believe that the vehicle contains articles that may endanger other individuals or that are contrary to law or regulations of the Board. The school is not responsible for items stolen or for damage to vehicles. **Vehicles parked on school campus without parking permits will be tagged and the permit cost will be added to their fees.** Students may temporarily or permanently lose their driving privileges due to failure to follow school procedures.

TEXTBOOKS

Textbooks are provided by the State of Alabama. Students and/or parents are responsible for the proper care and safeguarding of these books when checked out to the student. Students and/or parents are required to pay for the loss or damage in excess of that which would result from the normal use of the textbooks. Students who owe for lost textbooks will not be issued new textbooks until payment for the lost book is received. Failure to pay the school for loss or damaged textbooks will result in non-issuance of other textbooks to the respective student.


FEES

Reasonable fees may be charged for courses that are not required by the state course of study for graduation for grades 9-12.

Technology Fee- \$20

Parking Pass- \$25

October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Auburn University Athletics field trip	4	5	6 End of Quarter 1 Wetumpka (A) FB	7
8	9 Columbus Day Fall Break	10 Fall Break	11	12	13 Sidney Lanier(A) FB	14 Band Competition
15	16	17 Jr. Ambassador Meeting	18	19	20 Pike Road (A) FB	21
22	23	24	25	26	27 Park Crossing (H) FB 	28
29	30	31 Halloween				
			Pre-ACT – Oct 16 th -27 th Window ACT WorkKeys – Oct. 18 th – Nov. 13 th window FFA FALL COMPETITIONS			

ATTENDANCE AND ABSENCES

This policy can and may be amended due to the current pandemic. Direct any concerns to the front office staff/ registrar.

All students, regardless of age, enrolled in the Elmore County School System are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian. The Code of Alabama (16-28-15) requires that a written note from the parent/guardian stating the reason for the absence must confirm every absence (to include check-outs and check-ins) within three (3) school days. Failure to furnish the written explanation for the absence may result in the student being considered truant with the knowledge of the parent/guardian or person in control of the student. Participation in legitimate school activities or special reasons acceptable to the principal may be excused if permission is granted prior to the absence.

Students in grades 9-12 who accumulate seven (7) excuses within a school year that have not been verified by a physician's statement may be required, at the discretion of the principal, to secure a physician's statement for all future absences. Students in grades 9-12 who accumulate more than seven (7) unexcused absences in a class may be denied credit for that course. Students will not be permitted to make up work for unexcused absences. Students in grades 9-12 who accumulate more than 4 unexcused absences in an eighteen-week class may be denied credit for that course. Required court appearances and physician-verified absences are considered excused absences.

Checkouts and tardies will be considered as absences from those class periods missed and treated as any other absence.

Excused Absences

Written documentation must be submitted **no later than three (3) days** after the student's return to school. **After three (3) days an excuse will not be accepted, and the absence will be regarded as truancy.**

1. Illness
2. Legal quarantine
3. Court-required appearance
4. Death in the immediate family
5. Inclement weather which could be dangerous to the life and health of the child as determined by the principal
6. Emergency conditions as determined by the superintendent or principal
7. Prior permission of the principal with consent of the parent/guardian

Unexcused Absences

1. Failure to register or start to school on time
2. Truancy
3. Missing a bus or ride
4. Suspension
5. Unauthorized trips, such as shopping, hunting, fishing, ball games, etc.
6. Birthdays or other celebrations
7. Updating an expired immunization form
8. Any absence for which a written excuse was not provided within three (3) days

DUE PROCESS

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule or regulation, the local school principal or designee shall ensure that students are afforded due process.

