

# Montevallo High School

## Home of the Bulldogs

Student-Parent Handbook  
2022-2023



Montevallo High School is a proud member of Shelby County Schools, an exemplary public school system led by Superintendent Dr. Lewis Brooks. Montevallo High School serves students in the Montevallo area grades nine through twelve.

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

At Montevallo High School, we will work diligently with a student-centered focus to ensure that our graduates are indeed prepared for the journey.

**SHELBY COUNTY SCHOOLS**

410 East College Street  
Columbiana, AL 35051  
Office: 205-682-7000 Fax: 205-682-7005

**\*SHELBY COUNTY BOARD OF EDUCATION**

Mr. Aubrey Miller, President

Mr. David Bobo

Mr. Jimmy Bice

Mrs. Jane Hampton

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**OFFICE OF SUPERINTENDENT**

Dr. Lewis Brooks, Superintendent  
410 E. College St., Columbiana, Al 35051  
Telephone (205) 682-7000

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.

**EQUAL EDUCATION OPPORTUNITY STATEMENT:**

It is the policy of the Shelby County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, national origin, ethnic group or handicapping condition.

Since the 1995-96 school year, the Shelby County Board of Education has adopted a uniform Code of Conduct and Attendance Policy for all students enrolled in Shelby County Schools. An updated Code is given to all students at the beginning of the school year. All students are responsible for adhering to this code. This handbook is published to familiarize students and parents with information about the workings of Montevallo High School and to set forth standards and policies with the welfare of all students in mind. This handbook in no way supersedes the Code of Conduct and Attendance. Therefore, students and parents should thoroughly familiarize themselves with the contents of both books.

**MONTEVALLO HIGH SCHOOL**  
980 OAK STREET

**MONTEVALLO, ALABAMA 35115**  
**(205) 682-6400**

Dear Montevallo High Students,

The faculty and staff of Montevallo High School would like to welcome you to the 2022-2023 school year. The faculty and staff firmly believe that our school will provide an excellent learning environment in our utilization of 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 available 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 greatly on student leadership, hard work, character, and model behavior which will serve as an example for your classmates and the students who will follow in years to come.

Each of you is a valued part of our school. We are excited and look forward to the opportunity to work with and assist you as you grow, mature, and achieve great things.

Sincerely,

Your Administrators, Teachers, and Staff

# SHELBY COUNTY SCHOOLS

## 2022-2023 SCHOOL CALENDAR

Aug 11/12 .....	1st Semester Begins (Staggered Start)
Sep 5.....	Labor Day (Schools & Offices Closed)
Oct 10.....	Instructional Planning Day (No Students)
Nov 11.....	Veterans Day (Schools & Offices Closed)
Nov 21-25.....	Thanksgiving Break (Schools & Offices Closed)
Dec 19-Dec. 30.....	Christmas Holidays (Schools & Offices Closed)
Jan 2.....	Holiday/Virtual Day for Staff (No Students)
Jan 3.....	Instructional Planning Day (No Students)
Jan 4.....	2nd Semester Begins
Jan 16.....	M.L. King, Jr. Birthday (Schools & Offices Closed)
Feb 20.....	Instructional Planning Day (No Students)
Mar 10.....	Instructional Planning Day (No Students)
Mar 27-Mar 31 .....	Spring Break
Apr 21.....	Instructional Planning Day (No Students)
May 22-25.....	High School Graduations
May 26 .....	Instructional Planning Day (No Students)
May 29. ....	Memorial Day (Schools & Offices Closed)

### 2022-2023 GRADING PERIODS

<u>Grading Period:</u>	<u>Begins</u>	<u>Ends</u>	<u>Grades Sent Home</u>
1st Nine Weeks	Aug 11/12	Oct 7	Oct 14
2nd Nine Weeks	Oct 10	Dec 16	*
3rd Nine Weeks	Jan 4	Mar 9	*
4th Nine Weeks	Mar 10	May 25	Mailed by May 26

