

# Thompson High School

## Student-Parent Handbook

### 2011-2012

Principal

Dr. Daniel J. Steele

Assistant Principals

Jeff Atkins

Keri Johnson

Angela McKnight

Neely Woodley

## Title IX

*It is the official policy of the Shelby County Board of Education that no person in the Shelby County School District shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or subject to discrimination under any program, activity, or employment.*



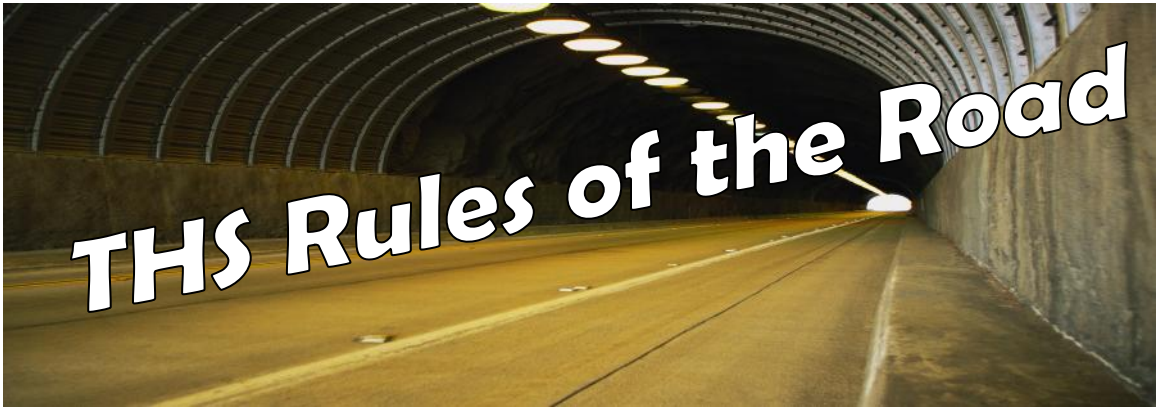
**SHELBY**  
COUNTY SCHOOLS  
WHERE LEARNING NEVER ENDS

## 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.



1. Be respectful to everyone and everything.
2. Be on time and prepared for class.
3. Students should be in class at ALL times unless they have a hall an appropriate hall pass.
4. Do not wear hats, sunglasses, or bandanas in the building.
5. Excessively long shirts must be tucked.
6. Girls' skirts must be at fingertip length while standing, even with leggings underneath. Girl's shirts must cover their shoulders at all times.
7. Pants must be worn at the waist with NO holes in pants above the knee.
8. Wear appropriate shoes
9. Do not wear sweatpants.
10. Cellular phones or electronic devices should not be visible and /or audible.

## **SHELBY COUNTY SCHOOLS**

410 East College Street  
Columbiana, AL 35051

Office: (205) 682-7000 ♦ Fax: (205) 682-7005  
Randy Fuller, Superintendent

## **SHELBY COUNTY BOARD OF EDUCATION**

Lee Doebler, Ph.D., President  
Steve Martin, Vice President  
Ms. Peg Hill, Member  
Mr. Aubrey Miller, Member  
Mrs. Jane Hampton, Member

## **ACCREDITATION**

*Thompson 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 which include pupil-teacher ratio, certification of teachers, program provided, staffing, etc.*

## **VISION STATEMENT**

*To become a model of excellence in education reflective of our community and school.*

## **MISSION STATEMENT**

*The mission of Thompson High School is to direct and instruct students toward meeting their fullest potential, to teach students to meet the demands of today's technologically advanced world, and to guide students in academic, cultural, personal, and social growth within a safe environment.*

# THOMPSON HIGH SCHOOL

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100 Warrior Drive  
Alabaster, AL 35007

Office: (205) 682-5700 ♦ Fax: (205) 682-5705

**A Message from your Principal, Danny Steele . . .**

*Dear THS Students and Parents,*

*On behalf of the faculty and staff, I would like to welcome all of you to Thompson High School for the 2011-2012 school year. We look forward to working with all returning students and getting acquainted with new students coming to Thompson High School for the first time. Our school has all of the essentials for our students to reach their 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 for reference. As we move from year to year and our school continues to grow, rules and procedures may change to help ensure success. Our success depends on your leadership, hard work, and model behavior which will serve as an example for your classmates and the students who will follow.*

***LET'S GO WARRIORS!!!***

*Your principal,*

Dr. Daniel J. Steele

## Administrators

<i>Dr. Daniel J. Steele</i>	Principal
<i>Mr. Jeff Atkins</i>	<i>11th-12th Grade Principal</i> Dress Code Violations Bus Discipline
<i>Mrs. Angela McKnight</i>	<i>9th Grade Principal</i> Cell Phone Discipline (9th Grade) Student Attendance
<i>Mrs. Keri Johnson</i>	<i>11th Grade Principal</i> Cell Phone Discipline(10th—12th Grade) Textbooks Student Attendance
<i>Mrs. Neely Woodley</i>	Curriculum & Instruction Professional Development Student Tardies