November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
					Minor (H) FB 	
5	6	7	8	9	10	11
					Veterans Day observed	Veteran's Day
12	13	14	15	16	17	18
	Last day to pay AP fees					
19	20	21	22	23	24	25
	Thanksgiving Holiday	Thanksgiving Holiday	Thanksgiving Day	Thanksgiving Holiday	Thanksgiving Holiday	
26	27	28	29	30		
		Club Picture Day (New Gym)	CANNED FOOD DRIVE			

EXAMINATION EXEMPTION POLICY

Students in grades nine (9) through twelve (12) may exempt end-of-course examinations if they meet the following criteria:

- An "A" average with no more than 2 absences
- A "B" average with no more than 1 absence
- A "C" average with no absences

Any student who has skipped either a class period or a school day, been assigned to in-school suspension or detention for 5 or more days, been suspended, or been assigned to the Elmore County Alternative Programs (ECAPs) will forfeit the opportunity to exempt any final examination regardless of grade average. Three unexcused tardies to class will forfeit exemption status in that class. **AP students who do not take the AP exam in May will be required to take their mid-terms and final exams.**

Please note: School authorized field trips, a college day (with proper documentation), and military absences (with proper documentation) do not count as absences against exemptions.

STUDENTS LEAVING SCHOOL CAMPUS

A student is not permitted to leave the school campus during regular school hours except in accordance with the following:

1. Students who leave school for any reason must check-out through the school office following the check-out procedure.
2. A student's parent or guardian may come to the school in person and check his or her child out of school. A student may not be checked out of school by persons other than his or her parent or guardian or someone specifically designated by the student's parent or guardian.
3. A student may bring a written note signed by the student's parent or guardian and upon approval of the local school principal, or designee, may be permitted to leave the school campus. All notes will be verified by phone by office personnel prior to the dismissal of a student. All written parental requests shall remain on file in the principal's office for the remainder of the school year.
4. In emergency situations the local school principal or his or her designee may permit a student to leave the school campus based on a telephone request from the student's parent or guardian. In such instances, the principal or designee shall attempt to re-contact the student's parent or guardian by telephone to confirm the request. Any student violating this policy shall be subject to disciplinary action.
5. Any student leaving campus without permission will have committed a Class II violation will receive sanctions accordingly. Driving privileges can be temporarily or permanently taken away for failure to follow school procedures.

CHECK OUT PROCEDURES

Students may check out for two reasons:

1. ILLNESS
2. EMERGENCY

STUDENTS WHO CHECK OUT TO GO TO THE DENTIST OR DOCTOR MUST BRING BACK A STATEMENT FROM THE DOCTOR OR DENTIST IN ORDER TO HAVE AN EXCUSED CHECKOUT.

A check out will result in an absence in the missed classes. Students must be present in school 51% of the school day in order to be counted present in homeroom (See Absences). Failure to follow the check-out procedures could result in in-school suspension or ECAP.

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
						Millbrook Christmas Parade
3	4	5	6	7	8	9
10	11	12	13	14	15	16
		Jr. Ambassador Meeting		Mid-terms	Mid-terms	
17	18	19	20	21	22	23
	Mid-terms	Exam Make-ups	End of Quarter 2 ½ day	Christmas Holidays	Christmas Holidays	
24	25	26	27	28	29	30
	Christmas Day	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	
31						
New Year's Eve			December 2-4: Trumbauer State Competition (Theatre) Anything Goes: December 7-10			

CHECK IN PROCEDURES

All students reporting after homeroom must check in at the office immediately upon arriving on campus. If your student is late, you should park out front and call the school (334-285-4263) to notify the office that you have arrived. The student will enter the building by themselves and someone from the front office will check them in. Parents/ guardians will remain in vehicle.

PARKING

Student parking is available for purchase at a cost of \$25.00. Students must show a current driver's license, current vehicle registration and current proof of liability insurance to purchase parking permits. Students are required to drive safely and park in their designated parking space. All students must park in his/her designated space upon entering the campus, and must remain in that space until school has been dismissed. Students will reduce the volume of his/her sound systems upon arrival on campus and keep the system's volume down until they leave campus. Students are not allowed to sit in their vehicles once parked. Students are not allowed to return to his/her vehicle without permission from a school administrator, until the end of the school day. **STUDENTS MAY LOSE HIS/HER DRIVING PRIVILEGES DUE TO FAILURE TO FOLLOW SCHOOL PROCEDURES.**

School officials may search selected vehicles while on school property when there is reasonable cause to believe that the vehicle contains items that may endanger other individuals or that are contrary to law or regulations of the board. The school is not responsible for items stolen or for damage to vehicles.

