

CHELSEA HIGH SCHOOL



Student Handbook

2018- 2019

I. Academic Policies

1. Shelby County Schools High School Graduation Requirements

In general, a student is required to earn four credits in math, science, social studies, and English. In addition, a student must also earn one credit in PE Life or two years in marching band, ½ credit in fine arts, 1 credit in a Career Preparedness course, and ½ credit in health. An additional 5 ½ elective credits must be earned to reach the required 24 credits for graduation. More information is given during course selection procedure.

2. Grading System and Report Cards

The grading system for Chelsea High School is as follows:

A 90-100, **B** 80-89, **C** 70-79, **D** 60-69, **F** 59 & below

Gold (60%) - consists of tests & announced, cumulative quizzes

Silver (30%) - consists of group projects & homework activities

Bronze (10%) - consists of daily work, pop quizzes, etc.

3. AP Courses

Advanced Placement courses will carry an additional quality point when grade point averages are being calculated for class ranking. Each student enrolled in an AP course is required to take the AP exam. Students are required to pay the cost of the AP exam by the end of the first grading period in order to receive the weighted GPA.

4. Fees

Alabama law permits schools to charge a fee for courses not required for graduation and where extensive costs are involved. Costs shown below have been kept to the minimum and will help cover a portion of the operating expenses involved in these classes. Fees cannot be refunded after the first week of attendance in class.

Following is a list of elective courses and their fees. The subject area teachers will collect these fees.

Fees	Cost
HIGH SCHOOL FEES	
<i>AP Classes</i>	
AP Biology (<i>plus cost of AP exam</i>)	\$25.00
AP Calculus – AB (<i>plus cost of AP exam</i>)	\$20.00
AP Chemistry (<i>plus cost of AP exam</i>)	\$25.00
AP English, Language and Literature (<i>plus cost of AP exam</i>)	\$20.00
AP Environmental Science (<i>plus cost of AP exam</i>)	\$25.00
AP European History (<i>plus cost of AP exam</i>)	\$20.00
AP Macroeconomics (<i>plus cost of AP exam</i>)	\$20.00
AP Music Theory (<i>plus cost of AP exam</i>)	\$20.00
AP Physics (<i>plus cost of AP exam</i>)	\$25.00
AP Psychology (<i>plus cost of AP exam</i>)	\$20.00
AP Spanish (<i>plus cost of AP exam</i>)	\$20.00
AP Statistics (<i>plus cost of AP exam</i>)	\$20.00
AP Studio Art: 2-Dimensional Design, 3-Dimensional Design, and Drawing (<i>plus cost of AP exam</i>)	\$40.00
AP U.S. Government and Politics (<i>plus cost of AP exam</i>)	\$20.00
AP U.S. History (<i>plus cost of AP exam in Grade 11</i>)	\$20.00
AP World History (<i>plus cost of AP exam</i>)	\$20.00

Fees	Cost
HIGH SCHOOL FEES	
<i>English/Language Arts</i>	
Broadcast Journalism I	\$20.00
Creative Writing I, II	\$15.00
Journalism I, II, III, IV	\$20.00
Literary Magazine	\$20.00
Mythology Literature	\$20.00
Newspaper	\$20.00
Yearbook II	\$20.00
<i>Fine Arts</i> <i>(Additional fees may be collected as needed to cover costs of competition.)</i>	
Arts, Visual I	\$30.00
Arts, Visual II, III, IV	\$35.00
Band (Concert, Jazz, Percussion, Symphonic, Wind, Visual Ensemble)	<i>Band Fees Determined Locally</i>
Chamber Choir	\$25.00
Concert Choir	\$25.00
<i>Fine Arts (continued)</i> <i>(Additional fees may be collected as needed to cover costs of competition.)</i>	
Guitar I, II, III, IV	\$25.00
Photography, Advanced	\$40.00
Photography, Digital	\$40.00
Show Choir	\$25.00
Theater I, II, III, IV	\$20.00
Theater, Acting	\$20.00
Theater, Designing/Technical	\$20.00
Theater, Production	\$20.00
Women's Choir	\$25.00
Women's Show Choir	\$25.00
<i>Foreign Language</i>	
French I, II, III, IV	\$15.00
Spanish I, II, III, IV	\$15.00
<i>Physical Education and Other Electives</i>	
Athletic Trainer	\$20.00
Driver and Traffic Safety Education	\$40.00
Physical Education (LIFE) – Suggested Donation	\$5.00
Physical Education (All Other Physical Education Electives)	\$10.00
<i>Science</i>	
Anatomy and Physiology	\$20.00
Biology (Suggested Donation)	\$15.00
Biology, Honors	\$20.00
Chemistry	\$20.00
Chemistry, Honors	\$20.00
Environmental Science	\$15.00
Forensic Science	\$30.00
Physical Science (Suggested Donation)	\$10.00

