Helena High School

Home of the Huskies

Student-Parent Handbook
2016-17

Helena High School is a proud member of Shelby County Schools, an exemplary public school system led by Superintendent Randy Fuller. Helena High School opened in August 2014, serving students in the Helena area grades nine through twelve. Three core commitments lie at the heart of Helena High School:

- Helena High School will be **student-centered**;
- Helena High School will be **innovative**;
- Helena High School will be **collaborative**.

By working together in creative ways while keeping our students at the center of all we do, the faculty and staff of Helena High School will work diligently to ensure that our graduates are indeed prepared for the journey.

This student planner belongs to _____

Address: _____

Phone Number: _____

In case of emergency, please notify the following:

Name: _____Number: _____

BELL SCHEDULE

2016-2017

REGULAR SCHEDULE

8:00	First Bell
8:10 – 8:59	1st Period
9:04 – 9:55	2nd Period
10:00 – 10:51	3rd Period
10:51 – 11:51	PACK-60
11:51 – 12:40	4th Period
12:45 – 1:34	5th Period
1:39 – 2:28	6th Period
2:33 – 3:22	7th Period

LATE START SCHEDULE

9:00	First Bell
9:10 – 9:51	1st Period
9:56 – 10:37	2nd Period
10:42 – 11:23	3rd Period
11:23 – 12:23	PACK-60
12:23 – 1:04	5th Period
1:09 – 1:50	6th Period
1:55 – 2:36	7th Period
2:41 – 3:22	8th Period

FLIP SCHEDULE (Afternoon activity such as pep rally)

8:00	First Bell
8:10 – 8:55	1st Period
9:00 – 9:45	2nd Period
9:50 – 10:35	3rd Period
10:35 – 11:35	PACK-60
11:35 – 12:20	5th Period
12:25 – 1:10	6th Period
1:15 – 2:00	7th Period
2:05 – 2:50	8th Period
2:50 – 3:22	ACTIVITY (Pep rally, assembly, etc.)

NOTE: Warning bell will ring one minute prior to the tardy bell regardless of schedule. Unless otherwise announced, we will operate on REGULAR schedule. All schedules are designed to minimize disruptions to instructional time.

"PACK – 60"

Pack-60 is a school-wide initiative to support student achievement, encourage participation in extracurricular clubs, and help students develop skills related to leadership, time management, and decision-making. This initiative provides a one-hour block from 10:51-11:51 that allows for a 30 minute lunch and 30 minutes of time for academic support, club meetings, and leadership development. Students will take advantage of a variety of activities during "Pack-60".

- Students may eat in the cafeteria, B-hall, patio, and classrooms (based on individual teacher preferences.)
- Students are assigned to an "Advisory Pack" and will meet as a group one day per week. Grades will be monitored and guidance for "PACK-60" choices will be provided.
- Meet with teachers for academic support during designated office hours.
- Participate in club or class meetings

Refer to the Helena High School webpage for a copy of the schedule and activities for the week.

SHELBY COUNTY SCHOOLS

2016-17 SCHOOL CALENDAR

Aug 9 ..... 1st Semester Begins
Sep 5 .....Labor Day (Schools & Offices Closed)
Oct 10 .....Columbus Day, ½ Teacher Workday, ½ Prof Dev (No Students)
Nov 11 .....Veterans Day (Schools & Offices Closed)
Nov 21-25 .....Thanksgiving Break (Schools & Offices Closed)
Dec 16 .....1st Semester Ends,
Students Dismissed at 1 p.m., Staff at 3 p.m.
Dec 19-Jan 3 .....Christmas Holidays (Schools & Offices Closed)
Jan 3 .....Teacher Workday, No Students
Jan 4 .....2nd Semester Begins
Jan 16 .....M.L. King, Jr. Birthday (Schools & Offices Closed)
Feb 20 .....Presidents Day (Schools & Offices Closed; Weather day if needed)
Mar 10 .....Teacher Workday, No Students
Mar 27-31 .....Spring Break
May 22-25 .....High School Graduations
May 25 .....2nd Semester Ends,
Students Dismissed at 1 p.m., Staff at 3 p.m.
May 26 .....Teacher Workday
May 29 .....Memorial Day (Schools & Offices Closed)

GRADING PERIODS

Period Ends .....# Days .....Grades Sent Home
1st Period Oct 7 .....43 .....Oct 14
2nd Period Dec 16 .....43 .....Jan 6
3rd Period Mar 9 .....45 .....Mar 17
4th Period May 25 .....49 .....*May 26

HELENA HIGH SCHOOL

1310 Hillsboro Parkway
Helena, AL 35080
Office: 205.682.3650 Fax: 205.682.3655

Dear Helena High Students,

The faculty and staff of Helena High School would like to welcome you to the 2016-17 school year. Helena High School is special place, and we cannot wait to get our year started. The faculty and staff firmly believe that our school has all of the ingredients to reach its maximum potential: a qualified staff, concerned and involved parents, a supportive community, and capable students.