IT IS MANDATORY THAT A PARKING PASS BE PURCHASED BEFORE A STUDENT PARKS THEIR VEHICLE ON CAMPUS. Vehicles parked on campus without purchasing a parking pass will be tagged and the permit fee will be added to their student fees.

DISCIPLINE

Students are asked to adhere to the policies and procedures outlined in the Stanhope Elmore Handbook and the Elmore County Code of Conduct. Please direct all concerns to grade level administrators.

9th Grade Administrator- Wes Dunsieith Michael.dunsieith@elmoreco.com
10th Grade Administrator- Stacie King stacie.king@elmoreco.com (tentative)
11th and 12th Administrator- Heather Perdue heather.perdue@elmoreco.com

CHECK IN PROCEDURES

All students reporting after 7:55, must check in at the office immediately upon arriving on campus. Cell phones must be pouched.

January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Christmas Holidays New Year's Day	2 Christmas Holidays	3 Christmas Holidays	4 Christmas Holidays County Tournament BB	5 Christmas Holidays County Tournament BB	6 County Tournament BB
7	8 Inservice	9 Students return	10	11 Report Cards	12	13
14	15 MLK Birthday/Holiday	16	17	18	19	20
21	22	23 Sports Photos	24	25	26	27
28	29	30	31 Sr Cap/Gown Photos			

STUDENT DRESS AND APPEARANCE

The Board is aware that personal dress and appearance constitute individual expression, and within certain limits, wishes to allow students the freedom to express themselves in their own unique manner. The faculty and administration of each school shall encourage all students to be aware that dress and personal appearance may, in a very real manner, influence the image and attitude others have on the student as an individual. Therefore, the Board shall require each student to consider reasonable judgment, tact, and decency in the selection of clothes for school and personal appearance.

The administration of each school shall maintain absolute authority in making subjective judgment concerning a student's dress and personal appearance. Dress code violations will be dealt with according to the Elmore County Code of Conduct. (Class II Offense BV)

In general, all students must dress appropriately for school. Dress and appearance must not present health or safety problems or cause disruptions.

Students in the Elmore County School System shall wear the following:

1. Clothing conducive to learning and respectful of the learning environment
2. Clothing which fully covers the shoulders, cleavage, abdomen, and back
3. Clothing that is appropriate to student's size
4. Pants/slacks at the natural waistline
5. Shoes appropriate for the activity and safety: class, gym, shop, etc.
6. Skirts and dresses no more than two inches above the knee
7. Shorts that are mid-thigh

Students are prohibited from wearing the following:

1. Sunglasses in the building except with a doctor's prescription
2. See-through, skintight and/or revealing clothing, yoga pants, or spandex. Jeggings or leggings may be worn if shirt length is approximately mid-thigh.
3. Open or chain belts, belt buckles not buckled, electronic belts or buckles, or cap "fish hooks"
4. Unfastened overalls
5. Pants/slacks with the appearance of sagging
6. Hats, caps, headgear, and any other head cover in the buildings on campus
7. Curlers, picks, combs, or chop sticks
8. Bandannas or sashes anywhere as a part of a dress
9. Clothing with holes more than two inches above the knee and/or with skin showing.
10. House shoes/slippers are inappropriate unless approved by the school administration.
11. Clothing depicting unacceptable and/or inappropriate decals, slogans, or pictures; profanity; language containing or referring to suggestive or immoral behavior; gang activity; alcohol, drugs, or tobacco
12. Any clothing and/or headgear which directly or by innuendo disrespects (or is perceived to disrespect) a student's race, color, religion, gender, national origin, or disability and/or creates, supports, or promotes a hostile learning environment contrary to the anti-harassment policies of the Board of Education (including negative feelings, disharmony, racial or religious discord, intimidation, embarrassment and/or fear)
13. Trench coats or Matrix coats, pajamas, blankets or stuffed animals shall not be worn at school or brought to school
14. Costumes of any kind are prohibited without specific principal permission.