Fees	Cost
HIGH SCHOOL FEES	
Physics	\$15.00
Zoology	\$15.00
Fees	
Cost	
HIGH SCHOOL FEES	
<i>Social Studies</i>	
Comparative Religion	\$15.00
Contemporary Issues	\$15.00
Psychology	\$15.00
Sociology	\$15.00
Street Law/Ethics	\$15.00
<i>Speech/Debate</i>	
Debate	\$15.00

MISCELLANEOUS	
Drivers Ed.	\$30.00
Lockers	\$15.00
Parking	\$50.00

5. Weekly Testing Schedule

Teachers will follow the following schedule for tests only:

Electives, Language Arts, and Science:	Monday, Wednesday, Friday
Math, Social Studies, World Languages:	Tuesday, Thursday

AP Classes may test on any day

6. NCAA Eligibility

Information may be obtained from the Guidance Department or at www.ncaa.org.

A copy of the NCAA Clearinghouse requirements may be found in the Chelsea High School Course Directory you receive upon enrollment.

7. Make-up Test Procedure

When a test or other substantial academic assignment is missed after an **excused** absence, the **student is responsible for making arrangements with the teacher** to make up the assignment. These arrangements must be made **within three days** of the student's return to school. Failure to make these arrangements promptly will result in a ZERO on the assignment, unless prior permission is given by the teacher or other arrangements are made with the teacher. Transportation is the student's responsibility.

8. Exams

In accordance with district policy, Chelsea High School will administer common assessments at the end of each semester. Chelsea High School will follow the Shelby County Schools guidelines regarding these assessments and exemptions from such tests. These guidelines will be explained fully to students during the course of the year and will be followed explicitly to determine exemption.

9. Class Materials

Students should come prepared to benefit from each class. Students who attend class without proper materials may subject themselves to disciplinary action.

10. Dress for Physical Education (P.E.) Class

All students are required to dress out for P.E. classes. No student may be excused from dressing out, but he or she may be excused from participation with a medical excuse. Attire for P.E. classes should consist of a uniform purchased from the school or a t-shirt (other than the one worn to school), shorts, socks, and tennis shoes that have been approved by a P.E. instructor. Clothes and other belongings must be placed in a P.E. locker and locked with a lock rented from the P.E. Department.

11. Textbooks

State-owned textbooks are loaned for the period the pupil uses them and must be treated as borrowed property. In cases of abuse or loss of textbooks, a student must pay for the textbook in accordance with the scale set by the State Department of Education. Parents are asked to read and sign a Textbook Rules form at the beginning of each school year. Students owing for lost or damaged textbooks will not receive books the next school year until all debts are cleared.

12. Graduation / Commencement Exercises

- Per the Shelby County Schools guidelines, a senior must have successfully completed all coursework, all required tests, and earned the appropriate number of credits in order to be eligible to participate in the graduation ceremony.
- **Valedictorian** – The senior class student at Chelsea High School who satisfies the requirements for the Advanced Academic Diploma and who attains the highest grade point average in his/her graduating class.
- **Salutatorian** - The student with the next highest grade point average who satisfies the requirements for the Advanced Academic Diploma.
- **Honor Graduates** – Students who satisfy the requirements for an Alabama High School Diploma or Advanced Academic Diploma and who also attain a grade point average of 4.0 or are in the top 5% of the graduating class.