## Grade Level Counselors

<i>Mrs. Esther Rogers</i>	Grade 12
<i>Mr. Bobby Deavers</i>	Grade 11
<i>Mrs. Stephanie Payne</i>	Grade 10
<i>Mrs. Wendy McNish</i>	Grade 9

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## BELL SCHEDULES 2011-2012

<u>Regular Day</u>	<u>Activity Day</u>	<u>Seven Period Day</u>
1st 7:45 –8:32	1st 7:45 –8:32	1st 7:45 –8:40
2nd 8:37-9:24	2nd 8:37-9:24	2nd 8:45-9:40
3rd 9:29-10:16	3rd 9:29-10:16	3rd 9:45-10:40
4th 10:21-11:44	4th 10:21-11:44	4th 10:45-12:15
5th 11:49-12:36	5th 11:49-12:36	5th 12:20-1:10
6th 12:41-1:28	6th 12:41-1:28	6th 1:15-2:05
7th 1:33-2:08	8th 1:33-2:20	8th 2:10-3:00
8th 2:13-3:00	<b>Activity 2:25-3:00</b>	<b>NO 7TH PERIOD</b>

<u>4th Period Lunch</u>	<u>4th Period Lunch</u>	<u>4th Period Lunch</u>
A 10:16-10:38	A 10:16-10:38	A 10:45-11:07
B 10:38-11:00	B 10:38-11:00	B 11:07-11:29
C 11:00-11:22	C 11:00-11:22	C 11:29-11:51
D 11:22-11:44	D 11:22-11:44	D 11:51-12:15



## STUDENT OFFICERS

### Student Government Association

President ..... Maci Hendrix  
 Vice President ..... Kristen Warman  
 Secretary ..... Susan Darby  
 Treasurer ..... Olivia Sorrell  
 Publicity Coordinator ..... Erin Hutter and Rachel Lee Moore

### Senior Class Officers

President ..... Domenick Simonetti  
 Vice President ..... Michael Bullington  
 Secretary ..... Sarah Machado  
 Treasurer .....  
 Spirit Leader ..... Jenna Kilgore  
**Senior Class Representatives 2011-2012** .....

### Junior Class Officers

President ..... Jonathan Peeples  
 Vice President ..... Laura Harwell  
 Secretary ..... Victoria McLean  
 Treasurer ..... Jared Jackson  
 Spirit Leader ..... Lindsay Ryan  
**Junior Class Representatives 2011-2012** ..... Morgan Jordan, Jayla Williams, and  
 Jared Pendleton-Cowsar

### Sophomore Class Officers

President ..... McKenna Williams  
 Secretary .....  
 Treasurer .....  
 Spirit Leader ..... Victoria Killingsworth  
**Sophomore Class Representatives 2011-2012** .....

### Freshmen Class Officers

President ..... Will Gordon  
 Vice President ..... Julia Langnes  
 Secretary ..... Leslie Valencia  
 Treasurer ..... Melissa Dillon  
 Spirit Leader ..... Bailey Childers  
**Freshmen Class Representatives 2011-2012** ..... Ryan Nichols and Robbie Hinds

## FREQUENTLY USED TELEPHONE NUMBERS

Thompson High School Main Office.....	682-5700
Thompson High School Student Services.....	682-5701
Thompson High School Attendance Office.....	682-5665
Thompson High School Athletic Office.....	682-5703
Thompson High School Media Center .....	682-5704
Thompson High School Fax Number .....	682-5705
Thompson High School Cafeteria .....	682-5706
Thompson High School Band Room .....	682-5707
Thompson Sixth Grade Center.....	682-5790
Thompson Sixth Grade Center Fax Number.....	682-5
Thompson Middle School (Grades 7 & 8) .....	682-5710
Thompson Middle School Fax Number.....	682-5715
Thompson Intermediate School (Grades 4 & 5) .....	682-5720
Thompson Intermediate School Fax Number .....	682-5725
Creek View Elementary School (Grades K, 1, 2, 3).....	682-5730
Creek View Elementary School Fax Number.....	682-5735
Meadow View Elementary School (Grades K, 1, 2, 3).....	682-5740
Meadow View Elementary School Fax Number .....	682-5745
Shelby County Board of Education .....	682-7000

### Shelby County Board of Education Website:

[www.shelbyboe.k12.al.us](http://www.shelbyboe.k12.al.us)

### Thompson High School Website:

Go to the Shelby Bd. of Ed. Site ([www.schoe.k12.al.us](http://www.schoe.k12.al.us)), click on SCHOOLS,  
then click on Thompson High School

### Teacher E-Mail Addresses:

Teacher's first initial and last name followed by @shelbyed.k12.al.us  
(ex: [jsmith@shelbyed.k12.al.us](mailto:jsmith@shelbyed.k12.al.us)).

