



Print

Pleasant Grove

High School

Home of the Spartans

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PLEASANT GROVE HIGH SCHOOL

The vision of our school is to provide rigorous academics, effective instruction and current technological competence to all students

The mission of our school is to develop capable students who will become responsible citizens

The beliefs of our school are:

All students can learn

All students deserve a safe, secure environment conducive to learning

Attitude and effort affect success

Learning is a life-long process

As your principal, I would like to wish all the students of Pleasant Grove High School a successful school year. Success is not an accident but requires dedication, hard work, and cooperation. This handbook is presented to develop a foundation upon which our student body can build good citizenship, school spirit, and a good feeling of self-respect. Remember, a school is only as good as its student body.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, students, administration, and the Continuous Improvement Team (CIT). This information has been carefully prepared and presented so that it will be of value in helping you adjust to our school and to become an integral part of it.

Parents are requested to help students understand the procedures and regulations of the school. Parental help is also needed in assuring that the student understands the necessity for such regulations.

The ultimate purpose of education is to help each student become contributing citizens in our society and to develop and accept the responsibilities and obligations of becoming a good citizen. Education and school will help prepare students to participate in varied activities and thus find those things within our school which will prepare them to live a better life and finally take their place in this complex society. Remember, your success in this school will be directly proportional to your efforts.

Wayne Byram, Principal 5

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, on the school bus or at any event sponsored by the school must be reported to the faculty member in charge or to the school office as soon as possible.

ARRIVING AT SCHOOL

Students arriving at school before 7:50 a.m. must report to the lunchroom and remain there until the bell rings. Students who drive to school or ride with someone should park in the student parking area and immediately enter the building through the "dome" entrance and proceed directly to the lunchroom. Students being dropped off should enter through the dome entrance and proceed directly to the lunchroom. Students who ride the bus should enter through the bus entrance and proceed directly to the lunchroom. Students should not be in any other part of the building without permission. Failure to do so may result in disciplinary action.

ATTENDANCE

Regular school attendance is imperative to each child's educational progress. Accordingly, each student is expected to attend school every day school is in session. The Board recognizes that absence from school is sometimes necessary but absences from school will only be allowed for good and justifiable reasons.

WRITTEN EXPLANATION FOR ALL ABSENCES REQUIRED

Every student who is absent from school must present to the school principal or his designee a written explanation for the absence.

This written explanation must include the student's first and last name, date(s) of absence(s), and a reason for the absence. A parent may request from the principal permission for a student to be absent **prior** to the date of the absence. Any student who is absent and who did not receive permission before the absence, must submit a doctor excuse or a written explanation of the absence from the parent, guardian, or other person having control of the student to school officials

upon the student's return to school.

The principal will have the opportunity to review the written permission request or the written explanation for the absence to determine whether the absence shall be excused or unexcused. The following are considered permissible reasons to have an absence excused:

- (a) Student illness

- (b) Inclement weather which makes it dangerous for students to attend school

- (c) Legal quarantine

- (d) Death in the immediate family

- (e) Emergency condition as determined by the principal or superintendent

- (f) Absence to observe traditional religious holidays of a local, national, or

International origin when verified by the student's minister or religious

leader

Any absence not falling into the categories listed above or otherwise excused by the principal or the superintendent or his designee will be unexcused.

EXCESSIVE ABSENCES

Any student who accumulates excessive absences in any course will not receive credit for that particular course. In the alternating block schedule program, a student may not exceed

(9) nine

absences per semester. If the maximum number of absences is exceeded, credit for that course may be allowed only if the superintendent or his designee determines that the excessive absences were due to medical reasons as certified in writing by a licensed physician. Moreover, in such cases the superintendent or his designee may require additional documentation relating to absences 6

and may require the student to make arrangements for alternative educational instructions through a Board recognized program. All decisions of the superintendent shall be final.

MAKE UP WORK

A student shall have the opportunity to make up work which occurred during an excused absence under the following conditions. Students will be given two days (starting on the day he/she returns to school) for each day absent to complete missed work, provided a written excuse which is acceptable is presented. Any long term assignments will be due the day that the student returns to school

. It shall be the responsibility of the student or student's parents or guardian to arrange with each teacher to make up work.

A teacher may require the student to make up work before/after school hours, in which case advance notice will be given to allow the student to arrange for necessary transportation.

TARDIES/EARLY DEPARTURES

It is the school's objective to instill the characteristics of punctuality in our students. Consequently, tardies/early departures will be treated as serious infractions. Tardies/early departures will be dealt with as discipline referrals in accordance to the Code of Conduct and this handbook. Three tardies/early departures

will equal a Class I offense. Each additional set of three tardies/early departures will move to the next offense. Students are expected to be punctual in arriving to their classes and to school according to Alabama State Department of Education, Jefferson County Policy, and Pleasant Grove High School. Excessive tardiness to school could result in suspension or lose of driving privileges.

CHECK-IN AND CHECK-OUT PROCEDURES

Any student checking in

must

have a note from their parent stating the reason for being late or a doctor's excuse. A check-in or check-out without a doctor's excuse counts as an unexcused absence for any class missed.

