

# **Stanhope Elmore High School**



## **Student Handbook**

**2022 - 2023**

Welcome to the 2022 - 2023 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"> <li>• Create a culture of respect for all students.</li> <li>• Engage stakeholders in the process of students' education.</li> <li>• Foster positive peer and adult relationships.</li> <li>• Increase opportunities for parental and community involvement.</li> <li>• Maintain a safe, secure, and appropriate learning environment.</li> <li>• Set high expectations for leaders, teachers, and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit/supervise professional staff to optimize student learning.</li> <li>• Promote professional growth through staff development activities.</li> <li>• Set high expectations for student achievement and learning through effective, innovative, and collaborative engagement of district and school leaders and staff.</li> <li>• Ensure equitable allocation of human, material, digital, and fiscal resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the curriculum strengthens and builds critical thinking and problem-solving skills.</li> <li>• Provide an environment that promotes and respects student voice and responsibility for their learning.</li> <li>• Develop life skills to think critically, set goals, communicate, collaborate, and lead others.</li> <li>• Enrich students' learning experiences using appropriate technology, tools, and resources.</li> <li>• Provide rigorous, challenging, and engaging instruction to match student interests and learning potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Create partnerships among stakeholders to build support for all students.</li> <li>• Promote citizenship opportunities to engage and serve the community.</li> <li>• Use data, research, and regular evaluations to improve instruction and advance learning.</li> <li>• Address learners' diverse academic and non-academic needs and interests through appropriate interventions and instructional design.</li> </ul>
Key Performance Indicators	Key Performance Indicators	Key Performance Indicators	Key Performance Indicators
<ul style="list-style-type: none"> <li>• Advisory committees</li> <li>• Community partnerships</li> <li>• Professional development</li> <li>• Student recognitions, celebrations, and/or extracurricular activities</li> <li>• Student/parent/community surveys</li> <li>• Surveys</li> <li>• Walkthroughs/observations</li> <li>• Financial reports</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement/growth data</li> <li>• Agendas</li> <li>• Community partnerships</li> <li>• Lesson plans</li> <li>• Professional development</li> <li>• Surveys</li> <li>• Teacher retention data</li> <li>• Walkthroughs/observations</li> <li>• Financial reports</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability indicators                             <ul style="list-style-type: none"> <li>- Achievement</li> <li>- Growth</li> <li>- Attendance</li> <li>- College &amp; career readiness rate</li> <li>- Graduation rate</li> </ul> </li> <li>• Lesson plans</li> <li>• Professional development</li> <li>• Walkthroughs/observations</li> <li>• Financial reports</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability indicators                             <ul style="list-style-type: none"> <li>- Achievement</li> <li>- Growth</li> <li>- Attendance</li> <li>- College &amp; career readiness rate</li> <li>- Graduation rate</li> </ul> </li> <li>• Community partnerships</li> <li>• Professional development</li> <li>• Walkthroughs/observations</li> <li>• Financial reports</li> </ul>

**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: 11<sup>th</sup> & 12<sup>th</sup> grade; Mrs. Barfoot: 9<sup>th</sup> & 10<sup>th</sup> 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, 2022. 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 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Inservice	2 Inservice Freshman Orientation	3 Inservice	4 Inservice Open House	5 Inservice	6	7
8 First day of school	9	10	11	12	13	14
15 Geometry Pretest	16	17	18	19 Shades Valley (H) FB	20	21
22 AP Classroom meetings Method Prep Assessment 9 <sup>th</sup> – 11 <sup>th</sup> grades	23 AP Classroom meetings Method Prep Assessment 9 <sup>th</sup> – 11 <sup>th</sup> grades	24 AP Classroom meetings <b>Fall Pictures (Library)</b> Method Prep Assessment 9 <sup>th</sup> – 11 <sup>th</sup> grades	25 AP Classroom meetings ECHS – (A) VB Method Prep Assessment 9 <sup>th</sup> – 11 <sup>th</sup> grades	26 AP Classroom meetings Eufaula (A) FB Method Prep Assessment 9 <sup>th</sup> – 11 <sup>th</sup> grades	27	28
29 Tallassee (H) VB	30 Wetumpka (H) VB	31	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.			