Exceptions may be made to any of the above when physical or other circumstances warrant or for certain groups during performances or special activities as authorized by the administration.

February 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
LETOHATCHEE STOCKYARDS FIELD TRIP DECA State Conference						
4	5	6	7	8	9	10
					Senior Pano @ 1:30 Bae Booth Yrbk Fundraiser	JROTC Military Ball
11	12	13	14	15	16	17
					AL State Thespian Festival 2024	AL State Thespian Festival 2024
18	19	20	21	22	23	24
	Professional Development/E- Learning Day					
25	26	27	28			

ELECTRONIC DEVICE POLICY

Effective August 2023

Yondr Cell Phone Pouch Policy

Purpose

To establish the basic structure for the use of electronic devices owned by students in school.

Policy

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smart phones, earphones, headphones, camera phones, camera devices, video and audio devices, digital recording devices, scanning devices, personal digital assistants (PDA), MP3 players, iPods, smart watches, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

There is no reason that a student should need a cell phone during the regular school day. In any instance requiring emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline.

*This policy does not apply to *school-issued PC/laptop computers or chrome books.*

Students may possess or use personal electronic devices on school property or school-sponsored events according to the following guidelines ONLY:

- **Before school until the beginning of the school day (7:48 AM Tardy Bell)**
- **After school as signaled by the 3:05 Bell ending the seventh period class.**
- **Administrative approval (instances may occur where administration will unlock pouches for students to call home such as severe weather, unplanned early release, etc.).**

Cell phones are not to be outside of the Yondr pouch on SEHS's campus during the school day. This policy will be enforced through the utilization of locking cell phone pouches. These pouches will be issued to each student at the beginning of the school year. When a student arrives at school each day, he/she will enter the property via designated entry points. A Yondr pouch check will be at each of these entry points. When approaching the checkpoint, each student should be holding his/her cell phone in one hand (**turned off or in Airplane Mode**) and his/her Yondr pouch in the other hand. As he/she passes through the checkpoints, he/she will place the phone into the pouch and snap the pouch closed. This process takes about 1 ½ seconds per student. Once locked, the student will be unable to open the pouch without a special unlocking mechanism. These unlocking mechanisms will be placed in the designated exit points at the end of the school day so that students can access their devices as they leave campus.

If a student is found in violation of the Yondr Cell Phone Pouch Policy, the teacher should immediately contact administration. The student will receive a discipline referral for (BBY) Defiance of Yondr Cell Phone Pouch Policy. These consequences are listed below. Any intentional damages to or loss of the Yondr pouch will incur a charge of \$20 to the student's school fees. Students will be unable to graduate until all school fees are paid.

Forgotten Pouches:

Any student who is found to not be in possession of a pouch when entering through the checkpoints will be sent to the office to sign in as not having a pouch. If that student is in possession of a cellular device, that device will be locked in the front office and returned to the student at the end of the day. On the third sign in, a phone call will be made to a parent or guardian as a warning. On the fourth sign in, the student will receive a discipline referral for Defiance of Yondr Cell Phone Pouch Policy and be assigned the appropriate consequence. In addition, a charge of \$20 will be added to the student's school fees to replace the pouch. These sign in logs will be maintained until the end of each semester.

Student Defiance of Yondr Cell Phone Pouch Policy

Level 1: If a student is found to be in violation of the Yondr Cell Phone Pouch Policy, the student will receive a referral for **BB (Defiance)**. This carries a consequence of (2 days ISS/1st Offense), (4 days ISS/2nd Offense), (3 days ECAP/3rd Offense), (5 days ECAP/4th Offense), (10 days ECAP/5th Offense). The student's device will be confiscated and locked in

March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9 JROTC Military Ball
10	11	12	13	14	15 End of Quarter 3 Last Day to purchase Sr Yrbk Ads	16
17	18	19	20	21	22	23
24	25 Spring Break	26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30
31			ACAP Alternate – Date TBA ACT Workkeys Retest – Date TBA ACT Date TBA Dinner Theatre 2024: March 14-16			

the front office until a parent or guardian is able to take possession of it. If a student pouch has been disposed of or intentionally damaged by the student, the student will receive the appropriate consequence listed above and a \$20 fee will be added to that student's fees to replace the pouch.