Rules, regulations, and procedures are essential to making our school successful. This handbook contains important information that both students and parents need to know. Please keep it handy and refer to it as needed. As we move from year to year and our school continues to grow and evolve, rules and procedures may change to help ensure and sustain success. Our success depends on student leadership, hard work, and model behavior which will serve as an example for your classmates and the students who will follow in years to come.

You matter here, and this is your school. We are excited about the opportunity to work with and assist you as you grow, mature, and achieve great things.

Sincerely,

Your Administrators, Faculty and Staff

SHELBY COUNTY SCHOOLS
410 East College Street
Columbiana, AL 35051
Office: 205.682.7000 Fax: 205.682.7005

SHELBY COUNTY BOARD OF EDUCATION
Aubrey Miller, President
Peg Hill, Vice President
Jimmy Bice, Member
Jane Hampton, Member
Kevin Morris, Member
Randy Fuller, Superintendent

Shelby County Schools is a fully-accredited district and recognized as such 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 which include pupil-teacher ratio, certification of teachers, programs provided, staff utilization, etc.

The mission of Shelby County Schools is to make every student a graduate and every graduate prepared. This mission is best accomplished by creating a culture of shared success, collaborating for results, committing to excellence, partnering with communities, and improving continuously.

FREQUENTLY USED NUMBERS

HHS Main Office	682-3650
HHS Attendance / Registrar	682-3652
HHS Bookkeeper	682-3658
HHS Library / Media Center	682-3654
HHS Health Room	682-3653
HHS Cafeteria	682-3656
HHS Fax	682-3655
Shelby County Board of Education:	682-7000

Shelby County Schools Website:

www.shelbyed.k12.al.us

Helena High School Website:

Go to Shelby County Schools website, click on SCHOOLS, then choose Helena High School

Teacher Email Addresses / Blogs:

From the Helena High School website, choose the teacher you wish to contact from the list of faculty members.

Helena High School ListServ:

Visit the Helena High Website and click "Get Connected"

Helena High School Twitter:

Follow us @HelenaHSHuskies

#huskylife

#huskynation

ATTENDANCE INFORMATION

The information below pertains to attendance at Helena High School. For further information, please refer to the Shelby County Student Code of Conduct and Attendance. Additional clarification may be provided by Helena High administration.

Absences – Parents are encouraged to call the Helena High office at 682-3650 and notify the school when a student is absent. Excuses for absences must be submitted **within three days** of the student's return to school. Failure to submit an excuse within three days of the student's return to school from an absence will result in the absence being marked unexcused. **Only an excused absence permits work to be made up**. Teachers shall not provide make-up work for students absent for unexcused reasons. Exceptions for unusual circumstances will be left to the principal's discretion. According to the Alabama State Department of Education, excused absences are as follows:

- Illness documented by a parent or doctor's note;
- Death in immediate family;
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal;
- Legal quarantine;
- Emergency conditions as determined by the principal;
- Prior permission of the principal and consent of the parent or guardian.

The following excuse codes may appear on your child's attendance record: 1X – illness documented by a parent note; 2X – doctor's excuse; 3X – court excuse; 4X – principal's permission; 5X – suspension from school; 6X – parent note unexcused; 7X – no note or explanation. The first four are excused absences while the last three are unexcused absences.

Make-Up Work – If a student's absence is coded as excused, he or she is allowed to make up missed work and tests. It is the student's responsibility to follow these steps regarding making up missed assignments and tests:

1. Excuses for absences must be submitted within three days of the student's return to school. This includes absences resulting from a student's checking in or out of school;
2. The student shall be responsible for making arrangements with his or her teacher regarding making up missed assignments or tests;
3. These arrangements must be made within three days of the student's return to school from an absence, and all make-up work must be completed within the time period specified by the teacher;
4. Students will be given a reasonable opportunity to complete make-up work following an excused absence; however, the number of days a student is allowed to complete make-up work is left to the teacher's discretion;

5. Days absent from school because of suspension are unexcused. Credit for class work is not permitted for students suspended from school. Students assigned to in-school detention are allowed to complete work for credit. Exceptions to this policy will be made only in rare circumstances and with explicit approval from the principal.