Exceptions: [s2green](mailto:s2green@shelbyed.k12.al.us), [l2martin](mailto:l2martin@shelbyed.k12.al.us), [a2smith](mailto:a2smith@shelbyed.k12.al.us), [a2weaver](mailto:a2weaver@shelbyed.k12.al.us)

**STHELBY COUNTY SCHOOLS  
Graduation Requirements**

**"Diploma Guidelines"**

**9th**

The Alabama State Board of Education has implemented **First Choice** where students can earn:

1. **ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT**
2. **ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT with a CAREER AND TECHNICAL ENDORSEMENT.**

Those students completing the Advanced Academic Endorsement who have completed at least 2 AP courses will also be eligible for further recognition including the following:

- ◆ Successfully completed 2 AP courses = **Advanced Academic Endorsement With Merit**
- ◆ Successfully completed 3 AP courses = **Advanced Academic Endorsement With Honors**
- ◆ Successfully completed 4 or more AP courses = **Advanced Academic Endorsement With Distinction**

If you should decide to **opt out of First Choice**, parents must sign an Opt Out waiver saying they understand the consequences of this change. Even though the student may be pursuing varying diploma types, he/she can still take advanced courses. They may pursue:

- ◆ **ALABAMA HIGH SCHOOL DIPLOMA WITH CAREER AND TECHNICAL ENDORSEMENT (includes 3 credits in career/tech clusters),**
- ◆ **ALABAMA HIGH SCHOOL DIPLOMA (no endorsement),**
- ◆ **ALABAMA OCCUPATIONAL DIPLOMA.**

*Additional graduation requirements for this class are still pending based on the determination of Alabama State Department of Education.*

**Graduation Class of 2014 Diploma Guidelines**

**NO ENDORSEMENT**

**ADVANCED ACADEMIC ENDORSEMENT**

<u>Department</u>	<u>Credits</u>	<u>Description</u>	<u>Credits</u>	<u>Description</u>
English	4	All Levels Acceptable	4	All Levels Acceptable
Social Studies	4	World History Since 1500 US History to 1877 US History from 1877 US Government/Economics	4	World History Since 1500 US History to 1877 US History from 1877 US Government/Economics
<b><i>All Social Studies classes require 5 hours of Community Service each year.</i></b>				
Math	4	Must include: Equivalent of Algebra I & Geometry	4	Algebra I, Formal Geometry, Algebra II/Trig, One Additional Math (See list under Math)
Science	4	Biology, a physical science, and two additional sciences	4	Biology, a physical science, & two additional sciences (see list)

# THS Student-Parent Handbook

Physical Ed.	1	**Taken in 9th Grade	1	**Taken in 9th Grade
Health	½	Taken in 10th Grade	½	Taken in 10th Grade
Fine Arts	½	(Designated with "FA") {Recommend taking in 9 <sup>th</sup> }	½	(Designated with "FA") (Recommend taking in 9 <sup>th</sup> )
BTA (computer)	1	Business Technology Applications	1	Business Technology Applications
Foreign Language	0	None Required	2	Must be in same language.
Additional Credits	5	Additional Credits	3	Additional Credits
<b>Total Credits</b>	<b>24</b>		<b>24</b>	

To be a <b>Sophomore</b> you must have earned	<b>6</b> credits
To be a <b>Junior</b> you must have earned	<b>12</b> credits
To be a <b>Senior</b> you must have earned	<b>18</b> credits
To <b>Graduate</b> you must have completed	<b>24</b> credits

10<sup>th</sup>  
11<sup>th</sup>  
12<sup>th</sup>

### Diploma Guidelines"

- The Alabama State Board of Education has implemented *First Choice* where students can earn:
1. **ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT**
  2. **ALABAMA HIGH SCHOOL DIPLOMA WITH ADVANCED ACADEMIC ENDORSEMENT with a CAREER AND TECHNICAL ENDORSEMENT**

Those students completing the Advanced Academic Endorsement who have completed at least 2 AP courses will also be eligible for further recognition including the following:

- Successfully completed 2 AP courses = **Advanced Academic Endorsement With Merit**
- Successfully completed 3 AP courses = **Advanced Academic Endorsement With Honors**
- Successfully completed 4 or more AP courses = **Advanced Academic Endorsement With Distinction**

If you should decide to **opt out of First Choice**, parents must sign an Opt Out waiver saying they understand the consequences of this change. Even though the student may be pursuing varying diploma types, he/she can still take advanced courses. They may pursue:

- ALABAMA HIGH SCHOOL DIPLOMA WITH CAREER AND TECHNICAL ENDORSEMENT**  
(includes 3 credits in career/tech clusters),
- ALABAMA HIGH SCHOOL DIPLOMA (no endorsement),**

**Students earning any of the above diplomas must also pass all 5 sections of the AHSGE.**

# THS Student-Parent Handbook

◆ **ALABAMA OCCUPATIONAL DIPLOMA.**

◆ **ALABAMA HIGH SCHOOL DIPLOMA WITH CREDIT-BASED ENDORSEMENT**

After the spring administration of the AHSGE during their senior year students may opt for this diploma if they:

- ◆ have completed the academic course requirements for a diploma,
- ◆ have successfully completed one Career and Technical Education course,
- ◆ have passed the reading, math, and one other area of the AHSGE.