This determination will be made after the posting of the first semester grades.

II. Attendance Policies

PERIOD SCHEDULE 2018-2019

1st:	7:45 – 8:34	(49)	<u>A</u> Lunch: 11:17 – 11:32
2nd:	8:39 – 9:28	(49)	
3rd:	9:33 – 10:22	(49)	<u>B</u> Lunch: 11:27 – 11:42
4th:	10:27 – 11:16	(49)	
5th:	11:17 – 12:17	(60)	<u>C</u> Lunch: 11:37 – 11:52
6th:	12:22 – 1:11	(49)	
7th:	1:16 – 2:05	(49)	<u>D</u> Lunch: 11:50 – 12:17
8th:	2:10 – 3:00	(50)	

1. Attendance

Please refer to the Shelby County Student Code of Conduct and Attendance for details. All students will be expected to abide by the written, board-approved policies contained therein.

- Emphasis will be placed on providing valid written excuses and on meeting the minimum attendance standard of 168 days per school year. **Any student who accumulates more than 12 absences during a school year is subject to loss of credit.** For a student who accumulates more than 6 absences in a class during the semester, the principal may recommend loss of credit. A student who accumulates 4 unexcused absences out of a total of 7 during a semester shall be denied academic credit for excessive absences.
- Any and all absences beyond 12 must be documented with a doctor's excuse, court excuse, or pre arranged permission of the principal.
- At the high school level, attendance is recorded per class period, not per day.
- Per board policy, only the work missed during an **excused** absence may be completed for credit. It is the student's responsibility to make the necessary arrangements to complete make-up work upon his or her return to school.
- Students who have **three or more unexcused absences** during the school year and are under the age of 18 will be required to participate in the Early Warning Program with the Shelby County Juvenile Court.

2. Excuses / Truancy

- Parents or guardians shall send a **note of explanation**, i.e., court note, doctor's note, or parent excuse to the school the day the student returns to school. Failure to send a note **within three days** will result in the absence being marked unexcused. All excuses will be filed for documentation. When the absence is more than one day, each day must be listed on the excuse.
- The Alabama State Department of Education has provided the following definition of truancy: Any student absence for which a written excuse is not on file at the student's school is considered to be truant. This excuse must be provided by the parent/guardian no later than **three (3) school days** following the student's return to school.

3. Monitoring of Absences

- Parents/guardians will receive a phone call notification of each absence from school. This phone call will be made to the primary phone number provided by the parent during registration.
- At the 2nd unexcused absence for the year, a letter will be mailed to the parent/guardian.
- Between the 3rd and 6th unexcused absence for the year, a conference will be held with parents, student, and an administrator.
- At the 7th unexcused absence for the year, the student will be referred to Early Warning Court.
- At the 9th unexcused absence for the year, the student will be referred to Early Warning Court for the second Early Warning referral.
- **IMPORTANT REMINDER:** At the high school level, **attendance is counted by period**, not by day. A student may be fine in all other classes but in violation of the attendance policy in one of his or her classes.

4. Make-up Work

Remember that **make-up work cannot be issued with unexcused absences.** Excuses for absences must be turned in within three (3) days of the student returning to school from an absence. Arrangements for make-up work must be made within **three (3) days** after returning to school from an **excused** absence.

5. Loss of Credit (NCA – Noncompliance Attendance)

NCA loss of grades will be made up in the same manner other failures and retentions are made up.

- When a student has accumulated more than 6 absences in a class during a semester, the student is subject to loss of credit in that class.
- A student who has **4 unexcused absences** out of a total of **7** or more absences during a semester may be denied academic credit due to excessive absences.
- The parent or guardian and the system attendance officer shall be notified in writing in the event of loss of credit.

6. Excuses for Trips

We highly discourage taking school time for family trips. The Board of Education provides a calendar in advance and encourages you to take trips during the scheduled time off. In an emergency situation you must have your parent contact the principal to receive permission for the trip **prior** to the absence. In addition, the required *Parent Request Form for Excused Absence* found in the back of the 2017-2018 Shelby County Student Code of Conduct must be completed before the request will be considered. **If** the principal gives permission for the absences, make-up work will be allowed. A principal **may not approve more than 3 total days** for the entire 2017-2018 school year.