Level 2: If a student refuses to surrender the device to an administrator, he/she will receive an additional discipline referral for **BB (Defiance of Authority)** and could receive additional days in ISS or ECAP.

EMERGENCY DRILLS

FIRE THREAT

Each teacher will have an exit plan in the classroom to assist with fire drills which are conducted multiple times annually. When the signal sounds, students will file out quietly, orderly, and quickly in the direction indicated by the teacher.

Procedure:

1. Stop all work immediately.
2. Teacher signals for departure. Students leave in a single file line. Teacher brings roll book.
3. Leave building by the nearest exit.
4. Close all windows and doors and turn all lights out.
5. Proceed a safe distance from the building.
6. Pupils remain in line until all clear signal is given to return.
7. Pupils must move quickly and orderly at all times.
8. Return to room in same manner and through same exit as departure.

TORNADO THREAT

Students and teachers will follow plans outlined on Tornado Drill Instructions, which will be posted in all classrooms. Students will not be released during an active tornado warning.

LOCK-DOWN DRILLS

Lock-down drills will be conducted at least two times during the school year. Students will follow directions indicated by the teacher. In the event of an actual lock down, no students or school personnel will be allowed to enter or leave the school during the lock-down (no check-in or check-out). All exterior doors will be locked.

BOMB THREAT

Teachers are to take students to the assigned area and be seated in an orderly fashion. Teachers and staff are to be sure no one is left in their location of the building. Teachers are to carry roll books with them. **Making a bomb threat in Alabama is a felony.**

April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 JROTC Awards Day	4	5	6
7	8	9	10	11 Govt. Day	12 Good Friday Holiday	13 Prom
14	15	16	17	18	19	20
21	22	23	24	25 Band recruitment concert (New Gym 1:30) Spring Band & Choir Concert (New Gym)	26	27
28	29	30	FFA SPRING CONTESTS			

TRANSITION STUDENTS

Students will not be allowed to transition if they have not earned a College and Career Credential.

VALEDICTORIAN/SALUTATORIAN

Grade point averages calculated for determining Valedictorian and Salutatorian will include only the first four core courses attempted in each core subject and the first foreign language. (A fifth math course may count if the student received an Algebra I credit in the eighth grade from his or her base school.) Additionally, in order to qualify for Valedictorian and Salutatorian, a student must attend an Elmore County High School for a minimum of 3 years. A student's overall GPA must be in the top 5 percent of the senior class. Honors/advanced, Advanced Placement (AP), and dual enrollment courses will be weighted. Grade point average will be computed through the fourth nine weeks of the twelfth grade. The principal makes the final determination in the event of a tie and/or extraordinary circumstances.

GRADING SCALE

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

Students' final grades are computed in the following manner:

Example:

1st semester- 40%
2nd semester- 40%
Midterm & Final Exam grade- 20%

1st semester grade- $84 \times .40 = 33.6$
2nd semester grade- $76 \times .40 = 30.4$
Midterm & Final Exam grade- $63 \times .20 = \underline{12.6}$
76.6 Final Grade- 77

CALCULATING GRADE POINT AVERAGE (GPA)

To calculate your grade point average, first use the following scale (A= 4, B= 3, C= 2, and D= 1) to assign quality points to the grades received. Next, add up the quality points and divide by the number of classes taken. The answer you get is your grade point average (GPA).

Please remember that advanced classes are weighted. Grades received in advanced courses should be calculated using the following scale: (A =4.2, B= 3.2, C= 2.2, and D= 1.2).