**STANDARD DIPLOMA**

**ADVANCED ACADEMIC DIPLOMA**

<u>Department</u>	<u>Credits</u>	<u>Description</u>	<u>Credits</u>	<u>Description</u>
English	4	All Levels Acceptable	4	All Levels Acceptable Advanced, Honors, or A.P. Recommended
Social Studies	4	World History Since 1500 US History to 1877 US History from 1877 US Government/Economics	4	World History Since 1500 US History to 1877 US History from 1877 US Government/Economics
<i>All Social Studies classes require 5 hours of Community Service each year.</i>				
Math	4	Must include: Equivalent of Algebra I & Geometry	4	Algebra I, Formal Geometry, Algebra II w/Trig, 1 Additional Math (must be higher Than Alg II/Trig for <b>2012</b> Graduates)
Science	4	Biology and a physical science, and two additional sciences	4	Biology and a physical science, and two additional advanced sciences
Physical Ed.	1	**Taken in 9th Grade	1	**Taken in 9th Grade
Health	½	Taken in 10th Grade	½	Taken in 10th Grade
Fine Arts	½	(Designated with "FA") {Recommend taking in 9 <sup>th</sup> }	½	(Designated with "FA") (Recommend taking in 9 <sup>th</sup> )
BTA	1	Business Tech. Applications	1	Business Tech. Applications
Foreign Language	0	None Required	2	Must be in same language.
Additional Credits	5	Additional Credits	3	Additional Credits
<b>Total Credits</b>	<b>24</b>		<b>*24</b>	<b>(*26 for 2012 Graduates)</b>

### ACT - SAT - PLAN - PSAT/NMSQT

The ACT and SAT are college entrance tests. One or both are required for admission to 4-year colleges. These tests should be taken near the end of the junior year. Registration packets are available in Student Services or register online for the ACT at [www.actstudent.org](http://www.actstudent.org) or SAT at [www.collegeboard.com](http://www.collegeboard.com). The PLAN test can be taken by 10th grade students. It is strongly recommended for students planning to attend college. The PSAT/NMSQT can be taken for the first time during the freshman year and again in the sophomore year. It is taken during the junior year as the preliminary to the SAT I and is the National Merit Scholarship Qualifying Test. It is not required but is strongly recommended for students interested in attending college. National Merit semi-finalists are selected based on the scores from this test.

### ADVANCED PLACEMENT PROGRAM GUIDELINES

This program is designed to provide academically talented high school students with college-level instruction in preparation for the Advanced Placement Exam. Scoring well on the AP Exam may give students an opportunity to earn college credit or advanced standing in college. All students enrolled in Advanced Placement courses are required to take the AP Exam or complete an AP portfolio.

Students must meet the following criteria to enroll in AP courses:

1. The student must complete all prerequisite courses.
2. The student must meet all application requirements.
3. The student must have the recommendation of the subject area teacher of the course.
4. The student should be highly motivated with good study habits and above-average writing skills.
5. The student must have the consent of the parent/guardian.

### ATTENDANCE INFORMATION

The information below pertains to attendance at Thompson High School. For further information, please refer to the Shelby County Student Code of Conduct and Attendance for details. Also, additional information may be obtained from administrators at Thompson High School.

**Absences** - Parents/Guardians should call the THS Attendance Office (682-5665) and notify the school when a student is absent. Excuses for absences must be turned in **within three (3) days** of the student returning to school from an absence. Failure of the parent/guardian to turn in an excuse after three days of the student returning 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 makeup 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 note or doctor 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/guardian.

**Excuses** - Students will have **three (3) days from the day they return to school to get their excuse(s) into the attendance clerk. If the excuse(s) is not turned in by the 3rd day, **the absence will remain unexcused.****

The following absence codes will 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/Death in the immediate family; **5X**-Suspension; **6X**-Parent note unexcused; **7X**-No note or explanation. **1X, 2X, 3X,** and **4X** are excused absences; **5X, 6X,** and **7X** are unexcused absences.

**NUMBER OF ABSENCES ALLOWED** - The Shelby County Board of Education recommends a minimum attendance Standard of 168 days per school year. **Therefore, a student who accumulates more than 12 absences during a school year is subject to loss of credit and/or retention.**

1. Any student enrolled in grades 6-12, who accumulates more than 12 absences during the school year, is subject to being retained in the same grade the succeeding year. **Absences beyond 12 must be documented with a doctor's or court excuse or permission of the principal.**
2. Regarding semester classes, any student enrolled in grades 9-12 who accumulates more than 6 absences in any course or subject in any semester is subject to losing credit for the semester's work in that course or subject. **Absences beyond 12 must be documented with a doctor's or court excuse or permission of the principal.**
3. A student who has been retained or lost credit because of noncompliance with attendance policies shall receive a **Noncompliance Attendance (NCA)** on the report card and all other records for that semester or that year.
4. NCA loss of grades will be made up in the same manner other failures and retentions are made up.

**Make-Up Work** - If a student's absence is coded as **excused**, he/she is allowed to make up missed work and tests. **Teachers shall not provide makeup work for students absent for unexcused reasons. Exceptions for unusual circumstances will be left to the principal's discretion.** **When students are absent for three (3) consecutive days, the parent/student may contact the grade level counselor to obtain make-up work from the teachers.** It is the student's responsibility to follow these steps regarding making up missed assignments and tests:

1. **Excuses for absences must be turned in within three (3) days of the students returning to school from an absence, including when a student checks in or out of school.**
2. The **student** shall be responsible for contacting his or her teacher(s) to arrange to make-up missed assignments or tests.