Early Warning Program – This program has been established to provide for early intervention for students who are truant or in danger of becoming truant. The Alabama State Department of Education has now provided clarification for schools and parents by adopting a statewide definition of truancy. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excused. For this reason, a parent or guardian must provide a written explanation that states the cause of any and every absence of a student no later than three days following the student's return to school. Should unexcused absences accumulate during the school year, the parent or guardian will be required to attend an attendance conference with local school administration and may possibly be referred to the Early Warning Program provided by the Shelby County Juvenile Court.

Tardies – Excessive tardies to school and class accumulate and will result in disciplinary action. Being on time to school and class is essential to ensure optimal teaching and learning. When a student is tardy, he or she forfeits valuable instructional time while also disrupting the teaching and learning process for others. Bus transportation is provided free of charge to students in Shelby County. Consequently, tardies to school resulting from car problems or traffic will not be excused. A student is deemed tardy if he or she arrives in class after the tardy bell rings. If the student is deemed excessively tardy to the teacher (more than five minutes late, for example), he or she will be sent to the office to obtain a pass from an administrator. The following items explain disciplinary action that may result from accumulated tardies during a given grading period:

<u>Tardies to School</u>: Students who arrive to school late must check in at the registrar's office in order to establish attendance. Failure to do so will result in being marked absent. Students who accumulate three or more tardies to school during the calendar month will be subject to disciplinary action such as detention during "PACK-60", after-school and / or in-school suspension. Student drivers arriving late to school three or more times in a calendar month may have their parking privileges revoked for a period of time. The period of time during which parking is revoked begins at 5 days loss of parking and may escalate to longer periods of time for additional truant behavior. Non drivers, who accumulate three or more tardies to school in a calendar month, will be assigned appropriate disciplinary consequences. Discipline consequences will begin with detention and further tardies will result in additional disciplinary action as deemed appropriate by school administration. In addition, an Early Warning referral may be made for students who are habitually tardy to school.

<u>Tardies to Class</u>: Arriving late to class during the school day creates a disruption and loss of instructional time. Students who accumulate three or more tardies to class during a calendar month will be subject to disciplinary action such as detention during "PACK-60", after-school and / or in-

school suspension. Further tardies will result in additional disciplinary action as deemed appropriate by school administration.

Checking In and Checking Out – Please remember that students missing individual classes due to checking in or checking out are deemed absent from those classes and must provided a valid written excuse in order to make up work in those classes. When checking in to school, students must go to the attendance window or main office to obtain a check-in slip. Checking in appropriately establishes student attendance. Students do not have to be signed in by a parent, but they do need to present a written excuse at the time of their check-in. Students who wish to be checked out of school must be signed out by a parent or someone else designated on the student's check-out list. Only a parent or guardian may alter a student's check-out list, and any such changes must be made in person. A photo ID will be required of those seeking to check a student out of school. Students are not allowed to sign themselves out of school. All check-outs must be done in person but may be done up to one day in advance for the sake of convenience. Notes, phone calls, or emails are not permissible when checking a student out of school.

Pre-Arranged Absences – Students who wish to have a pre-approved absence for college visits or planned absences must follow these steps:

1. Submit a pre-approved absence form which can be obtained from the attendance window or main office. A detailed explanation of the planned absence is required. **The completed request must be submitted at least one week in advance**. *Submitting the form does NOT guarantee approval;*
2. Upon approval by Helena High administration, the form will be returned to the student;
3. The student must have all of his or her teachers sign off on the approved form;
4. The student must then return the form to the attendance window or main office prior to the day of the planned absence.

Vacations are not considered excused absences by the Shelby County Board of Education. Students who do not receive prior approval for a planned absence will be given an unexcused absence and will not be allowed to make up missed assignments or tests.

"PACK – 60"

Pack-60 is a school-wide initiative to support student achievement, encourage participation in extracurricular clubs, and help students develop skills related to leadership, time management, and decision-making. This initiative provides a one-hour block from 10:51-11:51 that allows for a 30 minute lunch and 30 minutes of time for academic support, club meetings, and leadership development. Students will take advantage of a variety of activities during "Pack-60".