7. College Days for Juniors & Seniors Only

Juniors are allowed one day during the year to visit colleges. Seniors are allowed two days during the year to visit colleges. The days are excused and work can be made up **IF** the following procedures are followed:

- Student must obtain proper forms from School Guidance Counselor;
- Forms include parental permission, teacher acknowledgement, and a signed statement from the college(s) visited;
- If all completed forms are not turned in to the Guidance Office the day the student returns, the day will not be excused.
- To be excused, **all college visits should be completed before Spring Break.**
- Notes from parents or colleges will not be accepted.

8. Explanation of Absence Codes:

1X	Excused with Parent Note	Make up work permitted
2X	Excused with Doctor's Note	Make up work permitted
3X	Excused Court Appearance	Make up work permitted
4X	Principal Excuse	Make up work permitted
5X	Unexcused (Suspension)	Make up work NOT permitted
6X	Unexcused (Parent Note)	Make up work NOT permitted
7X	Unexcused (Truancy Absence)	Make up work NOT permitted

9. Checking Out of School

- A student cannot check out of school unless the student's parent, guardian, or other adult authorized **on his/her check out list** comes into the school and signs the student out. Responsible parties will be required to present identification. Failure to follow policy may result in disciplinary action including, but not limited to, loss of parking privileges.
- A parent or guardian may pre-check out a student by signing him or her out before school between 7:00 – 8:00 A.M. when necessary during the week of the check out.
- **NO PHONE CALLS, NOTES, FAXES, OR EMAILS** will be accepted.
- When returning to school after a checkout, a student should bring a written excuse note.

10. Check-Out Procedures

- Students checking out of school must be signed out by the parent, guardian, or other authorized adult on his/her checkout list on file in the office. **The student must sign out prior to leaving campus.** (Check-out forms are kept for a minimum of one semester.)
- Time lost from school as the result of a checkout will be counted in total absences.
- Emergency situations and unusual circumstances may be given special consideration by the principal. The principal will exercise judgment regarding the best interest of the school program and the individual student.

11. Check-in Procedures

When checking in, **a student must have a written excuse**, as for any other absence. The high school student's attendance is taken each class period; therefore an excuse must be turned in for the absence of any part of a school day. A student must check in at the student window.

- When a student checks in to school, he or she will be given a check-in slip and is expected to proceed directly to class.
- Check-ins without a legal written excuse will be considered tardies to school.
- Students having an excessive number of **tardies to school** will receive disciplinary action, including detention, In-School Suspension, loss of driving privileges where applicable, Out-of-School Suspension, alternative school, and may be referred to the Early Warning program. See paragraph below concerning tardies.
- In addition, students who demonstrate a pattern of tardiness to school may be required to have a parent accompany them for future check-ins.

12. Tardies

- Tardiness due to car trouble will not be excused. Telephone calls will not be accepted as excuses for tardiness to school.
- A student who checks in after the first half of a class period will be counted absent for the entire class period.
- Upon receiving the third tardy to any class in a calendar month a student will be subject to disciplinary action. More than 3 additional tardies in a month will result in further disciplinary action.
- Excessive instances of tardies to class or school may result in: loss of driving privileges, referral to the Early Warning program, in-school suspension, out-of-school suspension, a combination of these, or alternative school.

13. School Arrival

Upon arrival on the school campus, a student should go immediately into the building where they will wait in the main lobby of the building or go to the lunchroom to eat breakfast. Students will be allowed to enter the halls and classes when the 7:35 bell rings. Prior to the first bell at 7:35, students should not be in the halls, at lockers, or in classrooms without permission from a teacher.

Once a student has arrived on campus, he or she is not allowed to leave the campus without properly checking out. Leaving campus without checking out is considered "skipping" and will be addressed accordingly.

III. Conduct – Refer to the Shelby County Student Code of Conduct and Attendance for more information.

1. Due Process: All students are entitled to and shall receive due process in all areas of student governance and discipline.