# MHS ALMA MATER

**Hail, Alma Mater  
Hats off to you.  
Ever you'll find us  
Loyal and true.  
Firm and undaunted  
Always we'll be!  
Hail to the school we love!  
Here's a toast to thee!**



# FREQUENTLY USED NUMBERS

MHS Main Office	682-6400
MHS Attendance / Registrar	682-6402
MHS Bookkeeper / Finance	682-6408
MHS Library / Media Center	682-6404
MHS Health Room	682-6433
MHS Cafeteria	682-6406
MHS Fax	682-6405
Shelby County Board of Education	682-7000

## **Shelby County Schools Website:**

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

## **Montevallo High School Website:**

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

## **Teacher Email Addresses / Blogs:**

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

## **Montevallo High School ListServ:**

Visit the MHS website, click on “MHS Listserv” under the “In The Know” column at the bottom of the page

## **Montevallo High School Social Media:**

Follow us @MontevalloHigh  
Facebook: Montevallo High School

## ACT – SAT - 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. All juniors will take the ACT here at MHS in the spring. However, students wishing to take it other than the state mandated time can find registration information in the counseling center. Registration may be completed online at [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.com](http://www.collegeboard.com) (SAT). The Pre-ACT 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

All Advanced Placement (AP) courses at Montevallo High School will be “weighted” (e.g., A=5, B=4, C=3, etc.). The following guidelines will apply to all AP classes at MHS:

- AP fees **must** be paid by the end of the first nine-weeks grading period or student will be changed to a regular class.
- AP Practice Exam is mandatory. If a student refuses to participate in the practice exam, they will be changed to a regular class and the AP fee will not be refunded.
- The AP Final exam is strongly recommended. If a student does not take the final exam, they will be required to take a classroom final.
- AP students may have no more than 7 total absences per semester in the AP class. If they do, the teacher has the discretion based on the individual circumstances to change them to a regular class. No refunds will be given.

## ATTENDANCE INFORMATION

Every child between the ages of 7 and 17 shall be required to enroll in school and attend for the entire length of every scholastic year. Regular school attendance is very important. Good attendance habits must be established early because these same patterns will extend into adult life. There is a direct relationship between poor attendance and class failure. Students with good attendance generally achieve higher grades and enjoy school more. Irregular attendance leads to lack of interest, poor grades, and possible loss of credit.

### **Absences**

Attendance letters will be sent to parents notifying them of excessive unexcused absences. If absences continue, an in-school parent conference will be scheduled to discuss the situation. Excessive absences may result in the loss of credit for a class. 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.** 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 the 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.

Absences beyond 10 (excluding 2X and 3X absences) must be documented with a doctor's or court excuse or permission of the principal. Parent-written notes will not excuse time missed from school after any combination of absences coded 1X, 4X, 6X, or 7X has exceeded 10 or more. Once a student has accumulated 10 or more absences (coded 1X, 4X, 6X, and 7X) a doctor's excuse will be required to explain any future absences through the end of the school year.

### **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 excuse 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 student in Shelby County. Consequently, tardies to school repeatedly resulting from car problems or getting a ride will not be excused. A student is deemed tardy if he or she arrives in class after the tardy bell rings. The following items explain disciplinary action that may result from accumulated tardies during a given grading period:



### Tardies to School:

Any student who is late to their 1<sup>st</sup> period class will check-in with the main office and turn in their excuse if applicable. Students will be allowed 3 self-check-ins per semester. Subsequent check-ins after 7:45 a.m. will require the presence of the parent or guardian. Students who are not accompanied by a parent or guardian will be subject to disciplinary consequences including detention and/or in-school suspension. Consequences can also include having parking privileges temporarily revoked or additional disciplinary action as deemed appropriate by school administration. 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. In addition, an Early Warning referral may be made for students who are habitually tardy to school.