- Students may eat lunch in the cafeteria, B-hall, patio, and classrooms (based on individual teacher preferences.)
- Meet with teachers for academic support during designated office hours.
- Participate in club or class meetings

Refer to the Helena High School webpage for a copy of the schedule and activities for the week.

Lunch Guidelines

Helena High School is a closed campus during the school day. Students are required to remain on campus during "PACK-60". Students are expected to exhibit proper and courteous behavior in all places and situations. Students are expected to bring their trash, trays, and silverware to the designated area and leave the area clean upon departure. Failure to properly maintain the cleanliness of an area will result in the area being off-limits during lunch. Federal guidelines prohibit commercial food (McDonald's, Subway, etc.) in the school building. As a result, students may not bring these prohibited items in to school, or have such items delivered. Students must keep money in their lunch accounts at all times. Charging meals will not be allowed. Taking food without paying will be treated as stealing.

"PACK-60" (Lunch Guidelines)

- Food is not allowed in A-Hall, gym, library, or computer labs.
- A-Hall is for transitioning, students should not be seated in A-Hall or loitering in stairwells or halls during "PACK-60".
- Students are allowed to choose what activities they take advantage of during "PACK-60".
    - Students are allowed to socialize during "PACK-60" as long as their grades, attendance, and discipline meet established expectations. If not, they will be required by school staff to attend academic support, detention, or other available interventions designed to support student achievement.
- Only purposeful visits to the school counseling center, main office, and nurse's office are allowed.

Office Hours/Academic Support

Each teacher will have designated office hours during "PACK-60" where students will attend academic support requests, as listed below. A student may only be assigned to see one teacher daily but may choose to see another teacher if time allows.

- All teachers will have office hours daily.
- Students will receive a pass from the teacher that assigns academic support, but students are not required to have a pass in order to participate.
- Upon teacher's request, students are required to attend the academic support time in order to satisfactorily/successfully address related work. (Failure to do so will result in lunch detention during "PACK-60".)
- Teachers will assign academic support for one or more of the following reasons:
    - Failure to complete or turn in an assignment
    - Student needs to make up a test or assignment due to an excused absence
    - Student is demonstrating poor academic achievement
        - Consequences for failure to complete academic support assignment are as follows:
          1st Offense: Warning/New assignment for academic support
          2nd Offense: Lunch detention/parent contact
          3rd Offense: 2 days lunch detention/parent contact
          4th Offense: Principal referral/parent contact/ISS

Lunch Detention

- Will be served during "PACK-60".
- Students should bring homework or study materials with them.
- No personal electronic devices allowed in detention.
- No talking or distracting behavior
- Lunch detention can be assigned by administration for disciplinary infractions as well as failure to successfully complete an assigned academic support.

CARE OF BUILDINGS AND GROUNDS

Every Helena High School student should take great pride in the school buildings and campus. Students are expected to assist in keeping the school and campus clean. Students should be careful to make no marks on furniture, equipment, walls, etc. Students should help to keep restrooms clean and orderly. All trash should be thrown into trash cans. Paper and other debris in hallways and on classroom floors should be thrown away. Parents of students who deface or destroy school property will be notified, and payment for damages shall be required.

CHANGES IN TRANSPORTATION ROUTINE

Students wishing to ride a bus other than the one to which they are regularly assigned must have written permission from their parents. All such requests must be approved in advance by administration. Written permission must be brought to the office for verification and approval no later than 9:00 A.M. on the day of the requested change.

CHECKS

Your check is welcome at Helena High School. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by the bank. In order to recover these funds in a private and professional manner, Helena High School has contracted with Nexcheck for collection of returned checks. Each person writing a check to Helena High School should write the check on a commercially-printed check and must include name, address, and one phone number. Counter or starter checks will not be accepted under any circumstance. If a check is returned, the amount of the check plus the fee established by law may be debited electronically from the same account. If the check and fee are not collected electronically, Nexcheck will contact the parent by mail and / or telephone in order to make payment arrangements.

CLASS RANK AND GRADE POINT AVERAGE (GPA)

Class rank is determined by ranking each student's overall grade point average within his or her graduating class. Final senior class ranking is done at the end of the first semester of the senior year. Student GPA is computed using the following:

Regular Courses	Honors Courses	AP Courses
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

(Be aware that colleges and universities may calculate student GPAs in their own fashion and often look at unweighted averages when evaluating transcripts.)