A student who checks out should leave campus immediately and will not be allowed to check-in without a doctor's excuse unless an administrator grants special prior permission.

Students who depart school before 3:00pm must leave campus immediately.

BEHAVIOR CODE

The Pleasant Grove High School discipline code is based on the policies of the Jefferson County Board of Education. Specifically, we feel that no student has the right to prevent another student through words or actions from having an equal opportunity to an education.

If a student has been asked to leave from a school activity, their privilege of attending future events will be reviewed.

The types of punishments used for infraction of rules are, warnings and reprimands, isolation from class, detention, local suspension, and board suspension.

Citizenship grades will be awarded according to the Code of Conduct.

For Class I offenses,

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is given after the second offense. (This includes tardies/early departures.)

For Class II and Class III offenses,

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is given after the first offense.

Conduct grades are not used in establishing A and B honor rolls but may be used to determine selection for National Honor Society and other activities. 7

CALENDAR FOR SCHOOL YEAR

The school calendar, as designed by the Jefferson County Board of Education, is attached in the back of this handbook so that it may be detached and become your permanent copy to keep at home. This calendar clearly explains the dates of attendance, holidays, grading periods and inclement weather days.

School will begin each day at 7:55 A.M. sharp. Students will be considered tardy after 8:00am.. A

WARNING BELL will ring at 7:50 A.M. to alert students to begin moving toward their first period class. Students will not be allowed to enter the school building or school property prior to 7:15 A.M. Students arriving between 7:15 A.M. – 7:50 A.M. are to report to the lunchroom until dismissed.

No food or drinks should be brought into the building at this time other than for school lunches.

CARE OF BUILDING AND GROUNDS

Each pupil should have a deep feeling of pride in taking care of our new building and grounds. Be careful that no marks are made on furniture, walls, or equipment. Be sure to clean shoes well before entering buildings. Paper on floors and grounds show poor citizenship and a lack of respect for your school, please help keep your school clean. Confine running and playing to designated areas so as to preserve the lawn and shrubs. Walk on sidewalks and walkways only. When restrooms are used, always be sure to flush either the urinals or toilets.

CELL PHONES

The board of education has left parts of the policy up to the local school principal's discretion. At Pleasant Grove High School students will not be allowed to have cell phones in their possession during the school day, but must be kept in the student's locker at all times during the school day.

Students will not be allowed to use cell phones during the school day (from the time you enter the building until after leaving the building at the end of the day). Any student caught using a cell phones will be issued a Class II Offense. The *ONLY* exception will be **PRIOR** approval by the administration. Any student caught having a phone "in sight" will be issued a Class I Offense and could have the phone confiscated. **CONFISCATED ITEMS WILL ONLY BE RETURNED TO A CUSTODIAL PARENT DURING REGULAR SCHOOL HOURS (PHOTO ID MAY BE REQUIRED) OR TO THE STUDENT ON MONDAYS AT 3:00PM**

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NY UNAUTHORIZED RECORDING OF ANY EVENT, INSTANCE OR HAPPENING AT PLEASANT GROVE HIGH SCHOOL MAY RESULT IN THE RECORDER, ALONG WITH THE PARTICIPATES RECEIVING A CLASS III OFFENSE

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CHANGE OF ADDRESS

If you move out of our school zone after you are required to notify the Student Services Department of the Jefferson County Board of Education within 14 days to apply for a "Change of Address". If this requirement is not met, the student will immediately be required to attend the new school or school system.

CHAPERONES

Chaperones are a necessity for our students to enjoy extra-curricular excursions. Chaperones, too, must meet certain requirements for attending and chaperoning such trips. These requirements are:

- (1) Chaperones must ride the bus with the students' class.
- (2) Chaperones are not allowed to drive personal automobiles to the destination.

(3) Only those persons selected by the teacher and approved by the principal will be allowed to chaperone.

(4) Absolutely no young children, siblings, non-enrolled students or past graduates may accompany a field trip.

CHECKS/NON-SUFFICIENT FUNDS

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All checks that are made payable to Pleasant Grove High School

must

have the driver license and telephone number of the individual writing the check on it. The Jefferson County Worthless Check Units will pursue collection of all our bad checks. Cash will be required for future transactions for persons who have given a bad check to Pleasant Grove High School.

CIVIL RIGHTS

The Jefferson County Board of Education and Pleasant Grove High School does not discriminate in any way on the basis of race, sex, national origin or handicap. All Title IX complaints should be referred to the Jefferson County Board of Education.

COURTESY ON CAMPUS AND IN CORRIDORS

Keep corridors (halls, passageways) open to traffic by walking to the right hand side of the hallway. Do not block traffic by standing or loitering in groups. Pass through corridors quietly. Be considerate of others in the corridors or classrooms. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors. Leave the school building within five (5) minutes after the dismissal bell and the school campus within fifteen (15) minutes unless under the supervision of a staff member or teacher. Absolutely no running in the corridors at any time will be allowed.