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, suitor, 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 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2	3	4
				Russell Co (H) FB 		
5	6	7	8	9	10	11
Labor Day	Carver (A) VB	Lee & Lanier (H) VB		SE Tournament (H) VB	SE Tournament (H) VB	
12	13	14	15	16	17	18
Marbury – (A) VB				Carver (H) FB	JROTC Drill Competition	
19	20	21	22	23	24	25
	Wetumpka – (A) VB			Prattville (H) FB		
26	27	28	29	30		
ECHS – (H) VB Picture Retakes (New Gym)		Lanier – (A) VB		AP – 1 <sup>st</sup> date to pay Wetumpka (H) FB		

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 (\$20.00) 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 booted at the owner's expense. The boot removal fee is \$20 plus the price of a parking pass (\$20) for a total of \$40.

**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- \$20

# October 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2
3 Tallassee (A) VB	4 Carver – (A) VB	5	6	7 End of Quarter 1 Sidney Lanier (A) FB	8	9
10 Columbus Day Fall Break	11 Fall Break Area VB Tournament	12 Area VB Tournament	13 Area VB Tournament	14 Area VB Tournament Pike Road (H) FB	15 Area VB Tournament	16
17	18	19	20 Report Cards VB Super Regional	21 VB Super Regional Park Crossing (A) FB 	22 VB Super Regional	23
24	25	26 VB State Tournament	27 VB State Tournament Minor (A) FB	28	29	30
31 Halloween			Pre-ACT – Oct 3 <sup>rd</sup> – 21 <sup>st</sup> window ACT Workkeys – Oct. 5 <sup>th</sup> – Nov. 8 <sup>th</sup> window			



## 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 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Club Picture Day (New Gym)		Last day to pay AP fees	Veterans Day		
14	15	16	17	18	19	20
			<i>The 39 Steps</i>	<i>The 39 Steps</i>	<i>The 39 Steps</i>	
21	22	23	24	25	26	27
Thanksgiving Holiday	Thanksgiving Holiday	Thanksgiving Holiday	Thanksgiving Day	Thanksgiving Holiday		
28	29	30				
			<i>The 39 Steps performed by the SEHS Theater Department</i>			

## **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.

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 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2	3	4
			Band: Millbrook Tree Lighting Concert		Millbrook Christmas Parade	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Mid-terms	Mid-terms	Mid-terms <i>It's A Wonderful Life</i>	Exam Make-ups End of Quarter 2 <i>It's A Wonderful Life</i>	<i>It's A Wonderful Life</i>	
19	20	21	22	23	24	25
Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays		Christmas Day
26	27	28	29	30	31	
Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	New Year's Eve	
			<i>It's A Wonderful Life</i> performed by the SEHS Theater Department			

## **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 \$20.00. 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 booted at the owner's expense.**

## **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.

**9<sup>th</sup> Grade Administrator-** Michael Collins ([Michael.collins@elmoreco.com](mailto:Michael.collins@elmoreco.com))

**10<sup>th</sup> Grade Administrator-** Kimberly Copeland ([Kimberly.copeland@elmoreco.com](mailto:Kimberly.copeland@elmoreco.com))

**11<sup>th</sup> and 12<sup>th</sup> Administrator-** Lana Moore ([lane.moore@elmoreco.com](mailto:lane.moore@elmoreco.com))

## **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 an adult 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.

# January 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Inservice	Inservice	Students return			
8	9	10	11	12	13	14
				Report Cards		
15	16	17	18	19	20	21
	MLK Birthday/Holiday					
22	23	24	25	26	27	28
			Inservice			
29	30	31				

## STUDENT DRESS AND APPEARANCE

### DRESS CODE

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

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 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
					Senior Fees Due	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	Professional Development/E-Learning Day		Black History Program			
26	27	28				



## **ELECTRONIC DEVICE POLICY**

**Effective August 2022**

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, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, smart watch, computers, 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 to use a cell phone during the regular school day. In any instance requiring an 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 **ONLY** possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Before school until the beginning of the school day (7:48 AM Tardy Bell).
- During Flex period in the “Phone Zone”
- After school as signaled by the 3:05 Bell ending seventh period class.