2. Dress Code for students - The Shelby County Student Code of Conduct and Attendance provides the dress code policies for all students.

- Violators will be dealt with as prescribed in the Shelby County Code of Conduct.
- Hats are not worn in school and may be confiscated. They may be returned to a parent/guardian.
- Girls with a revealing neckline, an exposed midriff, short dresses or skirts, or leggings with an outer garment of inappropriate length (**must be mid-thigh**), will be required to change, and will receive disciplinary action.
- **Any student who has clothes with inappropriate holes in them will be required to change.**
- A student's school clothes should give him or her respect for self, fellow students, and teachers. **For a more thorough explanation of the student dress code, see the Shelby County Code of Conduct.**

3. Inappropriate Public Display of Affection

Strong feelings for another person are special and private. School is not the proper place or time for displaying affections. Refer to the Shelby County Student Code of Conduct and Attendance concerning inappropriate public displays of affection.

4. Alcohol / Drug Use or Possession

Students shall be dealt with according to the Shelby County Student Code of Conduct and Attendance and the laws of the State of Alabama. A student and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession or under the influence of illegal, unauthorized, or contraband materials. This applies to any school-sponsored function as well.

5. Sexual Harassment

It is the policy of the Shelby County Board of Education that no employee, student, or volunteer shall engage in conducts constituting sexual harassment. It violates board-approved policy and must be reported immediately to the principal or his designee.

6. Harassment/Bullying

Harassment of any type is unacceptable behavior. Instances should be reported to a teacher or principal immediately. Refer to the Shelby County Student Code of Conduct and Attendance.

6. Cell Phones

- Students may not use cell phones during the instructional day or on school buses. Cell phones should be turned off during those times and during the school day remain in a school locker or a student vehicle so as not to cause any type of classroom or instructional disruption.
- For unauthorized use, cell phones will be confiscated. Confiscated phones will be given to an administrator where appropriate consequences will be dispensed.
- The misuse and/or abuse of personal communication devices -- Students whose cell phones contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences.
- With prior administrative approval, an exception to the cell phone policy may be made when a teacher gives explicit permission to students to use their smart phones or other devices during a given class period strictly for instructional purposes.

8. Smoking and Tobacco Products

Possession and/or use of tobacco products (cigarettes – electronic or natural, chewing tobacco, etc.) is a violation of Alabama law and the Shelby County Student Code of Conduct and Attendance. This applies to the school campus at any time, while attending school-sponsored activities and events, or on buses. These materials will be confiscated and will not be returned. Violations will be dealt with according to the Shelby County Student Code of Conduct and Attendance and the laws of the State of Alabama.

IV. Guidance

1. Student Assessment Tests

Dates for all test assessments will be listed on the Shelby County Schools Calendar, which is provided upon enrolling each year. Questions about assessments should be directed to the Guidance Department.

2. Student Schedule Change Policy

Students are expected to exercise careful planning in course selection for each school year. Class offerings are based on requests, making schedule changes limited. **Students should not request changes unless an administrative or clerical error has been made in the original pre-registration placement.** If you feel an error has been made with your schedule you will need to adhere to the following procedure:

- All requests must be made on a prescribed form with acceptable reasons for the change. These forms may be obtained in the Guidance Office.
- Request changes must be accompanied by a \$25 fee if made after July 1, 2017. Schedule changes will not be made based on student preference or convenience.
- Do NOT go to the guidance office seeking a schedule change in person; fill out the proper paperwork, and your request will be considered.

3. School Counselors

Counselors are available throughout the day for individual or group counseling if problems arise that interfere with the academic environment for students to learn. Students are encouraged to consult their counselor about development in personal/social, career, and academic areas.

More specifically, this service assists students in the following:

- Direct counseling services to students individually and in support groups.
- Facilitating referrals to community support services.
- Advising students in academic planning.
- Providing career guidance to students.
- Maintaining an up-to-date library of career, military and postsecondary school information.

4. Requests for Transcripts

All requests for transcripts should be in writing on a Transcript Request Form. Students may obtain a request form in the main office or the counseling center. Transcripts will be run in 5-7 business days.