For example:

English 9 A= 4
Algebra A C= 2
Business Tech B= 3
AgriScience A= 4

$13/4 = 3.25$ GPA

Honors English 9 A= 4.2
Algebra I C= 2.2
Business Tech B= 3
AgriScience A= 4

$13.4/4 = 3.35$ GPA

May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
				Senior Checkpoints	Senior Checkpoints Senior Awards Day	
5	6	7	8	9	10	11
Senior Finals Week	AP Testing	AP Testing	AP Testing	AP Testing	AP Testing	
12	13	14	15	16	17	18
	AP Testing	AP Testing	AP Testing	AP Testing	AP Testing	
19	20	21	22	23	24	25
	Graduation Underclassmen Finals	Underclassmen Finals	Underclassmen Finals	Last day for students/End of Quarter 4	Teacher work day	
26	27	28	29	30	31	
	Memorial Day					

REGISTRATION/SCHEDULE CHANGES

All students must register in the spring for the coming year. When school begins, class changes may be made only where space is available and when a strong reason is stated. Usually the first few days of school are devoted to transferring students; however, no class changes will be made after **2 days** of school, unless requested by teacher and approved by an administrator.

1. All schedule changes must be made in the first **2 days** of school.
2. No special education schedule can be changed without an I.E.P. meeting.
3. All other schedule changes must be done on the recommendation of the receiving teacher, counselor, or administrator.
4. Any student who fails 1 or more classes is encouraged to enroll in summer school.

NEW STUDENTS

Any student registering must report to the Registrar. Each new student should have the following documents:

1. An Alabama Certificate of Immunization (blue form)
2. An official withdrawal form from the transferring school or the last report card if the student finished the year
3. A Social Security card
4. Certified birth certificate
5. Three documents verifying residence in the school zone (an address verification form and a deed, mortgage, or apartment/home lease, plus one of the following documents: a property tax record, a utility bill, a voter identification/registration, an automobile registration, or homeowner's insurance policy).

Note: If parents are divorced, the parent with physical custody must prove residence in Elmore County.

IMMUNIZATION REQUIREMENTS

According to Alabama Law (13-30-4), Code of Alabama), Elmore County Board of Education shall require each pupil who is otherwise entitled to admittance to present an Alabama Certificate of Immunization. Therefore, no student will be admitted to Stanhope Elmore High School without the certificate of immunization. The certificate may be obtained from the Elmore County Health Department or your local physician.

State law requires that immunization records be kept current. The school nurse notifies students of expired immunization certificates. If certificates are not renewed in a timely manner, students will not be allowed to attend school

SOCIAL SECURITY NUMBER

Each child enrolled in Alabama public school grades six through twelve shall have a Social Security Number and a valid Social Security Card to be presented to school officials at the time of registration for verification and return to the child, parent, and/or guardian.

SUMMER SCHOOL

Students attending summer school at schools other than Stanhope Elmore High School must first secure permission from the principal. This is to ensure that the student is enrolled in the correct classes and that credit can be given for the classes taken.

June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
Summer School dates will be announced prior to the end of school. FFA STATE CONTESTS						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified April 2018

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

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

COURSE REQUIREMENTS

<u>Four credits to include:</u>		<u>Credits</u>
English Language Arts	English 9	1
	English 10	1
	English 11	1
	English 12	1
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
English Language Arts Total Credits		4
<u>Three credits to include:</u>		<u>Credits</u>
Mathematics	Algebra I or its equivalent/substitute	1
	Geometry or its equivalent/substitute	1
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	1
	Mathematics-credit eligible options may include: <i>Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.</i>	
	<u>One credit from:</u>	
<i>Alabama Course of Study: Mathematics</i> or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1
Mathematics Total Credits		4
<u>Two credits to include:</u>		<u>Credits</u>
Science	Biology	1
	A physical science (Chemistry, Physics, Physical Science)	1
	Science-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	<u>Two credits from:</u>	
<i>Alabama Course of Study: Science</i> or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2
Science Total Credits		4
<u>Four credits to include:</u>		<u>Credits</u>
Social Studies* The (*) means that these history courses must be taken in this sequence. Government and Economics are to be taken after the history courses but not in any given sequence.	World History	1
	United States History I	1
	United States History II	1
	United States Government	0.5
	Economics	0.5
	Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Test Requirement	Students are required to pass the <i>Civics Test</i> in the United States Government class effective the 2018-2019 school year.	
Social Studies Total Credits		4
Physical Education	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit	
Health Education		
Career Preparedness		
Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education		
Electives		
Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.		
Total Credits		24