Cell phones are not to be visible during the school day, except during flex, in the “Phone Zone”. 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 students arrive at school, they will enter the property via a designated entry point. A cell phone checkpoint will be at each of these entry points. When approaching the checkpoint, students should be holding their cell phone in one hand (off or on silent) and their locking pouch in the other hand. As they pass through the check point, they will place their phone into the locking pouch and snap the pouch in front of the staff member working at the checkpoint. 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 "Phone Zone" during Flex period and the exit points at end of the school day so that students can access their devices during those time periods.

Students are completely responsible for their pouch and must bring it to school each day. If students arrive at school without their locking pouch, their phone will be sealed in an envelope and placed into their backpack. The student will then immediately be placed in In School Suspension for BZF Administrator Designated Consequence (Failure to Produce Pouch) for 1 day. If the student reports the pouch as lost or produces a damaged pouch a \$20.00 replacement fee will be applied to the student's school fees. The student will also receive disciplinary action for destruction of school property for any damage done to pouches. Stanhope Elmore High School will not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto Stanhope Elmore High School property, pouched or otherwise. To avoid potential loss or damage during the pouching process, it is advised that students do not bring these devices onto school grounds.

# March 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
				<i>Mamma Mia!</i>	<i>Mamma Mia!</i>	
5	6	7	8	9	10	11
					End of Quarter 3	JROTC Military Ball
12	13	14	15	16	17	18
			ACT (Juniors)	ACT Make-up Report Cards		
19	20	21	22	23	24	25
	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
26	27	28	29	30	31	
			<i>Mamma Mia</i> performed by the SEHS Theater Department ACAP Alternate – March 1 <sup>st</sup> – April 7 <sup>th</sup> window Date TBA ACT Workkeys Retest – April 19 <sup>th</sup> – 28 <sup>th</sup> window – Date TBA			

Personal electronic devices may be used during FLEX period in the “Phone Zone” ONLY; cell phones or electronic devices should not be seen or heard at any other point during the school day.

Even when used during FLEX, in the “Phone Zone”, personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses during FLEX include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people. Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication. Live-streaming or social media posting during the school day is not allowed and automatically violates the electronic device policy. Personal electronic devices may not be used for any activity prohibited by the Elmore County Student Code of Conduct, to circumvent Stanhope Elmore High School network security or for any unauthorized access to or inappropriate use of the Stanhope Elmore High School computer network.

If a student is found in violation of the Personal Electronic Device Policy, the teacher should immediately contact the administration. The student will receive school discipline for (BB) Defiance of the personal electronic policy. These consequences are listed below. Any damages to the locking pouch will be charged to the student’s school fees. Students will be unable to graduate until all school fees are paid.

#### Student Defiance of the Personal Electronic Device Policy

Level 1: If a student is found to be in violation of the Cell Phone Policy, the student will be written up for (BB) Defiance of Authority, for open defiance of the SEHS Device Policy. This carries a penalty of (3-days ISS / 1st Offense) (3 days ECAP / 2nd Offense), (5 days ECAP / 3rd Offense), (10 days ECAP / 4th offense) and (15 days ECAP / 5th offense). The student’s device will be re-pouched in their assigned locking pouch. If the pouch has been disposed of or damaged by the student, the student’s device will be placed in a sealed envelope and the student will be assigned to in-school suspension until the pouch is produced or the \$20.00 replacement fee is repaid or applied to the student’s school fees.

Level 2: If the student refuses to surrender the device to the administrator for RE-POUCHING he/she will receive an additional write-up for (BZF) Administrator Designated Consequence of 15 Days in ECAP and be subject to further discipline up to and including loss of extracurricular activities (sports, prom, homecoming, etc...) The administrator will attempt to contact a parent/guardian, to convince the student to surrender the device for RE-POUCHING. The student will be placed in (in-school suspension) until a parent or guardian arrives to take possession of the device and remove it from school grounds.