3. **Arrangements for make-up work must be made within three (3) days after returning to school from an excused absence.** For example, if your child was absent six straight days, your child has within 3 days to meet with the teacher to make arrangements as to when the work should be made up and turned in.
4. Students must be given a reasonable opportunity to make-up work missed due to excused absences. However, the number of days that a student is allowed to make-up missed assignments will be at the teacher's discretion.
5. Days absent from school because of **suspension are unexcused**. No credit for daily work is permitted when a student is absent as a result of suspension from school per Shelby County Board of Education policy.

An **Early Warning Program** has been established to provide for early intervention for youth 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 for truancy. Any student absence for which a written excuse is not on file at the student's school is considered to be truant. For this reason, a parent/guardian must provide a written explanation that states the cause of any and every absence of a student **no later than three (3) days** following the student's return to school.

Throughout the course of the school year, should unexcused absences accumulate, the parent/guardian will be required to attend an attendance conference with local school administrators and/or possibly participate in the Early Warning Program provided by the Shelby County Juvenile Court. **Should a student accrue as many as five (5) unexcused absences within a school year, that student would be considered truant for the purpose of filing a petition against the student and/or parent with the Court.**

### **TARDIES AND CHECKOUTS**

Excessive tardies to school and class accumulate and discipline action will result. **When a student checks in or out or is tardy to school, the time missed is considered an absence and a note is required.** All students must be checked out in person by the parent or someone listed on their checkout authorization card. We cannot accept phone calls, notes, or faxes. **Changes to the authorization card must be done in person.**

Being on time to school is essential for optimum teaching and learning. When a student is tardy, he/she disrupts the teaching/learning process of others and loses important learning time for himself/herself. **School bus transportation is provided free of charge to students in Shelby County. For this reason, tardies related to car problems, traffic, etc., are not valid reasons for tardiness.** However, students who do arrive late must sign in at the Attendance window. Student with excessive tardies will be dealt with accordingly.

**Tardies to Class (1st through 7th period) -** A student is considered tardy to class if **he/she arrives after or is not in his/her seat when the bell rings.** Whenever students arrive to class **after the teacher posts attendance,** he/she must go to the attendance window in the Main Office for a pass. Students missing more than half the class period will receive an **unexcused**

**absence** and **will not be allowed to make up work until the absence is cleared.** Teachers are encouraged not to keep students out of a class or make them late for a class without the **PRIOR** approval of the student’s next teacher or an administrator.

There are consequences for students having excessive unexcused tardies to class. The following consequences apply when **unexcused tardies to 1st period through 8th period classes are cumulative for the school year.**

Consequences are as followed:

OFFENSE	NUMBER OF TARDIES	CONSEQUENCES
1	10	1 day of ISD
2	20	2 days of ISD
3	30	1 day of Out of school suspension
4	40	2 days of Out of school suspension
5	50 or more	3 days of Out of school suspension

- ◆ Students who accumulate 3 tardies to school in a month are also subject to a suspension of their parking permit.
- ◆ Students who accumulate **15 tardies to school in a semester** are subject to referral to Early Warning Court for Truancy.
- ◆ Students eat lunch during 4th period. A student will receive an unexcused tardy if the student does not return to class on time from lunch. This type of a tardy is considered to be a **lunch tardy and will be included in the tardy count.**

**Check-In Procedures** - Students are to report to the attendance office window for a check-in slip. They do not have to be signed in by a parent but **must present a written excuse with a parent’s signature.** The window is located behind the Main Office.

**Check-Out Procedures** - Students must be checked out at the attendance office window. **Students may not check themselves out of school.** Only a parent or one of the persons named on their student information card may check out students. Faculty members and staff members should not be on the checkout list unless they are family or close personal friends. It is not acceptable for a coach for cheerleading, soccer, etc., to be on the checkout list for their students. Responsibility is the issue that concerns our Board of Education. **A parent or guardian is the only person authorized to change the information on a student information card and the change must be made in person.** A parent/guardian may sign a checkout slip at any time on the day of the checkout or 1 day prior to the checkout. The student must come by the attendance office for the checkout slip before leaving the building. **PERMISSION FOR CHECKING OUT CANNOT BE RECEIVED BY PHONE, FAX, OR E-MAIL.** Students who check

out must check in if they return to campus the same day.

**Pre-Approved Absences** - Students who wish to have a pre-approved absence for college visits or planned absences submit a written request to the principal **at least one week prior** to the absence. Seniors are allowed **TWO** college visits to be counted as a **FIELD TRIP**. All other college visits after that, will be considered an **EXCUSED ABSENCE**.