DELIVERIES TO STUDENTS

It shall be the policy of Pleasant Grove High School to reject the delivery of any products to students. This shall include food products, pizzas, flowers, balloons, gifts, etc. The school will not accept this responsibility nor become a delivery agent for community vendors.

DRESS AND GROOMING GUIDELINES

(1) Hats, caps, headbands, sweat bands, bandanas, visors, and sunglasses must be removed and

placed in the locker or designated area and remain during the school day.

(2) Hair must be clean and well groomed, and should not impair vision. Boys' hair must not

touch the collar of a T-shirt (rounded, crew-neck), when measured at full length (i.e., loose

or unpinned). Only natural hair colors are allowed (black, brown, blonde, autumn). No red, blue, purple, etc. hair color will be allowed under

any

circumstances. Male students with facial hair must keep it neat and well groomed. No hair style, hair color, body piercing, clothing, or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be allowed.

(3) Nose jewelry is not to be worn while they are in school. Jewelry (studs, pins, etc.) may not be worn in any visible pierced areas of the body, including, but not limited to, the tongue.

(4) Students are to wear clothing in the manner for which it is designed. No clothing shall be

worn inside out; suspenders/braces shall be fastened and belts buckled. Pants must be worn

at the waist. Students will not be allowed to carry blankets or wraps in school. Students are required to tuck in shirts at all times during the school day. If a shirt is not made to be tucked in it should not be worn. The only exception would be a sweater or sweatshirt, these may be worn provided an undershirt or camisole is worn and tucked in.

(5) Sun dresses or back less dresses/tops will be worn with a jacket or an appropriate covering.

(6) Cut-off tops, tank tops, and mesh tops can be worn if a t-shirt with sleeves is worn

underneath or another shirt is worn over the top.

(7) Students must wear proper undergarments.

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(8) Halter tops, tube tops, and midriff tops are not allowed. Midriffs and sides must be covered.

(9) Bracelets, belts, shoes, other clothing and accessories with spikes, studs, or chains are not

allowed. NOTE: These may also be considered weapons and appropriate disciplinary action may be taken. Excessive numbers of acceptable items are not allowed.

(10) Insignias, buttons, and clothing which are suggestive of wine, beer, whiskey, tobacco,

vulgarity and violence, are drug-related, or are demeaning to other persons may not be

worn at school.

(11) Jeans and other articles of clothing must be clean with no open holes above the knee. No

shredded jeans will be allowed.

(12) Sweat pants and jogging pants are allowed as long as they are properly fitted.

(13) Articles of clothing must be appropriate for school wear. Skirts, dresses, and shorts may

be no shorter than four inches above the top of the knee. Slits in skirts must meet the four inches above the knee regulation.

(14) Clothing shall not be so tight or so loose as to be overly revealing, a disruption to the school

environment or a safety concern. "Leggins" or "Jeggings" are not allowed unless proper under garments are worn.

(15) Shoes appropriate to the school setting must be worn at all times.

House-shoes/bedroom slippers are not acceptable foot ware for school.

(16) Book bags/back packs must be placed in the locker or designated area and remain there

during the school day. Clear bags or mess bags are the only book bags acceptable.

Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed. Nonconformity to the dress code is a Class I offense.

There may be some additional guideline directives from JefCoEd that were not available for this booklet at the time of printing.

ELIGIBILITY REGULATIONS FOR STUDENT ACTIVITIES

Clubs, athletics and all other school sponsored activities are an integral part of the total school program, but are to be considered supplemental to the academic program. These regulations are designed to ensure that minimum academic standards are achieved by students participating in extra-curricular activities.

An "extra-curricular activity" is defined as a program of out-of-class pursuits occurring outside the regular school day (8:00 – 3:00) usually supervised and/or financed by the school, in which students enjoy some degree of freedom in selection and participation. Extra-curricular activities are not part of the regular school curriculum. They take place during out-of-classroom time and often involve performance before an audience or spectators. Extra-curricular activities shall include but are not limited to, athletic and other teams, marching bands or orchestras, cheerleaders, drill and flag teams, pep squads, student government, musical performing groups, school publications, clubs, and dramatic groups. 10

ATTENDANCE

Attendance at extracurricular activities is a privilege and not a right. Students may be denied admission based on acceptable behavior.

REQUIREMENTS

(A) Students entering the 10

th, 11th, and 12th

grades must have passed during the last two terms in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

(1) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses.)

(2) Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

(B) Students entering the 9

th

grade must have passed during the last two terms in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

(C) Students must complete a "Star" sportsmanship online interactive course one time during their high school career. This includes cheerleading.

NOTE:

A new unit is one that has not been previously passed. A term is half of a school year as defined by the local school system.

GUIDELINES

- (1) Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned.
- (2) Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first term by meeting the academic requirements listed above during their last two term in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second term.
- (3) Only one unit (or subject) of physical education per year may be counted.
- (4) A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
- (5) An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
- (6) For eligibility purposes, no special recitation, extra work, make-up work, tests, review, etc., may not be given for the purposes of making a student eligible.