## **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.

# April 2023

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

### **TORNADO THREAT**

Students and teachers will follow plans outlined on Tornado Drill Instructions, which will be posted on all bulletin boards.

Under a tornado warning, students shall not be released via regular transportation plans. Students may be released during a tornado warning to respective parent/guardian if parent/guardian comes to the school and assumes custody of the child.

### **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.**

### **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.

# May 2023

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

## 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:

1<sup>st</sup> semester- 40%  
2<sup>nd</sup> semester- 40%  
Midterm & Final Exam grade- 20%

1<sup>st</sup> semester grade-  $84 \times .40 = 33.6$   
2<sup>nd</sup> 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

# June 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
Summer School dates will be announced prior to the end of school.						
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	



## **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.

# July 2022

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

# ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

Clarified April 2018

<i>(Alabama Administrative Code 290-3-1-02(8) and (8)(a))</i>			
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			
<b>English Language Arts</b>	<b>Four credits to include:</b>		
	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.		
<b>English Language Arts Total Credits</b>		<b>4</b>	
<b>Mathematics</b>	<b>Three credits to include:</b>		
	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: Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		
	<b>One credit from:</b>		
Alabama Course of Study: Mathematics or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		1	
<b>Mathematics Total Credits</b>		<b>4</b>	
<b>Science</b>	<b>Two credits to include:</b>		
	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.		
	<b>Two credits from:</b>		
Alabama Course of Study: Science or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.		2	
<b>Science Total Credits</b>		<b>4</b>	
<b>Social Studies*</b>	<b>Four credits to include:</b>		
	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.			
<b>Civics Test Requirement</b>	Students are required to pass the Civics Test in the United States Government class effective the 2018-2019 school year.		
<b>Social Studies Total Credits</b>		<b>4</b>	
<b>Physical Education</b>	Lifelong Individualized Fitness Education (LIFE) or one JROTC Credit		
<b>Health Education</b>			
<b>Career Preparedness</b>			
<b>Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education</b>			
<b>Electives</b>			
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.			
<b>Total Credits</b>		<b>24</b>	

## 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

Cohort 2023 & 2024

Promotion to 10 <sup>th</sup> Grade	Promotion to 11 <sup>th</sup> Grade	Promotion to 12 <sup>th</sup> Grade	Credits to Graduate
6	15	20	28

<b>Bell Schedule</b> 2022-2023		 ECTC 1 7:45
7:48 - 8:40	1st Period	
8:43 - 9:37	2nd Period	
9:37-9:45	Break	ECTC 1 9:37
9:48-10:40	3rd Period	
10:43-11:35	4th Period	
11:38-12:30	5th Period	ECTC 2 10:52
12:30-1:15	FLEX	ECTC 2 12:55
<i>Lunch Waves: Sr/Pink Slips:12:17-12:42 Jr/So:12:42-12:57 Fr: 12:57-1:15</i>		ECTC 3 1:03
1:18-2:10	6th Period	
2:13-3:04	7th Period	

## Stanhope Elmore High School Bell Schedule 2022-2023



<b>Alternative Bell Schedule</b> 2022-2023		 ECTC 1 7:45
7:48 - 8:40	1st Period	
8:43- 9:35	2nd Period	
9:38-10:30	3rd Period	
10:33-11:25	4th Period	
11:28-12:21	5th Period	ECTC 2 10:52
12:24-1:39	6th Period	ECTC 2 12:55
Lunch waves 12:24-12:46 - 700/300/ECTC 3 12:46-1:06 - 100/PE/AG 1:14- 1:36 600/200		ECTC 3 1:03
1:39-2:31	7th Period	ECTC 3 2:30
2:31-3:04	Pep Rally	
<b>Pep Rally Dates:</b> September 2 Russell County Homecoming September 23 Prattville September 30 W Word October 14 Pike Road Senior Night		