Transcripts*: \$5.00 per copy

*Please note that Official Transcripts MUST be mailed by Chelsea High School.

5. Parent-Teacher Conferences

- Parents may ask for a conference with their student's teacher(s) at any time if they feel a conference will help the educational development of the child. Requests may be made through direct e-mail with the teacher or through the main office with the school secretary at 682-7200.
- Conferences may include parents, teachers, counselors, the student, and administrators, or any combination of the above that will best benefit the student. Conferences must be scheduled during a teacher's preparation period or immediately before or after school.
- Parents are encouraged to be involved in the educational process of their student by talking with the child's teachers. Effective communication is vital to success.

V. Extra-Curricular Activities & Policies

Extra-Curricular Activities

SGA	Scholar's Bowl	Concert Band	Cheerleaders
FTA	Concert Choir	FCCLA	First Priority
FBLA	Math Team	Yearbook Staff	Literary Magazine
Beta Club	Journalism	FCA	Mu Alpha Theta
Key Club	Thespians	Dance Team	Majorettes
Peer Helpers	Ambassadors	Color Guard	National Honor Society
Marching Band	French Club	Spanish Club	
Broadcast Journalism	French Honor Society	Spanish Honor Society	

Athletic Programs

Football	Wrestling	Boys Tennis	Girls Tennis	Girls Swimming
Baseball	Boys Soccer	Girls Basketball	Boys Track	Boys Cross Country
Boys Basketball	Girls Soccer	Boys Golf	Girls Track	Girls Cross Country
Softball	Volleyball	Girls Golf	Boys Swimming	

1. Academics First (Extracurricular Activity Eligibility Guidelines)

Upon establishing eligibility as explained above, the student must maintain certain academic requirements. Academics First provides students the chance to establish and maintain eligibility. Each sponsor or coach shall provide details, which provides you with the board-required standards. See them for this information.

2. Eligibility

Athletes, band members, dance team, cheerleaders, and certain extracurricular activity candidates may obtain the eligibility standards from the respective sponsors or coaches. Eligibility depends on meeting these standards and is subject to the regulations and policies set forth by the Shelby County Board of Education.

3. Clubs

The SCBOE encourages school-sponsored clubs and organizations that are directly related to the school curriculum and operate for the welfare and the best interest of the students and the schools. All school-sponsored clubs and organizations shall be under the direct control of the local school principal or his designated representative. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of sex, race, religion, belief, national origin, or ethnic group.

4. Extracurricular Activities

Students must be in attendance at least ½ (3 ½ hours) of the school day in order to participate in any extracurricular activity. Each student is encouraged to participate in some form of extracurricular activity. The purpose of extracurricular activities (sports, band, clubs, publications, etc.) is to provide the opportunity for each participant to develop habits that will benefit the student morally, physically, socially, intellectually, and patriotically.

5. Good Sportsmanship

Good sportsmanship helps to make a good school. The student spectator represents Chelsea High School in the same way as does a team participant. Courteous treatment of an opponent is one of the best ways to show good sportsmanship. Everyone should be considerate of an injured visiting team member and applaud fine play of the visiting team. Everyone should treat visitors as we would want to be treated as their guest. Accept decisions of officials without question. It is the duty of all school personnel to impress upon the community the responsibility for the exercise of self-control and fair play at all athletic events. Disapproval or abusive remarks from the sidelines as well as rough play and remarks from players are prohibited. Responding to the cheerleaders and their efforts to encourage the team is also a part of good sportsmanship of which Chelsea High School can be proud.

6. School Activities

- The principal shall approve any activity conducted at school facilities or held under the auspices of the school.
- The principal shall ensure that an adequate number of faculty members are present to assist with the supervision and conducting of each activity.
- The principal or the principal's designee shall be present for overall supervision of the activity.
- Adequate police supervision shall be engaged to help with surveillance of the school grounds or other facilities and to assist with emergencies that may arise.
- Students should not bring drugs, alcohol, or cigarettes to any school activity at any time. Violators will be dealt with according to the Shelby County Student Code of Conduct and Attendance and the laws of the State of Alabama.
- Students serving suspension time or time at the Shelby County Alternative School are **not** allowed to come to any school activities, whether on or off the school campus.