### Tardies to Class:

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 will be subject to disciplinary action such as detention and/or in-school suspension. Further tardies will result in additional disciplinary action as deemed appropriate by school administration. If the student is deemed excessively tardy to the teacher (more than five minutes late, for example), this will be deemed skipping and will be subject to disciplinary action.

### Tardy / Skipping Policy

Tardies accumulate throughout each month and are designated to one of two categories: (1) tardies to 1<sup>st</sup> period or (2) tardies to all other classes. Tardies do not carry over to the next month. The following consequences apply:

#### **Tardies (per month)**

Step 1	3 tardies	Detention
Step 2	6 tardies	½ Day In-School Suspension/Attendance contract
Step 3	8 tardies	In-School Suspension
Step 4	10+ tardies	In-School Suspension & parent conference This continued pattern of defiance toward school regulations may result in referral to Early Warning

### **Checking In and Checking Out**

When a student checks in or out during the day, any classes missed count as part of their total absences for that particular subject. If a student misses 51% of the time scheduled for a class, it is counted as an absence for that class. When a student checks in, a tardy pass will be issued from the attendance office. The class absences will be categorized according to the guidelines as stated in the Shelby County Code of Conduct and Attendance.

Once they arrive on campus, regardless of the time, students must remain on campus until the end of the school day unless they follow the procedure outlined below. A student must have a check-out authorization form on file in the main office before he or she may be checked out of school. **Only adults whose names appear on this form will be allowed to check a student out of school.** A student checking out of school must be picked up and signed for by the parent or guardian or another adult whose name is on the authorization form. The adult must come to the main office and complete the check-out form before a student may be allowed to leave the campus. **Notes and telephone calls are not acceptable means of checking a student out of school.** Emergency situations and unusual circumstances may be given special consideration by the principal or the assistant principal, who will exercise judgment regarding the best interest of the school program and the individual. A student who has a position of leadership in an extracurricular activity may be checked out by the appropriate sponsor only if the sponsor's name appears on the check-out authorization form signed by the parent or guardian and is on file in the main office. A staff member may not check out a student unless the staff member is related to the student, and the staff member's name is on the student's check-out authorization form. **School administrators retain final authority to determine if a student's check-out is excused.**

## **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 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 Montevallo 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.

## **CAFETERIA**

Students are expected to exhibit proper and courteous behavior in all places and situations, including the school cafeteria. Students are to report directly to the cafeteria at their assigned lunch time and remain until they are dismissed. Students are asked to bring their tray, trash, and silverware to the designated area and leave the table clean when leaving the cafeteria. Students may not carry food or drinks from the cafeteria to any of the academic buildings. Federal guidelines prohibit commercial food (McDonald's, Jack's, etc.) in the cafeteria; therefore, we do not allow the delivery of such food to students nor will students be allowed to bring such food into the cafeteria. 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.

## **Child Nutrition Program Charged Meal Procedure**

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances, we have partnered with [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the MySchoolBucks mobile app on their mobile devices to monitor accounts. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the bad debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed. The meal application only takes a few minutes to complete and can be found online at [www.myschoolapps.com](http://www.myschoolapps.com), at the local school, or at the Central Office. Applications for meal benefits can be completed at any time during the school year. If a parent refuses to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal's discretion after parent notification.

## **CARE OF BUILDINGS AND GROUNDS**

Every Montevallo 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.

## **POWERSCHOOL STUDENT PORTAL**

The PowerSchool 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. If you have questions regarding access to PowerSchool, please contact the school registrar.

## **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 Montevallo High School. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, Montevallo High School has contracted with CHECKredi Payment Services, for collection of returned checks. Each person writing a check to Montevallo High School should write on a commercially- printed check and must include name, address, and one contact telephone number. Counter or starter checks will not be accepted under any circumstance. If a check is returned for any reason, 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, CHECKredi Payment Services will contact the check writer by mail and/or telephone to make payment arrangements. All payments and inquiries need to be made directly to CHECKredi by contacting them at 1-800-239-1222.