**NOTE:** Students who do not receive prior approval for the absence may be given an unexcused absence and may not be allowed to make up missed assignments and tests. **VACATIONS ARE NOT CONSIDERED EXCUSED ABSENCES BY THE SHELBY COUNTY BOARD OF EDUCATION.**

### **CAFETERIA**

Students are expected to exhibit proper and courteous behavior in all places and situations, including the lunchroom. Students are to report directly to the Cafeteria at their assigned lunch time and **remain until they are dismissed**. **Students are asked to leave the table clean when leaving the Cafeteria**. Breakfast may be purchased from 7:00 a.m. until 7:40 a.m. **Students may not carry food or bottles from the Cafeteria.**

**The only beverage that students will be allowed to have in other parts of the building is BOTTLED WATER.**

Students are not allowed to consume food, soft/sport drinks, or slushies in other parts of the building. Students will not be allowed to have open cups/containers in the halls or classrooms. Federal guidelines prohibit commercial food (Taco Bell, Subway, etc.) in the Cafeteria; therefore, we do not accept deliveries of commercial food for students. Basic student lunches are \$1.75 each. Students must keep money in their accounts at all times. Meals may not be charged. **Taking food without paying will be treated as stealing.**

### **CARE OF BUILDINGS AND GROUNDS**

**EVERY** student should have pride in taking care of the school building and campus. Students are expected to help 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. 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 different bus must have written permission from their parents and have it approved by an assistant principal. **The parental permission letter should be brought to the office by 9:00 a.m. to be verified.**

### **CLASS RANK / GRADE POINT AVERAGE (GPA) / VALS AND SALS**

Shelby County Schools encourage all of our students to attempt the most challenging courses available to them. For this reason, Shelby County Schools will recognize those students enrolled in the advanced academic track with a 4.0 GPA or better as valedictorians. Students

attaining a 3.80 to 3.99 GPA in either the advanced or regular diploma track will be recognized as salutatorians. ***Beginning with the GRADUATING CLASS OF 2015, there will only be ONE valedictorian and ONE salutatorian selected for the class.*** Individual schools will determine how student will be selected to give the valedictorian and salutatorian addresses at graduation ceremonies.

Class rank is determined by ranking each student’s overall grade point average within the graduating class. Final senior class ranking is done at the end of the first semester of the senior year. The Grade Point Average is computed using the following:

<u>Regular Courses</u>	<u>Honors Courses</u>	<u>AP Courses</u>
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

### 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 Thompson High School when using school-owned computers.

### 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 the administration will be notified by the teacher. The stealing of tests will result in the same or more severe action.

### DRESS CODE

A standardized dress code has been adopted to assure that all students are provided safe and appropriate educational opportunities that are free from unnecessary disruptions or outside influences and to instill in our students the need to dress appropriately and have respect for each other and authority. For young people, especially teenagers who are beginning to find their true identities in the middle of peer-pressure and parent prodding, dress is an important issue. The way a person dresses reflects the way he or she thinks. We want to prepare our students for the world of work and we believe a neat, professional appearance is a good habit to develop in the childhood years.

Just as students would dress one way for a picnic or ball game, there is an appropriate way to dress for school. A well-groomed student should come to school with an attitude that prepares him or her for neat, conscientious work. His or her attire should give him or her respect for himself or herself, his or her fellow students, and his or her teachers. **Students who have questionable or inappropriate dress will not be allowed to attend class, but will be placed in ISD (In-School Detention) for that day.**

This dress code also acts as an element of our security plan. Thompson High School students will be asked to adhere to a dress code that will help us identify our own students as well as identify any intruders who might come onto our campus during the day.

The following items outline acceptable dress for Thompson High School students:

**THOMPSON HIGH SCHOOL**  
**RULES OF THE ROAD**

1. Be respectful to everyone and everything.
2. Be on time and prepared for class.
3. Students should be in class at ALL times unless they have a hall an appropriate hall pass.
4. Do not wear hats, sunglasses, or bandanas in the building.
5. Excessively long shirts must be tucked.
6. Girls' skirts must be at fingertip length while standing, even with leggings underneath.  
Girl's shirts must cover their shoulders at all times.
7. Pants must be worn at the waist with NO holes in pants above the knee.
8. Wear appropriate shoes
9. Do not wear sweatpants.
10. Cellular phones or electronic devices should not be visible and /or audible.

**\*\*BASEBALL HATS, CAPS, BEENIES, BANDANAS, any other type of head covering is prohibited. Students should leave ALL hats either in their cars or at home.\*\***

**\*\*STUDENTS WILL NOT BE ALLOWED TO WALK DOWN THE HALLWAYS CARRYING THEIR HATS.\*\***

**DUE PROCESS**

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

**ELECTRONIC COMMUNICATION DEVICE USAGE**

As stated in the Code of Conduct, the Shelby County Board of Education respects parent wishes for their child to bring a cell phone to school. However, cell phones brought to school must be stored appropriately, either in the student's locker and/or personal vehicle. Cell phones **CANNOT BE VISIBLE AND/OR AUDIBLE** during the instructional day. Should a cell phone be either seen or heard, the phone will be taken from the student and given to a school administrator. Per school system policy, once a cell phone is taken, the phone **WILL BE** inspected and any illegal or inappropriate material found on the phone may lead to further legal implications. Also per school system policy, **THE SCHOOL IS NOT RESPONSIBLE FOR ATTEMPTING TO RECOVER LOST OR STOLEN CELL PHONES WHEN STUDENTS HAVE NOT PROPERLY SECURED THEM IN THEIR SCHOOL LOCKER AND/OR PERSONAL VEHICLE.**