VI. Emergencies

1. Weather

If there is a question as to whether or not school will be in session, information may be found on radio, television, and the SCBOE website. DO NOT contact the faculty, principal, or superintendent.

2. Fire and Storm Signals

Each room has directions to follow for practice and emergencies.

- A series of short bells will signal a tornado (storm) drill or warning to take action. Follow teachers' instructions to move to a safe place.
- If a tornado warning or severe storm occurs at dismissal time, students will be held in the safe areas until the storm danger has passed.
- The fire alarm will designate a fire warning or drill. Evacuation directions are found in each room to help speed evacuation of the building. Stay with the teacher and class until an all-clear notice or further instructions are given. The all-clear signal is one long ring of the bell.
- Other emergency directions may be relayed in cases of necessity. At all times follow the instructions of proper school personnel.

VII. General Information & Policies

1. Accreditation

Chelsea High School is accredited by the Alabama State Board of Education and the Southern Association of Secondary Schools and Colleges. These organizations require annual reports and periodic reviews of all standards that include pupil teacher ratio, certification of teachers, programs provided, staffing, etc.

2. Visitors

All visitors, without exception, should report to the school office when entering the building and get a visitors' pass. Identification may be required.

3. Hall Passes

In order to leave a class a student must obtain a proper hall pass from his or her teacher. Only in emergency situations should this be allowed. Failure to do this may result in disciplinary action.

4. Lockers

Chelsea High School furnishes school lockers. These lockers may be rented for \$15.00 per year. Purposely jamming locks so that one does not need to use the combination defeats the purpose of a lock and damages the lock mechanism. Abuse of lockers, including purposely jamming, may result in damage charges and/or discipline action. **School officials may search lockers without notice.**

5. Drink Machines

Drink machines are provided in the lobby for use before and after school. Students should not take drinks out of the lobby area. All drink bottles should be disposed of in proper containers. **Drinks and food items purchased off-campus are not to be brought into the building.**

6. School Records

If the telephone number, address, or place of employment of the parent/guardian or student changes during the school year, the school must be notified in order for our records to be current and accurate.

7. Motor Vehicle Registration / Parking Lot

Junior and Senior students may drive a personally owned vehicle to school, provided a parking pass has been purchased (\$50 per year) in advance. Failing to follow this procedure makes one subject to having his or her car towed. A student driving any kind of motor vehicle to school must have a valid Alabama Driver's License. The driver's license and tag number must be provided to the school in order to obtain a parking tag. If a parking tag is lost, replacement tags will be \$10.00. In addition, the following rules apply:

- Drive safely at all times. Obey all traffic laws. There is a 5 MPH speed limit on schoolgrounds.
- Students are assigned designated parking spaces and are expected to park facing forward in their assigned space. The Chelsea High School parking tag is to be displayed at all times.
- Students will not be allowed to go to the parking lot during the school day. All items necessary for school should be brought into the building when the student arrives.
- Leave the vehicle immediately upon parking in designated areas and enter the school into the lobby.
- Acts such as reckless driving, improper parking (such as backing into parking spaces), and disregard for the safety of others may result in disciplinary action and the student's parking privileges may be revoked.

Parking privileges are subject to the regulations and policies set forth by the Shelby County Board of Education.

8. Proof of Enrollment

- Requests for Proof of Enrollment forms for driver's permits must be submitted to the main office by 8:00 A.M. in order to be received by 3:00 P.M. of the same day.

9. Medication Policy

- Students are not allowed to have prescription or non-prescription medication in their possession at school. If medication is necessary, a medication authorization form must be on file in the nurse's office. You may obtain one from the main office. All medication must be delivered to the school by the parent and kept in the nurse's office where it is monitored and issued by the school nurse.

10. Telephone Messages

- The school will accept messages from parents only in case of an emergency.
- Students will not be summoned to the phone during class.