(7) Units earned through Credit Recovery may also be among the maximum two summer units counted. If Credit Recovery is used to make up Carnegie units, those units can only be accepted if they are earned through a State Department of Education approved program.

(8) To be eligible, all students (including repeaters and students held back) must be enrolled in a specified number of new units at the school they represent.

(a) 9

th, 10th, and the 11th

graders must be carrying at least six new units (three per term on a 4x4 block schedule).

(b) 12

th

graders that are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per term on a 4x4 block schedule).

(9) The eligibility of a student that has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

The above guidelines/requirements are subject to change at any time by JefCoEd or AHSAA.

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EMERGENCY WARNING

During

any

emergency situation (whether actual or drill) students will be held to even higher expectations of discipline standards.

EVACUATION DRILL:

Pupils shall leave the building quickly and orderly according to the posted directions in the room. When the building is emptied and deemed safe for occupancy, another bell will ring. Pupils are to return immediately to the interrupted class.

SEVERE WEATHER DRILL:

In the case of severe weather, the activation of this drill will be given over the intercom system. Students will go to the designated area as instructed by the teacher and remain until the all clear bell is sounded.

LOCK DOWN DRILLS:

In the event of a **lock down** situation the principal or designee will announce over the intercom. Classrooms and offices will remain locked until further notice. No one is allowed in the hallways until the **all clear**

is announced.

EXAM EXEMPTION GUIDELINES

GRADES 09 – 12

Current Exam exemption guidelines will be published during school year as soon as made available from JefCoEd.

EXAM SCHEDULES

Exams will be scheduled during the last of the first term as determined by the principal. Exams for the second term will be scheduled during the last of school before graduation as determined by the principal. Parents please do not schedule events that would cause students to miss school during exams. The actual dates will be published as soon as made available from JefCoEd.

MAKE UP EXAMS

– Make up end of course exams are only allowed with a doctor's excuse or approved by the principal and must be pre-arranged with

the teacher.

FIELD TRIP REGULATIONS

Students representing their school on field trips or at athletic events are governed by the same dress and conduct code which are appropriate for school. Any student not considered in proper attire will be subject to either changing their attire or be refused permission to travel with the group. All school rules apply while on field trips.

GRIEVANCE PROCEDURES AND PROBLEM SOLVERS

The JEFCEOED Problem Solver is a quick, easy, convenient way for problems to be resolved by letting the system work for you. The Problem Solver is for everyone involved in the schooling process – students, teachers, principals, employees, parents, and community residents. Problem Solver forms may be obtained in the school office and must be completed accurately and fully.

Before resorting to the Problem Solver method, it is required that direct contact be made with the building principal to register the complaint or concern. See the JefCoEd Student Code of Conduct for all the procedures that must be followed. 12

GUIDANCE AND COUNSELING

A child needs help in the process of their growth and development; therefore, guidance services will begin with the child in the seventh grade. Each class will be involved in guidance activities that will aid the following:

- (1) Personal/social development
- (2) Educational development
- (3) Career/vocational development

Individual and small group counseling will be available as needed or required by students, teachers, or parents.

GUM

Gum is unsightly, unsanitary, and expensive to clean up. It is not allowed at Pleasant Grove High School. Violations may result in disciplinary action.

HALL PASS

Students are not permitted in the halls or on the grounds during classroom time unless they are accompanied by a teacher or have a

HALL PASS

from an authorized staff member. This rule will be strictly enforced and a student in the hall or out of class without a pass may be subject to disciplinary action for being out of their assigned area.

It shall be the student's responsibility to request a pass and the teacher's responsibility to issue a pass before a student exits class.

HOMECOMING COURT SELECTION

NEW GUIDELINES FOR HOMECOMING COURT SELECTION:

Students in grades 9 – 12 interested in participating in the homecoming court as a candidate for Homecoming Queen, Maid, or King must meet the following criteria:

1. Overall grade point average of "C" or better. Guidance Counselor approval required.
2. Good citizenship, which includes good standing for the current school year and no Class II offenses. Administration's approval required.
3. Active involvement in an extra-curricular activity. Club/Activity Sponsor approval required.

Students must obtain a Homecoming Candidate Form from the office. Complete and return the form with approvals and a \$10.00 entry fee to designee. All approved candidates will be placed on respective grade level ballots and voted on by students in their grade.

There will be no exceptions for missed deadlines.

AP/pAP/HONOR CLASSES

Students at Pleasant Grove High School may indicate a desire to be in AP/pAP/ Honors courses by signing up for the course at pre-registration. Previous teachers of the student will then be asked to recommend or not recommend each student who has applied for the AP/pAP/ Honors courses. The teacher will be asked to consider the student's grades earned, attitude and motivation in class, SAT scores, and/or other JefCoEd criteria. Placement will be decided from this recommendation. This process will be followed each year to allow the student to improve and possibly earn entrance into an honors class even when not in an AP/pAP/ Honors class the previous year.

Parents who go against the recommendation of the school for their child to be enrolled in AP/pAP or honors classes must understand that no changes will be made to a schedule once school has started. 13

HONOR SOCIETY BY-LAWS

I. Membership shall be based on scholarship, character, leadership, citizenship, and service.

II. Selection of all members shall be made on the basis of faculty recommendation and the approval of a majority vote of the Honor Society Faculty Council.