COMPUTER USAGE

A copy of the Shelby County Schools Students' Acceptable Use Practices for Computers will be provided to each student. Students must follow these acceptable use practices and any other acceptable use guidelines devised by Helena High School when using school-owned computers. Misuse of computers or other technological devices will result in disciplinary action.

DISCIPLINE OF STUDENTS

The singular goal of effective school discipline is to help students make better decisions in the future. Every effort will be made to implement established school rules in a fair, equitable, and reasonable manner. The following sanctions may be employed when addressing student misbehavior:

Detention may be assigned to students for both first-time and recurring offenses. Lunch detention will run during the designated "PACK-60" period. After-school detention will run for two hours following the normal school day and will be administered by an assigned teacher.

In-School Suspension (ISS) may be assigned for both first-time and recurring offenses. Students assigned to ISS are required to attend full days in order to successfully complete their discipline. When assigned ISS, students are expected to be on time, complete all academic assignments, and follow all rules and guidelines set forth by the ISD teacher. All work completed during assignment to ISS will be allowed to count towards a student's grades.

Suspension may be assigned for both serious first-time offenses and recurring offenses. Suspension from school is explained in more detail in a later section of this handbook. Days absent due to suspension are unexcused, and students will not be permitted to make up assignments missed during suspension.

Alternative School placement may be deemed appropriate for both serious first-time offenses and recurring offenses. Alternative School placement is explained in more detail in a later section of this handbook.

When addressing student misbehavior, teachers and administrators will make every effort to inform parents of the student's offense and disciplinary action. In addition, students will be afforded due process during the disciplinary process. For more information on the discipline of students, refer to the Shelby County Code of Student Conduct and Attendance.

DISHONESTY IN THE CLASSROOM – CHEATING

Students who give or receive aid on tests or other graded assignments will be given a zero and will be subject to disciplinary action. The parent and administration will be notified of the offense by the teacher.

DRESS CODE AS OUTLINED IN THE SCS STUDENT CODE OF CONDUCT

For young people, especially teenagers who are beginning to find their true identities in the middle of peer pressure and their own maturation, dress is an important issue. A standardized dress code has been adopted by Shelby County Schools to ensure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences and to instill in students the need to dress appropriately and have respect for each other and authority. The district's dress code, in its entirety, is available in the Shelby County Schools Student Code of Conduct and Attendance and is in force at Helena High School. School administration shall have the final authority in determining acceptable or unacceptable dress and / or grooming. Parents are encouraged to purchase clothing that will reflect the purpose of education rather than recreation.

CODE OF CONDUCT

The entire code of conduct is available on the district's website and each student will receive a copy of the code of conduct at the beginning of the school year. All students must return a signed Code of Conduct Acknowledgement Form indicating commitment to follow the established expectations. Additionally, teachers and administrators will review the Code of Conduct with students during the first week of the school year.

DUE PROCESS

All students are entitled to and shall receive due process in all areas regarding discipline.

ELECTRONIC COMMUNICATION DEVICE USAGE

The unauthorized use of personal communication devices (cell phones, etc.) is prohibited during the instructional day. Students may only use such devices for academic purposes when given explicit permission by the teacher. Helena High School is not responsible for theft, loss, or damage of cell phones or any other such device. If a student is found in violation of this policy, the communication device will be taken up and the student will receive disciplinary action. Parent may be required to meet with administration prior to returning the device to the student.

ENTERING THE BUILDING

The first bell will ring each morning at 8:00 A.M. First period begins at 8:10 A.M. Students will not be allowed into the building prior to 7:30 A.M. When arriving to school, students should enter the building on B Hall. All students dropped off in car rider line must be dropped off in the designated area along the front of the main building and proceed to enter B Hall. Once students enter the building, they are to proceed directly to either the cafeteria (for breakfast) or to B Hall (back hallway by gym, auditorium, and cafeteria). Students are NOT to enter any other part of the building prior to 8:00 A.M. without a written pass and / or express permission from a teacher or administrator.

SEMESTER XAMS

Cumulative, comprehensive exams are an important part of gauging and improving student learning. Semester exams will be given at the end of the second and fourth grading periods. Semester exams will count 20% of a student's semester average. Only seniors who have an average

of 90% or higher for the semester will be exempt from a semester exam. The exam schedule will be communicated out as early as possible during each semester. Exams may not be taken early. Scheduling trips should be avoided during semester exams.