11. Telephones

- Students are not allowed to use cell phones at school from the time they arrive on campus until school dismisses at 3:00 P.M. They cannot use the phones on buses except in case of an emergency. Refer to the Shelby County Student Code of Conduct and Attendance.
- Students may use the student window telephone when necessary to call parents to check out.

12. School Bus Transportation

- Transportation to and from school shall be provided by the Shelby County Board of Education to eligible students of Chelsea High School. The transportation program shall be operated in accordance with provisions of the Code of Alabama State Board of Education rules and regulations for safety and welfare of students. Transportation on the school bus is a privilege and, like all other privileges, may be revoked if it is abused. Policies governing bus riders are listed in the Shelby County Student Code of Conduct.
- The administration does **not** approve students to ride on a bus that is not their assigned bus.

13. Lunch Program

The school lunch program is provided for the students.

- Students may not leave the campus for lunch.
- It is a violation of Federal Lunch Program Regulations for individuals to eat commercially prepared foods or drink soft drinks in the school lunchroom.
- It is permissible to bring lunch from home, but it must be eaten in the lunchroom.
- Free and reduced price lunches are provided for deserving students upon request from the parent/guardian and upon recommendation from the school board. Proper forms must be completed and submitted to the CNP department at the Central Office for approval.
- Students are not permitted to use another student's lunch account number, even with that student's permission.
- Good manners and proper behavior are expected in the lunchroom. This includes keeping the lunchroom clean.
- Food and drinks should not be taken from the lunchroom.

14. Advertisements and Handbills

All advertisements (signs, handouts, intercom announcements directed to students or staff members during school hours) must be approved through the principal's office. No handbills will be posted without having been approved by the principal.

15. Fundraising Projects

Any club or other school organization that desires to raise funds in the name of the school must have approval of the sponsor and principal and have their fund-raising event placed on the school calendar.

16. SWAT Team (Students War Against Temptation)

The purpose of this group is to help our students resist the temptations of drugs and alcohol. Parents and students may voluntarily sign up for the SWAT team. Two main elements of SWAT are (1) voluntary random drug testing of students and (2) equipping parents with knowledge of relevant issues and how to address them.

17. Random Drug Testing

Students who have signed up for SWAT and other students as per Shelby County Board Policy are subject to random drug testing.

18. Military Recruiters

Parents who **do not** want their student's name and address to be given out to official recruiting representatives of branches of the armed forces and military forces should submit that request in writing to the principal. (See Shelby County Student Code of Conduct for more information.)

19. Parent-Teacher Organization

Parents are encouraged to participate in the Chelsea High PTO. The PTO provides valuable assistance to the school program. Contact the office to receive more information on how to be involved in this important organization.

NOTICE TO PARENTS

As a parent of a student in a Shelby County School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Alabama State Department of Education decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information please call your local school principal.

IMPORTANT DATES

2018 – 2019

August

7th FIRST SEMESTER BEGINS (full day for students)
14th **Open House** at Chelsea High School – 6:00 pm

September

3rd Labor Day (schools and offices closed)

October

5th **Teacher Workday/Professional Development** (no students)
8th **Data Assessment/Instructional Planning** (no students)
11th **Report Cards sent home**

November

12th **Veterans Day** (schools and offices closed)
19th- 23rd **Thanksgiving Holiday** (schools and offices closed)

December

14th **1st Semester Ends** (students dismissed at 1:00 pm)
17th- Jan 1st **Christmas Holiday** (schools and offices closed)

January

2nd **Teacher Workday** (no students)
3rd **2nd Semester Begins**
8th **Report Cards sent home**
21st **Martin Luther King Jr. Birthday** (schools and offices closed)

February

15th **Data Assessment/Instructional Planning** (no students)
18th **Presidents Day** (schools and offices closed)

March

8th **Teacher Workday** (no students)
14th **Report Cards sent home**
25th - 29th **Spring Break**

May

23rd **Graduation**
24th **2nd Semester Ends** (students dismissed at 1:00 pm)
Teacher Workday (no students)

REPORT CARDS will be mailed out ASAP after May 24, 2019
Progress Reports will not be distributed – student progress may be monitored via iNOW