When a student violates the school system guidelines for cell phones, the individual's cell phone will be confiscated and the following consequences may be applied as outlined in the *Shelby County Student Code of Conduct and Attendance Booklet*:

OFFENSE	CONSEQUENCES	CELL PHONES
1	1 day of ISD	Phone will be confiscated and returned to student at the end of the day
2	2 days of ISD	Phone will be confiscated and <b><u>parent will have to pick up the phone</u></b>
3	1 day of out of school suspension	Phone will be confiscated and <b><u>parent will have to pick up the phone</u></b>
4	2 days of out of school suspension	Phone will be confiscated and <b><u>parent will have to pick up the phone</u></b>
5	Alternative School Placement	Phone will be confiscated and <b><u>parent will have to pick up the phone</u></b>

### ENTERING THE BUILDING

The Cafeteria and Gym will be open at 7:00 a.m. for those who must arrive early. **STUDENTS WILL NEED TO REPORT TO ONE OF THE TWO AREAS ONCE THEY ARRIVE TO SCHOOL, WHERE THEY ARE TO REMAIN UNTIL THEY ARE DISMISSED INTO THE BUILDING.** Only students who have a teacher's pass for early appointments (make-up tests, etc.) will be allowed to enter the other areas of the building. When visiting the during regular school hours, parents should report immediately to the Main Office upon arrival.

### FUNDRAISING

All fundraising efforts must be approved by the principal BEFORE the project is started. 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.

### HALL PASSES

**Students may not leave class without the teacher's permission and the visible appropriate hall pass from their teacher.** Students out of class without a hall pass will be subject to discipline procedures.

### LOCKERS

Hall lockers may be rented for a nominal fee. They may be purchased in the main office after the start of the school year, if not purchased during registration.

**All students are advised that under no circumstances should they:**

1. Write or mark on lockers (inside or outside).
2. Jam lockers so that they do not lock.
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.

**Administrators will check lockers periodically. Students who fail to adhere to the above items listed above will be subject to strict disciplinary action.**

### LOST AND FOUND

Items that are found should be turned in at the Main Office. Students may check for lost items in the Main Office. Students should not bring large sums of money to school and expensive items should be left at home. All personal property brought to school should be properly labeled. Book bags and/or 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 to charity.

### MEDIA CENTER

The use of the library is a privilege given to students. Students are responsible for following all rules and regulations governing library 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 library privileges and/or be subject to other disciplinary action.

### MEDICATIONS

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

### PARENT-TEACHER CONFERENCES

Parents may request a conference with their child's teachers when needed. Parents are asked to call the Guidance Center secretary if they wish to schedule a conference with teachers. Scheduled conferences must be outside the instructional time assigned to teachers. Conferences, therefore, should be scheduled for the teacher's preparation period, before school, or after school. Conferences are encouraged by the school in order to enhance communication between the school and the home.

### PARKING

Parking spaces are available for Sophomores, Juniors and Seniors who are of legal driving age. Students must be willing to conform to all guidelines set forth by the Shelby County Board of Education Student Parking Privilege Substance Abuse Policy in order to be given the privilege of parking. Students are required to park in their assigned parking spaces.

Sophomores, Juniors and Seniors may purchase a Student ID Card which includes a parking permit and hall locker for a nominal fee during registration. It also entitles the student to discounts at various businesses in the Alabaster area. Remember that "on campus" parking is a privilege — not a necessity! Students will be given forms to be signed by the student and the

parent/guardian before permits are given out. The student must also show proof of insurance and a valid Driver's License.

The parking permit fee must be paid at the time the application is turned in. The full amount must be paid regardless of when the application is made during the school year. There is a nominal fee associated with the parking permit. **No refunds will be made of the parking permit fee.**

In addition to adhering to the guidelines set forth in the Shelby County Board of Education Student Parking Privilege Substance Abuse Policy, any student driving a vehicle to school must adhere to the following parking regulations. *Suspension of driving privileges, towing of vehicles, assignment of detention to the student, and/or suspension from school may occur when these rules are violated.*

1. All vehicles parked on the Thompson High School campus must be registered with this school and must display the current parking decal hanging from rear-view mirror.
2. Parking is strictly limited to the student parking areas. Each student must park only in his/her assigned parking space. He or she must park appropriately not occupying another person's space. If another vehicle is parked in your space when you arrive at school, report immediately to a SRO.
3. Students must enter and exit following designated routes.
4. Students must observe appropriate speed limits in the parking area and on routes leaving campus.
5. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen contraband or other contraband might be inside the vehicle.
6. **Parking decals can be obtained from school office personnel only.** Transferring ownership of a parking decal by a student will result in loss or suspension of driving privileges. Students receiving parking decals from another student will be subject to disciplinary action. Students who lose a decal should immediately report to the main office to purchase a replacement decal. Replacement decals may be purchased for a nominal fee.
7. Students must not loiter in the parking lot areas before, during, or after school hours.
8. Students may not drive or park on campus until the student has paid the required parking fee and submitted all necessary paperwork to register their vehicle with the THS Main Office.
9. All vehicles must be licensed and covered by insurance.
10. The school is not responsible for the vehicle or its contents.
11. Students are not allowed in the parking lot during school hours without permission from an administrator and be in possession of the parking lot pass from the Main Office. Permission will be granted only in cases of emergency.