FUNDRAISING

All fundraising efforts must be approved by the principal prior to beginning the project. All fundraising activities must be sponsored by a school-related group, activity, or class and under the direction of a Shelby County Board of Education employee.

GRADING PLAN

Students' grades should reflect academic achievement in the classroom. Classroom teachers will measure academic achievement in a variety of ways over the course of a given grading period. To foster a consistent, equitable method of classroom assessment, Helena High School teachers will implement the following categorical grading plan:

GOLD Grades = **Major** tests and work products / projects will comprise **60%** of a student's grade;
SILVER Grades = Quizzes and secondary assignments will comprise **30%** of a student's grade;
BRONZE Grades = Homework and minor classwork will comprise **10%** of a student's grade.

Classroom teachers will ensure that students know which category a given assignment falls into prior to completion. Teachers will also exercise professional judgment in determining the appropriate placement of each assignment or assessment, and these specifics will be detailed on each course syllabus.

GRADUATION REQUIREMENTS

For specific information related to graduation requirements and diploma types, please refer to the Shelby County Schools' High School Academic Guide available at the following address:
http://www.shelbyed.k12.al.us/instruction/doc/15-16_HSAG.pdf

HALL PASSES

Students may not leave class without the teacher's permission and a Helena High School hall pass. Students out of class without a hall pass will be subject to disciplinary action.

INOW STUDENT PORTAL

The INOW student portal is a service which allows the parent or guardian of a student to access his or her child's grades, attendance, and assignments through the Internet. Attendance is entered and maintained daily. Teachers are required to update their gradebook data at least every two weeks to ensure accurate reporting. INOW access information will be distributed to parents at registration in July. If you have questions regarding access to INOW, please contact the school registrar.

LOCKERS

Hall lockers may be rented for $20. All students are advised that under no circumstances should they do the following:

1. Write or mark on lockers (inside or out).
2. Jam lockers so that they do not lock properly.
3. Paste or glue items to the lockers (inside or out).
4. Store items in lockers that are in violation of the Shelby County Student Code of Conduct and Attendance.
5. Share a locker with another student.

Administration will check lockers periodically. Students who fail to adhere to the above guidelines will be subject to disciplinary action.

LOST AND FOUND

Items that are found should be turned in at the main office. Students may check for lost items there. Students are advised not to bring large sums of money or expensive items to school. All personal property brought to school should be properly labeled. Book bags and purses should not be left unattended. The school is not responsible for loss of personal items. After an appropriate length of time, unclaimed items will be donated or disposed of by school personnel.

MEDIA CENTER

The use of the media center is a privilege given to students. Students are responsible for following all rules and regulations governing its usage such as checking out materials, paying overdue fines, paying for lost or damaged books, and using technology. Students who choose not to follow these rules and regulations may be denied use of the media center and may face further disciplinary action.

MEDICATIONS POLICY

All medication (prescription and non-prescription) must be kept in the designated area in the health room in an original container labeled with the student's name, medication name, and dosage level. A completed medication authorization form must be on file for a student to receive medication at school. Any medication (prescription or non-prescription) in the possession of a student is considered a violation and will constitute grounds for disciplinary action.

PARENT / TEACHER CONFERENCES

Parents may request a conference with their child's teachers when needed. Parents are asked to communicate directly with classroom teachers first and only include counselors and administration as needed thereafter. Scheduled conferences must occur outside the instructional time assigned to teachers: before school, after school, or during the teacher's planning period. Conferences are encouraged in order to improve communication between the school and home. As often as possible, students will be involved in or lead these conferences.

PARKING

Parking spaces will be available initially to juniors and seniors only. Students who wish to park on campus must abide by all the guidelines set forth in the Shelby County Board of Education Student Parking Privilege Substance Abuse Policy. Failure to do so will result in the revocation of this privilege. The parking permit fee is $40 and must be paid when the application is submitted. There

will be no prorating or refunding of the $40 parking fee for any reason. Students who wish to park at Helena High School must also abide by the following guidelines. Suspension of driving privileges, towing of vehicles, and disciplinary action may occur when these rules are violated:

1. All vehicles parked on the Helena High campus must be registered with the school and must display the current parking hangtag on the vehicle's rearview mirror.
2. Parking is strictly limited to the student parking area, and students must park in their assigned parking space. Sharing of spaces is prohibited. If a student is unable to use his or her assigned space due to another driver's actions, the student should report the matter immediately to an administrator.
3. Students must enter and exit following designated routes.
4. Students must observe and obey appropriate speed limits in the parking area and on routes leaving campus.
5. Student vehicles may be subject to search is there are reasonable grounds to believe that drugs, alcohol, or other prohibited items might be inside the vehicle.
6. Parking hangtags may be obtained from school office personnel only. **Transferring or sharing hangtags is prohibited and may result in the loss of driving privileges.** Students who lose hangtags should seek a replacement immediately at a cost of $10.
7. Students are expected not to loiter or hang out in the parking lot before, during, or after school hours. Upon arriving, students are to proceed immediately inside the school building. At dismissal, students should go directly to their cars and leave campus in a safe, orderly fashion.
8. All vehicles must be licensed and covered by insurance.
9. The school is not responsible for the vehicle or its contents.
10. Students are not allowed in the parking lot during school hours without permission from an administrator.
11. Students who check out must not return to school during the day to pick up another student. If they do so, they will be required to check in.
12. Students given the privilege of parking on campus must fully understand their responsibility in following the rules.

PLAGIARISM AND ACADEMIC DISHONESTY

Academic integrity is foundational to teaching and learning. Every Helena High School student is expected to do his or her own work to the best of his or her ability without inappropriate help or assistance from other students, adults, or outside resources. In an effort to foster academic integrity, the following guidelines have been created to help students recognize, understand, and practice ethical conduct with regard to their academic assignments:

Cheating is defined as copying another student's work and is inclusive of both giving and receiving information on an academic assignment;

Plagiarism is defined as either the intentional or unintentional use of another person's words or ideas without providing the proper acknowledgement of the source through quotations, references, etc.

Fabrication / Falsification may occur when a student either invents or distorts the origin or content of information used authoritatively. This is inclusive of citing a source that does not exist, using information from a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced nor cited in the finished work product.

Typically, when academic assignments are made, the expectation is that each student will do his or her own work without inappropriate help or assistance from another person. Exceptions to this standard might include group projects in which the teacher authorizes a collaborative, shared effort. When instances of academic dishonesty have been discovered, credit for the assignment will be either reduced or disallowed entirely. Further instances of academic dishonesty will result in appropriate sanctions as determined by the teacher and administration.

SCHOOL DELIVERIES

To protect instructional time from unwarranted interruptions, the delivery of flowers, balloons, candy, or other items will not be accepted. These deliveries should be sent to the student's home.

SIGNS, POSTERS, PUBLICATIONS, SURVEYS, PETITIONS, ETC.

No signs, posters, or notices may be posted in hallways or on school premises without the permission of the principal. No surveys or petitions are allowed to circulate without prior permission of the principal. All student publications and other material intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within a reasonable period, it must be considered disapproved.

SPORTSMANSHIP / BEHAVIOR AT SCHOOL FUNCTIONS AND EVENTS

Students are expected to behave appropriately and conduct themselves in a manner that reflects well on Helena High School. Good sportsmanship and courteous behavior are expected at events that occur on campus and at school functions that occur away from the school itself. Any student who fails to behave appropriately at such an event may be removed as deemed necessary by administration. In addition, all Shelby County Schools' policies governing student behavior apply at all events, programs, and athletic contests in which the school is involved (on or off campus, in or out of state). Students who repeatedly display poor sportsmanship/behavior may lose their privileges of attending school sponsored functions.

SUSPENSION AND ALTERNATIVE SCHOOL

Students who are suspended from Helena High School or are assigned to the Shelby County Alternative School are not allowed on campus and may not attend any school-related activity, on campus or off campus, during the suspension or alternative school placement. Students in violation of this policy are subject to further disciplinary action. Remember that days absent due to suspension are unexcused, and students will not be permitted to make up assignments missed

during suspension. At the discretion of the principal, credit for major tests and exams may be given. (More details about the Shelby County Alternative School and the placement process may be found in the Shelby County Schools Code of Student Conduct and Attendance.)

TESTING SCHEDULE

In an effort to help students manage the number of **major** classroom tests given on any one school day, teachers at Helena High School will administer **major** assessments according to the following plan:

ODD days (September 13th, for example)	EVEN days (September 14th, for example)
Math, Social Studies	English, Science
Career Tech, Fine / Performing Arts	PE / DE / Health, Foreign Language

TEXTBOOKS

State-owned textbooks are furnished to students by Shelby County Schools. These books are to be used by students at Helena High School. The parent or guardian of a student who has been issued a textbook shall be liable for any loss, abuse, or damage in excess of that which would result from normal use. In order for students to take semester exams, they must present their textbook to the teacher or show a valid receipt after paying for any lost or damaged textbook.