July 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
CENTRAL DISTRICT FFA OFFICER WORKSHOP						
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEHS Classroom Testing Schedule

Math	Science	Social Studies	ELA	CTE	Electives
Wednesday	Tuesday	Tuesday	Wednesday	Wednesday	Tuesday
Friday	Thursday	Thursday	Friday	Friday	Thursday

Credits for Promotion in Grades 9-12

Promotion to 10 th Grade	Promotion to 11 th Grade	Promotion to 12 th Grade	Credits to Graduate
5	12	17	24

2023-2024 Bell Schedule

1st Period - 7:48 - 8:40

Transition - 8:40-8:44

2nd Period - 8:44 - 9:36

Break - 9:36-9:44

3rd Period - 9:48 - 10:40

Transition - 10:40-10:44

4th Period - 10:44 - 11:36

Transition - 11:36-11:40

5th Period - 11:40 - 1:12

Wave 1 - 11:40-12:03

Wave 2 - 12:06-12:26

Wave 3 - 12:29-12:49

Wave 4 - 12:52-1:12

Transition - 1:12-1:16

6th Period - 1:16 - 2:08

Transition - 2:08-2:12

7th Period - 2:12 - 3:04

ECTC 1 - 7:45-9:37

ECTC 2 - 10:52-12:56

ECTC 3 - 1:03-2:50

Classroom Response Guide

Level 1	Level 2	Level 3	Level 4
Behaviors that should be addressed in the classroom	Teacher assigned intervention or consequences with documentation	Disciplinary referral	Immediate administrator intervention – contact an administrator as soon as the behavior occurs
Inattention (sleeping, simple off-task behavior, playing on Chromebook instead of working, etc.)	Two-way communication with parent/guardian and document the contact	Two-way communication with parent/guardian and document contact	Physical violence (hitting, kicking, biting, throwing dangerous items, etc.)
Irresponsible behavior (not turning in homework, unprepared for class, dishonesty, etc.)	Persistent Level 1 behavior	Persistent Level 2 behavior (requires documentation)	Fighting or arguments – heated provocation between students that could lead to fighting without intervention
Mild disruptions (out of seat, talking without permission, etc.)	Inappropriate or offensive language (cursing, name-calling, insulting comments)	Racial, cultural, sexual harassment (verbal or physical)	Knowledge of suspicion of self-harm, injury, or suicidal dialogue
Misuse of hall pass	Disrespectful to an adult (gestures, offensive remarks, refusal to respond to a directive)	Severe disrespect to an adult (verbal attack)	Threats (statements about intent to engage in violence against people or the school)
	Horseplay without safety issues (tripping, poking, excessive playing, etc.)	Skipping class	Possession or under the influence or possession of drugs, alcohol, tobacco, vaping devices, etc.
		Phone pouch infraction (phone seen out of phone, phone in use during class, earbuds in ear)	Possession of a weapon or other dangerous item
			Theft

STANHOPE ELMORE HIGH SCHOOL

IMPORTANT INFORMATION

DRESS CODE

Not allowed: hats/headgear, sunglasses, midriff tops, holes in pants above mid-thigh, leggings with short shirts

1st Offense—1 day ISS, No exceptions!

*No changing clothes or calling home for clothes. Out of dress code = Out of luck!