To be eligible for membership:

(A) A transfer candidate must have attended Pleasant Grove High School for a minimum of one full semester before being considered for membership.

(B) Students who transfer from another school must have written documentation from that school (i.e. a letter from the sponsor) and present that documentation to the sponsor at Pleasant Grove High School prior to the first scheduled meeting of the Pleasant Grove High School chapter of the National.

(C) A candidate must have a minimum scholastic average of 3.75 for the National Honor Society.

(D) A candidate should display qualities of good citizenship.

(E) A candidate should display qualities of leadership and service.

III. Once selected, any member who falls below these standards of excellence shall be warned and referred to the Faculty Council:

(A) If any member's grades fall below 3.75 for the National Honor Society.

(B) If any member is referred for disciplinary problems.

1. A member who receives a Class II offense can be referred to the Faculty Council and is subject to dismissal.

2. A member who receives two Class I offenses can be referred to the Faculty Council and is subject to dismissal even if those Class I offenses are for tardies.

(C) If any member is absent from a scheduled meeting.

(D) If any member does not meet the required number of service hours. All matters concerning membership shall be decided by a majority vote of the Faculty Council. In the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. If a member is dismissed, he or she shall never again be considered for membership.

IV. Membership in the National Honor Society is transferable from one school to another.

V. Membership dues shall be \$10.00 each year.

VI. Regular scheduled meetings of the Pleasant Grove Honor Society are held. Call-meetings will be held as needed for various activities. Attendance is important. If a member has an unexcused absence from a meeting, he shall be warned. Students must be on time as indicated by the individual sponsor and as further specified in bylaws of the particular society. Inactive members are subject to dismissal by the Faculty Council.

VII. Members shall regularly participate in chapter service projects.

VIII. The Faculty Council reserves the right to rescind the invitation for membership.

All of the Pleasant Grove High School National Honor Society Bylaws are in compliance with The Constitution of the National Honor Society.

*The Faculty Council is made up of five faculty members appointed by the principal. Neither the principal nor the assistant principal is eligible to serve on this council.

IDENTIFICATION BADGES

Every student enrolled at Pleasant Grove High School will be required to wear their student identification badges at all times during the school day. All students must use their ID badge in the lunchroom for payment and in the library to check out material. Students must wear the badges around their neck and display them to their teachers upon entering each class. The badges must be easily visible, facing the front (picture displayed) and may not be tucked inside shirts, jackets or any other garment at any time during the school day.

If a student fails to wear his/her identification badge, the teacher will document the infraction on a classroom management profile form and send it to the appropriate assistant principal. The same will be done each time
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thereafter during the term. The assistant principal will give the student the appropriate punishment for violation of each infraction. If the badge is lost or defaced, the student must immediately replace the ID badge. The replacement cost will be \$5.00. Each day a lost badge is not replaced will be considered a new violation.

INCLEMENT WEATHER

In the case of inclement weather an announcement will be made via the Schoolcast automated calling system. Please listen to local radio and television stations for school information for the Jefferson County School District. If school must be dismissed due to bad weather, regular bus routes will be followed unless other information is given by the media. All practices, games, and extracurricular activities are canceled if school is closed due to inclement weather.

INSURANCE FOR STUDENTS

Student insurance is available at a normal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance application forms and assumes no liability either for the injury or the subsequent negotiations with the company.

INTERNET ON DEMAND

What is

Internet On Demand

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Internet On Demand

(IOD)

is a service that Pleasant Grove High School is offering which allows the parent/guardian the access to check his or her child's grades, homework, attendance, tardies and other information at any time via the internet. If you choose to participate in the program, you will receive a statement that contains a Personal Identification Number (PIN) granting you access to your child's information. If you are interested in this service be inquire in the main office. Please note that the system may "go down" at times due to circumstances beyond the control of Pleasant Grove High School.

LIBRARY RULES

The library belongs to you. It is established to contribute to your pleasure as well as your education. Students are expected to comply with the rules of the school while in the library. This includes being quiet and orderly. All books taken out of the library, for any purpose, must be checked out by the librarian. Any student caught with library material outside the library, which has not been checked out, may be subject to disciplinary action from the library or school. Reference books, magazines, and newspapers, are available for reading in the library, but cannot be checked out.

LOCKERS

Lockers are assigned to a specific student and may not be shared with another student. This will be strictly prohibited and stringently enforce.

THIS WILL BE A POINT OF EMPHASIS FOR THIS SCHOOL YEAR

LUNCHROOM PRICES AND RULES

Your child will be assigned a five-digit school identification number which is also his/her lunchroom number.