## **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**

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0  
F = 0.0

### **Honors Courses**

A = 4.5  
B = 3.5  
C = 2.5  
D = 1.5  
F = 0.0

### **AP Courses**

A = 5.0  
B = 4.0  
C = 3.0  
D = 2.0  
F = 0.0

## **CODE OF CONDUCT**

The entire code of conduct is available on the district's website and acknowledgement of its receipt and intended understanding and adherence is confirmed during registration Teachers and administrators will review the Code of Conduct with students during the first week of the school year.

## **COMPUTER AND ELECTRONIC DEVICE USAGE**

A copy of the Shelby County Schools Students' Acceptable Use Practices for Computers and Electronic Devices will be provided to each student. Students must follow these acceptable use practices and any other acceptable use guidelines devised by Montevallo High School when using school-owned computers or devices. 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,

reasonable manner. The following sanctions may be employed when addressing student misbehavior:

**Lunch Detention** may be assigned to students for both first-time and recurring offenses. Lunch detention will be held during the entire lunch period and will be administered by the assigned teacher

**In-School Suspension (ISS)** may be assigned for both first-time and recurring offenses. Students assigned to ISS are required to attend for the assigned duration 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 ISS 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.

**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**

Academic integrity is foundational to teaching and learning. Every Montevallo 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. 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**

A standardized dress code of Shelby County Schools has been adopted to assure 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. 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 provide respect for self, fellow students, and teachers. 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 Montevallo High School. The administration of Montevallo High School has the ultimate authority to determine what constitutes appropriate dress. A student who violates the dress code will receive consequences as explained in the Code of Conduct, the school dress code policy, and/or as determined by the school's administrators.

### **ACADEMIC DETENTION**

When necessary, students deemed eligible may be referred to Academic Detention. Our goal and expectation is for every student to work toward achieving his or her potential including completing work in a timely manner in order to progress toward mastery of standards. Students assigned Academic Detention will be given the opportunity to complete coursework in order to facilitate their academic success.

## **DRUG TESTING**

All students participating in extracurricular activities and students parking vehicles on school premises are subject to periodic, random drug testing in accordance with the Shelby County Board of Education's drug testing policy. Students who fail a drug test will be subject to disciplinary action as stipulated in this policy. Please refer to the Shelby County Board of Education's drug testing policy for additional information. Students participating in the SWAT Program (voluntary drug testing requested by parents) will have their results sent directly to parents and not to school officials.

## **DUE PROCESS**

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

## **ELECTRONIC COMMUNICATION DEVICE POLICY**

Our goal is to promote our students' academic, social, and emotional well-being throughout their time at MHS. We believe that classroom engagement and interpersonal connections foster this, and to achieve these goals, the usage of personal communication devices including, but not limited to, cell phones, earbuds, headphones, and smart watches is prohibited in the classroom. Students will be able to access cell phones and smart watches in the cafeteria and between classes in the hallway. However, at no time will earbuds or headphones be allowed during the day, and all devices are prohibited in bathrooms and locker rooms. Students who violate the MHS Device Policy may be subject to discipline.

## **ENTERING THE BUILDING**

The first bell will ring each morning at 7:40 A.M. First period begins at 7:45 A.M. When arriving to school, students should enter the cafeteria or stay in the area designed within the school building. Students will not be allowed on campus prior to 7:15 A.M. Students are NOT to enter any undesignated part of the building prior to 7:40 A.M. without a written pass and / or expressed permission from a teacher or administrator.

## **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 SYSTEM**

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, Montevallo High School teachers will implement the following grading system:

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.

## **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 the appropriate pass will be subject to disciplinary action.

## **LOCKERS**

Hall lockers are rented for a nominal fee. They are 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 may 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 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 / LIBRARY**

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.