ENTRANCE POINTS/PARKING

There are 4 entrance points to the school: The bus ramp gate (between 200/600), the gate from student parking (between cafeteria and 700), the gate between the 300/700 for car

riders, and the front main doors. Yondr pouch and dress code checks will be conducted at each entrance point each morning. Entering the school through any gate that is not designated as an entrance point IS NOT ALLOWED.

ALL students must park in the designated student parking lot in the back parking lot.

ATTENDANCE/DENYING CREDITS

Students in grades 9-12 who accumulate more than 7 unexcused absences in a class may be denied credit for that course.

Students who accumulate more than 4 unexcused absences in an eighteen-week class may be denied credit for that course.

Checkouts and tardies will be considered as absences from those class periods missed and treated as any other absence.

SCHEDULE

Check your schedule to make sure you have 4 core classes: ELA, Math, Science, History. If you are missing a core class, let the counselors know ASAP.

DISCIPLINE/DELAY IN DRIVING

Per the State of Alabama (Section 32-6-7.4), a student's discipline can delay a student from receiving a driving permit/license.

Each point = 1 week delay.

1 day of ISS—1 point

ECAP—6 points

Expulsion—20 points

YONDR

Each student must bring his/her Yondr pouch to campus each day. Phones must be turned off or on airplane mode before locking in the pouch each morning. NO EXCEPTIONS! Phones do not have to be in use for a student to be in violation of the policy. Students may not use AirPods or any type of Bluetooth device during the day.

1st Offense—2 days ISS

2nd Offense—4 days ISS

3rd Offense—3 days ECAP

Assessment Testing Dates for 2023-2024

<u>Tests</u>	<u>Testing Dates (Windows)</u>
<i>PreACT</i> (Grade 10)	October 16-27, 2023
<i>ACT WorkKeys</i> Paper Testing (Grade 12) – Initial	October 18, 2023
<i>ACT WorkKeys</i> Paper Testing with Accommodations/Supports – Initial	October 18-20, 23-27 & 30, 2023
<i>ACT WorkKeys</i> Online Testing	October 18 – November 13, 2023
<i>ACT WorkKeys</i> Paper Testing (Grade 12) – Makeup.....	November 1, 2023
<i>ACT WorkKeys</i> Paper Testing with Accommodations/Supports (Grade 12) – Makeup	November 1-3, 6-10 & 13, 2023
<i>NAEP</i> (Selected Schools and Grades Only)	TBD
<i>ACCESS for ELLs</i> (Online)	January 16 – March 15, 2024
<i>Alternate ACCESS for ELLs</i>	January 16 – March 15, 2024
<i>ACT WorkKeys</i> Online Retest (Grade 12)	February 28 – March 11, 2024
<i>ACT WorkKeys</i> Paper Accommodations Retest (Grade 12)	February 28-29, March 1, March 4-8, & March 11, 2024
<i>ACAP Alternate</i> (Grades 2-8, 10 and 11)	March 4 - April 5, 2024
<i>ACT with Writing</i> Paper Testing – (Grade 11) Initial	March 12, 2024
<i>ACT with Writing</i> Paper Testing with Accommodations/Supports – Initial.....	March 12-15 & March 18-22, 2024
<i>ACT with Writing</i> Online Testing – Initial	March 12-15 & March 18-22, 2024
<i>ACAP Summative</i> (Grades 2-8)***	March 18 – April 26, 2024
<i>ACT with Writing</i> Paper Testing – (Grade 11) Make-up	April 9, 2024
<i>ACT with Writing</i> Paper Testing with Accommodations/Supports – Make-up	April 9-12 & April 15-19, 2024
<i>ACT with Writing</i> Online Testing – Make-up	April 9-12 & April 15-19, 2024
<i>ACAP Supplemental Reading Test</i> - Window 1	June 24-28, 2024
<i>ACAP Supplemental Reading Test</i> - Window 2	July 15-19, 2024

***Districts are required to test **all** second and third grade students on the *ACAP Summative* English Language Arts assessment during the **first four weeks of the ACAP Summative Testing Window (March 18 – April 12, 2024)**.

Dates are Subject to Change