Your child will have to know this number to access his/her cafeteria "bank account". Students and parents must know this account number!! This account number will remain the same for grades 9 – 12 as long as your child is enrolled at PGHS. The student's name, account number, and teacher's name must be on the checks. Place cash money in an envelope with your child's name, account number, teacher's name, and the amount of cash contained in the envelope. The lunchroom **CANNOT** cash checks or give change back from checks. **The full amount written on the check will go into the student's account.** Please remember that the lunchroom is a separate department from the school office account. **DO NOT combine lunch money with any other payment to the school.**

It is best to pay in advance (ON MONDAYS). Lunches may be paid for daily, weekly, monthly, or you can pay for up to 176 days in advance, and you will not have to worry about lost lunch money or your child spending lunch money on 15

something other than lunch. This also enables the student to go through the lunch line faster.

Application forms for free and reduced breakfast and lunch are available in the school office.

For insufficient fund checks received for students' lunches see Checks/Non-Sufficient Funds for handling and collection. It is against the rules of common courtesy for a person to crowd ahead of others in the lunch line or to ask someone in the line to get his/her lunch for them. Used and dirty dishes must be returned to the designated window for disposal. All eating at the school must be done in the lunchroom or as designated by the teacher or principal. Because some students are allergic to dairy products, the lunchroom serves alternate juices.

NO LUNCH CHARGES – SEE JEFFERSON COUNTY POLICY #762.

Money must be paid in advance. Children without money will not receive a hot lunch.

DRINKS FOR LUNCH MAY BE BROUGHT IN A THERMAL CONTAINER. NO GLASS BOTTLES WILL BE ALLOWED.

If your child

withdraws

from school he/she should come to the lunchroom to see if they have any money in their account or if money is owed to the lunchroom. Money will be refunded to your child upon request. If your child owes money, please clear up this matter before they leave. If you have any problems or questions, please call Rebecca Weigant, Lunchroom Manager, at 379-5270.

The Jefferson County price guidelines for those purchasing full price lunches are as follows:

BREAKFAST LUNCH

Grades 09-12 \$1.50 Grades 9-12 \$2.30

JEFCOED Employees \$1.75 JEFCOED Employees \$3.00

Visitors \$2.25 Visitors \$4.25

(Reduced) \$.30 (Reduced) \$.40

CHILD NUTRITION CHARGED MEAL POLICY

It is the intent of the Jefferson County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and lunch during the school day. It is also the policy of the Jefferson County Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. Program regulations do not allow for meal charges; therefore, it is the responsibility of the parent or guardian to pay for the meals a child purchases in advance or on a daily basis.

Each local school principal and child nutrition program manager will develop a written contingency plan to provide meals to a student in the event of an emergency. The local school principal will be responsible for eliminating any outstanding indebtedness of students by the end of each school year.

MEDICATION

The parent/guardian must sign a consent form at the beginning of the school year that authorizes school personnel to administer the medication during school hours, before any medication is given at school. If the medication order is changed during the school year, a new signed consent form is required.

For prescription medications, a pharmacy-labeled container is required which includes the student's name, doctor's name, name of medication, strength, dosage, time interval, and date of drug's discontinuation when appropriate. If the administration of a medication is to exceed two weeks, the parent/guardian should request two containers from the pharmacist, with one labeled for school use. When the medication to be given is a non-prescription medication, an original container of the drug identifying the medication and all manufacturer's labeling plus the student's name (written on the container) should be supplied by the parent/guardian. The above guidelines are from the Alabama State Department of Education.

All medication (over the counter and prescribed) must be placed in the office at the beginning of the school day. Failure to do so could result in a Class III offense. 16

If a doctor requires that a medication must be with the student at all times, the doctor must submit a written note to the principal for approval of this action.

MOVING OR CHANGE OF RESIDENCE

Any student who moves or anticipates moving should immediately notify the main office of the move and submit his/her new address. If the student will be going to another school, then he/she should see his/her counselor to begin withdrawal procedures. All books must be turned in to the office on the last day of attendance. No school records will be forwarded until all financial obligations to the school have been paid. These debts may include money owed for lost or destroyed textbooks, library fines or lost library books, locker charges, fund raising events, etc. (See also Change of Address.)

PARENT-TEACHER ASSOCIATION

Students should urge their parents to become active members of the Parent-Teacher Association. This organization is for the improvement of the school and thereby, for the good of the students. One hundred percent participation is desired. Membership dues will be announced by the PTA.

PARENT'S RESPONSIBILITY

The parent is the first and most influential teacher in the life of a child. Each parent must be involved in

educating his/her child. The following suggestions are minimum responsibilities of the parent.

- (1) Parents should ensure that there is a good learning climate or environment in the home and ensure that adequate space is provided.
- (2) Parents should encourage and assist in the development of good study habits.
- (3) Parents should encourage children to achieve and perform at their ability level.
- (4) Parents should develop, in cooperation with the school administration, the child's academic schedule using all available test information and other data which indicate the aptitude and abilities of the child. This pertains specifically to the Exceptional Education Program. It may also involve physical education for students who are handicapped or physically unable to participate.