Students applying for and receiving parking decals must fully understand their

Office.

7. All vehicles must be licensed and covered by insurance.
8. The school is not responsible for the vehicle or its contents.
11. Students are not allowed in the parking lot during school hours without permission from an administrator and be in possession of the parking lot pass from the Main Office. Permission will be granted only in cases of emergency.
12. Students applying for and receiving parking decals must fully understand their responsibility in following these rules.
13. Students who check out must not return to school to pick up another student. If they return to campus, they must check in.

### PROM TICKETS

Information regarding prom tickets is as followed:

1. Prom tickets are on sale FIRST SEMESTER ONLY to currently enrolled Juniors and Seniors at THS.
2. Dress for prom is proper formal attire only. **NO HATS, CAPS or HEAD WEAR** will be allowed. **NO TENNIS SHOES WILL BE ALLOWED.**
3. Students are allowed to buy, sell, or trade tickets among themselves second semester; but ALL NAME CHANGES must be registered through the school.
4. Prom is a formal occasion for eligible students and their dates. **NO ONE UNDER THE AGE OF 14 WILL BE ADMITTED.**
5. Students who are in Alternative School or have been suspended **WILL NOT BE ALLOWED** to attend prom.
6. There are NO REFUNDS for prom tickets. NO EXCEPTIONS!

### SCHOOL DELIVERIES

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

### SEMESTER EXAMS (ASSESSMENTS)

Semester exam (assessment) information will be forthcoming to the students prior to the end of each semester. Specific checkout instructions will be issued to students before the exams begin. Seniors are allowed one retake on their second term exams if they make a failing grade. This is done to assist our graduating seniors.

### SEXUAL HARASSMENT

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, counselor, Administrator, or the School Resource Officer. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, counselor, Administrator, or the School Resource Officer. A student's request to make his or her report to someone of the same sex will be granted.

**SIGNS, POSTERS, PUBLICATIONS, HANDBILLS, 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. Disapprovals may be appealed following Shelby County Board of Education Policy on appeals procedure.

**STI HOME /INow**

STI Home/INow is a service that is available which allows the parent or guardian the access to check their child’s grades and attendance through the Internet. A one-year’s subscription is \$20 for one student. Each additional child is \$10 per year. Attendance is entered and maintained daily. Teachers are required to update their grade book information at 3-week intervals for progress reports and report card grade posting purposes. Subscription forms are available in Student Services. Service will not be available until the SECOND SEMESTER of the 2011-2012 school year.

**SUSPENSION AND ALTERNATIVE SCHOOL**

Students who are suspended from Thompson High School or are assigned to the Alternative School are **not allowed on campus and cannot attend any school-related activity, on the campus or off campus during the suspension or Alternative School time.** Students who are on a work program (OJT, etc.) may not work during a suspension. Students in violation of this policy are subject to further disciplinary action. According to the *Shelby County Code of Conduct and Attendance*, “Days absent from school because of suspension are unexcused. No credit for daily work is permitted when a student is absent as a result of a suspension. Credit for major tests, nine week assessments, and final exams may be given. . . at the discretion of the principal.”

The Shelby County School System has an Alternative School located on Highway 31 in Alabaster at the Instructional Services Center. The Alternative School is designed to be an alternative to long-term suspension or expulsion. Students may be referred to the Alternative School for continuing minor, intermediate, and/or major infractions of the *Shelby County Student Code of Conduct and Attendance*.

### TEXTBOOKS

State-owned textbooks are furnished by the Shelby County School System for use by students at Thompson High School. The state textbook law states: *“The parent, guardian, or other person having custody of a child to whom a textbook is issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks.”*

### UNAUTHORIZED ITEMS

Caps, bandanas, doo rags/head wraps, hats, radios, tape players, MP3 players, CD players, beepers, cell phones, guitars or any other unauthorized items taken from students will be kept in the office until the last day of school, if not picked up by a parent at the appropriate time. Student will be disciplined accordingly. Please refer to the information listed under ***ELECTRONIC COMMUNICATION DEVICE USAGE***.

### VISITORS

The policy of Thompson High School is to discourage visitors to students, teachers and classrooms during the instructional day. The purpose of this policy is to provide a safe environment with a minimum of interruptions. Students may not bring guests or visitors to school or class. All visitors to THS must register at the front desk in the Main Office and obtain a 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 trespassing and will be subject to the trespassing laws of the State of Alabama and police intervention may be requested.

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Thompson High School  
Alma Mater

‘Tween the hills of old Siluria  
Nestles Thompson High  
Hail to thee, our Alma Mater  
‘Neath the Southern Skies

Long between the walls we’ve lingered,  
All the kindred minds.  
We, to thee and to each other,  
Find a tie that binds.

Soon we’ll leave thee, Thompson High School,  
As the years roll by,  
And we’ll always hold thy banner  
Upward to the sky.

**Chorus:**      **THOMPSON! THOMPSON!**  
**Dear Old Thompson,**  
**True to thee we’ll be.**  
**We will always love and honor**  
**To eternity**



### Freshman Building