TRANSCRIPTS

A student's transcript is the official record of his or her achievement at a particular academic institution. Transcripts include **semester** grades, credits earned, and cumulative grade point average (GPA). Colleges and universities require official transcripts, certified by and mailed from the school itself. To request a transcript, students should complete the transcript request form available online. Once they have completed the form, students should submit the form to the Counseling Center. Transcripts may be purchased for three dollars per individual copy, or students may purchase unlimited transcripts for a one-time fee of ten dollars. Allow five to seven days to process transcript requests.

UNAUTHORIZED ITEMS

Caps, hats, MP3 players, iPods, cameras, assorted electronic devices, or other unauthorized items taken from students may be kept in the office until the last day of school or until collected by a parent or guardian. Appropriate disciplinary actions will be enforced when unauthorized items are taken from students during the school day.

VALEDICTORIAN / SALUTATORIAN / HONORS GRADUATES

For specific information related to valedictorian, salutatorian, and honors graduates, please refer to the Shelby County Schools' High School Academic Guide available at the following address: http://www.shelbyed.k12.al.us/instruction/doc/AcademicGuide_High.pdf

VISITORS

The policy of Helena High School is to strongly discourage visitors to students, teachers, and

classrooms during the instructional day. Likewise, students are not allowed to have visitors at lunch. The purpose of this policy is to provide a safe environment with minimal interruption. Students may not bring guests or visitors to school or class. All approved visitors to Helena High must register in the main office and obtain a valid visitor's pass. Visitors must turn in their pass and sign out at the front desk upon departure. Those who do not follow this sign-in procedure are considered to be trespassing and will be subject to the trespassing laws of the State of Alabama. Law enforcement personnel will be involved as deemed necessary.

ACT – SAT – ACT Aspire – PSAT / NMSQT

The ACT and SAT are college entrance tests. One or both are required for admission to four-year colleges. These tests are generally taken near the end of the junior year and may be taken more than once. Registration packets are available in the counseling center. Registration may also be completed online at www.actstudent.org (ACT) or www.collegeboard.com (SAT). All Juniors will take the ACT plus Writing in the spring of their Junior year and the test will be administered at Helena High School. The ACT Aspire test is administered to sophomores and serves as a precursor to the ACT. The PSAT / NMSQT is strictly optional and serves as a preliminary to the SAT. Juniors scoring high enough on the PSAT may be recognized as National Merit Scholars. Students considering highly selective colleges and universities are strongly encouraged to take the PSAT.

ADVANCED PLACEMENT (AP) PROGRAM GUIDELINES

This program is designed to provide academically driven high school students with college-level instruction in preparation for Advanced Placement exams. All AP courses offered at Helena High School have been reviewed as part of the College Board's AP audit process to ensure the quality of the course syllabus. In addition, teachers of AP courses have received intensive professional development in their respective subject areas. All students enrolled in such courses are required to take the AP exams in May in order to earn the extra quality point given to students who complete these courses successfully. There is a fee for each AP exam. Scoring well on an AP exam may result in college credit.

Students must meet the following criteria in order to enroll in AP courses. These requirements are designed to ensure students are properly prepared for the rigorous expectations of AP courses. Students who do not meet these criteria but still wish to enroll must provide a parental override letter. This letter indicates that the course request is being made against the recommendation of the Helena High faculty and the criteria set forth in this guide. Students who enroll in an AP course with an override letter are expected to complete the course regardless of performance in the class.

1. The student must complete all prerequisite courses;
2. The student must meet all other requirements deemed appropriate by the course teacher and Helena High administration;
3. The student must obtain the recommendation of the appropriate current subject area teacher for courses relevant to the desired AP course (i.e., recommendation of the current math teacher for AP Calculus);

4. The student must have written consent from a parent or guardian who acknowledges understanding of the rigor of an AP course;
5. The student must take the AP exam in May for each AP course taken during the year;
6. The student should have an exemplary academic record of performance, not just potential;
7. The student should be highly motivated with a strong work ethic, consistent study habits, and excellent reading and writing skills;
8. The student will acknowledge his or her understanding of the course rigor and high expectations by signing an agreement for each AP course taken.