PARKING PROCEDURES FOR STUDENTS

Driving any type of vehicle onto the campus of Pleasant Grove High School is a privilege and not a right. That privilege may be suspended or revoked by the administration. Students driving any type of motor vehicle to school must have a valid Alabama driver's license and proof of insurance. In the interest of safety and to prevent abusive use of motor vehicles, obey these rules:

(1) BE ON TIME---S

TUDENTS WHO ARE TARDY TO SCHOOL 6 TIMES WILL HAVE DRIVING PRIVILEGES SUSPENDED FOR FIVE SCHOOL DAYS

„h 9

TARDIES – 10

SCHOOL DAYS SUSPENSION OF DRIVING PRIVILEGES

„h 12

*TARDIES – 15**SCHOOL DAYS SUSPENSION OF DRIVING PRIVILEGES*

h 15

*TARDIES –**DRIVING PRIVILEGES WILL BE REVOKED FOR REMAINDER OF SCHOOL YEAR*

(2) Drive safely at all times.

(3) Speed limit is 15 M.P.H.

(4) Obey all traffic laws.

(5) Do not use or visit any vehicle during the school day without written permission from the principal or his designee.

(6) No flags, tags, stickers or other items which may be found offensive to others may be displayed visibly inside or outside of the vehicle.

(7) The principal may request a student's car to be moved at any time.

(8) Parking tags are required on all vehicles driven by students.

(9) A rental tag for parking is non-transferable between students.

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(10) All students attending Minor High School will ride a school bus provided by the Board of Education.

(11) Parking spaces are unreserved and students must park in a white outlined space.

Violation of any of these regulations may result in a disciplinary action and may be just cause to deny the student from bringing his/her vehicle on campus.

PERSONAL PROPERTY

Items such as cell phones, electronic games, cameras, tape/CD players, trading cards, yo-yos, or any other such item

should not be brought to school unless specifically requested by a teacher. These items may be taken up and sent to the Assistant Principal's office. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR THESE ITEMS.**

The administration may refuse involvement if any of these items are brought to school and lost, stolen or damaged.

POSTERS

Signs and posters that a student wishes to display must first be approved by the administration. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval may be subject to disciplinary action.

PROGRESS REPORTS

Progress reports are sent to parents at regularly scheduled intervals to inform them of their student's academic and physical progress. Lost progress reports will not be replaced. Grades and/or information pertaining to lost progress reports may be obtained from the counselors' office. It shall be the responsibility of the parent to review the progress report each nine weeks. Interim progress reports will be used as necessary to report deficiencies to parents.

PROMOTION GUIDELINES

GRADES 09 – 12

Units for graduation are earned on a term basis. Unit credit will not be given in a subject until the course is passed with a minimum grade of 60. The following promotional criteria must be met:

(1) From 09

th to 10th

grade – 6 units must be earned.

(2) From 10

th to 11th

grade – 12 units must be earned.

(3) From 11

th to 12th

grade – 18 units must be earned.

(4) From 12

th

to graduation – 24 units must be earned and meet all other requirements set forth by either the JefCoEd and/or the Alabama State Department of Education.

RESOURCE OFFICER

A Pleasant Grove police officer serves as our resource officer. Officer Josh Williamson is available for a variety of your needs. Feel free to contact him, if you have any questions at 379-5250 extension 110222.

RIDES

The arrival and departure time for all JefCoEd schools is 7:15 a.m. and 3:30 p.m. "No Student is to enter upon school property more than 30 minutes prior to the official school day or to remain on school property more than 30 minutes after the close of the official school day unless expressly authorized by the school principal, presently enrolled in an on site school child care program, participating in an authorized extracurricular school activity or program, or transported to school by bus." (JCBE Policy 343.1)

Parents should make arrangements for pick up of all students according to this policy. Siblings of students participating in extracurricular activities will not be allowed to remain on campus unsupervised. 18

AT THE END OF ALL SCHOOL SPONSORED EVENTS, IT IS IMPERATIVE THAT PARENTS/GUARDIANS BE ON TIME TO PICK UP THEIR CHILD. ATHLETIC CONTESTS ARE APPROXIMATELY 1 ½ HOURS IN LENGTH. IT IS THE PARENTS RESPONSIBILITY TO PICK THE STUDENT UP ON TIME; FAILURE TO DO SO MAY RESULT IN THE STUDENT BEING PROHIBITED FROM SCHOOL SPONSORED ACTIVITIES IN THE FUTURE.

SCHOOL BUS PROCEDURES

Any student who rides a Jefferson County Board of Education School bus must sign, along with their parents/guardians, a "Bus Riders Contract" and abide by all the terms found with-in. A student being transported in County owned vehicles is required to comply with the student Code of Conduct. Any student who fails to comply with the rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. The following rules (as well as others) apply to student conduct on school transportation:

1. Students shall follow the driver's directions

at all times.

2. Students shall board and leave the bus in an orderly manner at their designated bus stop.

3. Students do not change seats or stand while the bus is in motion. Seat belts must remain buckled on buses equipped with belts.

4. Students shall not cut, scratch, write on, or otherwise deface any part of the bus. Restitution may be required.

5. Students shall not extend head, hands, arms, or legs out the windows nor hold any object out of the windows or throw objects within or out of the bus.

6. Usual classroom conduct shall be observed on the bus. Unruly conduct, including the use of obscene language, will result in disciplinary action being taken.

7. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

If the need for a student's suspension from the bus arises every effort will be made to notify the parent prior to the time the suspension takes effect.

SEARCH AND SEIZURE POLICIES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student automobiles, and/or any object brought onto campus and may seize any illegal, unauthorized, or contraband materials discovered in the search.

PERSONAL SEARCHES

A student's person and/or personal effects (i.e. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband materials. If a pat down search of a student's person is conducted, it shall be conducted in private by a school official of the same sex. Another adult witness shall also be present. If the school official has reasonable suspicion to believe that the student has on his/her person an item eminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon prior approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students

are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without consent, and without a search warrant. No expectation of ownership or privacy is given to the student using that locker. The sharing of lockers with other students is strictly forbidden and will be rigorously enforced, with both parties receiving disciplinary action. 19

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal, unauthorized and/or contraband materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SELLING OF ITEMS AT SCHOOL

Students will not be allowed to sell any items at school other than school sponsored fund raisers during appropriate times. Any items being sold and money made will be taken up and disciplinary action may be taken against the offending student.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending required conferences and so forth. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would for your regular teacher. Substitute teachers have the same authority as regular teachers and will follow our prescribed discipline plan.

TEACHER CONFERENCES

If a parent/guardian wishes a conference with a teacher, they may do so by calling the school and requesting a phone conference, or a pre-arranged conference. The conference will be scheduled and held either in the teacher's room or in the counselor's office.

TELEPHONE

The telephone in the main office, library, and counselors' office is for the purpose of transacting necessary school business and not for the convenience of students. If students are sick and need to call a parent, or if there is an emergency, they may do so in the main office. Phone calls made by students will cost \$.25 per call, unless the student is sick and needs to call a parent. Students should remember that it is their responsibility to bring the necessary school supplies, books, homework assignments, athletic equipment, or lunch money to school, not their parents' responsibility. Only in the case of an emergency, sickness, or equally urgent cause will any student be paged to the telephone. Infrequent messages may be left in the office for transmittal to a pupil at some convenient time during the day. We will not call students to the phone or give messages from students outside the school, only messages from parents/guardians will be accepted. The administration/staff reserves the right to screen-monitor phones call made on Pleasant Grove High School phones. (See Cell Phones)

TOBACCO FREE ENVIRONMENT

Jefferson County Board of Education has declared all building operated by the Board, and all spaces within them, to be officially designated smoke-free environments. It is further intended that smoking and other tobacco use be prohibited on campus grounds during the normal work day and on buses at all times. This policy shall apply to each employee, student, and visitor.

VIDEO SURVEILLANCE

Pleasant Grove High School employs the use of video camera surveillance to help maintain a safe and order campus conducive to learning. Any person or vehicle is subject to such. 20

VISITATION – PARENTAL AND GUEST

A parent or guest visiting the school must check in at the office to secure proper clearance. Conferences with the principal, teacher, or other staff members, should be arranged in advance by phoning the school office. Teacher conferences will not be scheduled during hours when the teacher has an assignment. Absolutely no visitors, including parents and/or guests, are to be in the building without permission from the principal or his designee. This seemingly strict procedure is to protect all students in our care and charge.

APPENDIX:

BELL SCHEDULE

TEXTBOOK RULES FORM

CALENDAR FOR SCHOOL YEAR

FLOOR PLAN OF SCHOOL

INFORMATION on MENINGOCOCCAL DISEASE AND VACCINE

ANTI-HARASSMENT POLICY

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FORM

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Bell Schedule w/5 minutes b/t Classes 8:00 Start					
Regular Schedule			Regular Lunch Schedule		
Begin	End		Begin	Tardy	
Release	7:50	1st Lunch	11:20	11:25	
Warning Bell	7:55		Restock/Clean	11:50	
1st Block	8:00	9:35	2nd Lunch	12:05	12:10
2nd Block	9:40	11:15	Restock/Clean	12:35	
3rd Block	11:20	1:20	3rd Lunch	12:50	12:55

4th Block		1:25		3:00	
Morning Activity Schedule			Morning Activity Lunch Schedule		
Begin		End		Tardy	
Release	7:50	1st Lunch	11:30	11:35	
Warning Bell		7:55		Restock/Clean	12:00
1st Block	8:00	9:25	2nd Lunch	12:15	12:20
Activity	9:25	9:55	Restock/Clean	12:45	
2nd Block	10:00	11:25	3rd Lunch	1:00	1:05
3rd Block		11:30		1:30	
4th Block		1:35		3:00	
Afternoon Activity Schedule			Afternoon Activity Lunch Schedule		
Begin		End		Tardy	
Release	7:50	1st Lunch	11:00	11:05	
Warning Bell		7:55		Restock/Clean	11:30
1st Block	8:00	9:25	2nd Lunch	11:45	11:50

2nd Block	9:30	10:55	Restock/Clean	12:15	
3rd Block	11:00	1:00	3rd Lunch	12:30	12:35
4th Block	1:05		2:30		
Activity	2:30		3:00		