## **MEDICATION POLICY**

Montevallo High School strictly adheres to the medication policy as adopted by the Shelby County Board of Education. 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. Any student having a health condition such as diabetes, heart condition, epilepsy, etc. should inform the school nurse and administration immediately. The nurse will be responsible for notifying all of the student's teachers and maintaining contact with parents regarding their child's condition.

## **OFF-LIMITS AREAS**

Students are not to be in the hall during the class periods unless they have a hall pass from a teacher or there is an emergency. The student parking areas are off-limits from the beginning of the school day until the end of the school day. In the event of an emergency, a student should first secure a pass from the faculty member in charge and then go to the main office to secure an office pass to go to the student parking areas. Such passes will be reserved for circumstances of extreme urgency. Students are not to park or loiter in the teacher parking areas at any time. The teachers' lounge is off-limits to all students at all times.

## **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.

## **PARKING**

Only licensed junior and senior students at Montevallo High School are given parking privileges in the student parking areas. If, after the Christmas break, student parking spaces are still available, sophomores will be allowed to purchase parking permits on a first come-first served basis. All students who park their vehicles adjacent to the school campus are required to purchase a parking permit for \$40.00. After the first week of school students will not be allowed to park on school grounds without a permit. Students who wish to park at Montevallo High School must also abide by MHS Parking Guidelines. Suspension of driving privileges, towing of vehicles, and disciplinary action may occur when these rules are violated:

1. Automobiles and other transportation vehicles are to be used for the purpose of getting to and from school and must remain in the parking areas throughout the day.
2. Cars are not to be used as storage areas for books, instruments, uniforms, equipment, or other items that may be needed during school hours. Students should lock their vehicles upon arrival at school and should not return to their vehicles without office permission. (Refer to guidelines regarding off-limits areas.)
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 if 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 \$5, regardless of the circumstance.
7. All vehicles must be licensed and covered by insurance.
8. 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.
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 or their designee.
11. 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.

## **SCHOOL ARRIVAL/DISMISSAL**

Upon arrival at school, all students should exit their vehicles promptly. With the exception of extracurricular activities, zero period, or tutoring, no student should be in any of the other buildings prior to 7:40 a.m. The cafeteria will open for breakfast at 7:15, and will stop serving breakfast at 7:40. All students must exit the cafeteria at 7:40. All students (arriving at school after 7:15, but before 7:40), must report either to the lunchroom or the PAC.

School is dismissed at 3:00. No students should be in the buildings after 3:10 unless they are involved in tutoring, extracurricular activities under a sponsor's supervision or in detention. The arrival/dismissal regulations apply to all school areas, including the gym and locker rooms.

### **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 Montevallo 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 or behavior may lose their privileges of attending school sponsored functions.

### **SUSPENSION AND ALTERNATIVE SCHOOL**

Students who are suspended from Montevallo 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 Code of Student Conduct and Attendance.)

### **TEXTBOOKS**

State-owned textbooks will be issued to students by Shelby County Schools. The parent, guardian, or the person having custody of the child to whom textbooks are issued will be liable for any loss, abuse, or damage in excess of that which would result from the normal use of these books. In the event of the loss of a textbook, the cost of the book must be paid before a new book will be issued to the student. The student to whom the book is issued is solely responsible for damage to or loss of the book.

### **UNAUTHORIZED ITEMS**

Unauthorized items taken from students may be kept in the office until collected by a parent or guardian. Appropriate disciplinary action will be enforced when unauthorized items are taken from students during the school day.

### **VALEDICTORIAN/SALUTATORIAN / HONOR GRADUATES**

The student who satisfies the requirements for the Advanced Academic Diploma and who attains the highest grade point average in his/her graduating class will be the Valedictorian. The student with the next highest grade point average who satisfies the requirements for the Advanced Academic Diploma will be the Salutatorian.



Students who satisfy the requirements for an Alabama High School Diploma or Advanced Academic Diploma and who also attain a grade point average of 4.0, or are in the top 5% of the graduating class will be recognized as Honor Graduates.

### **VISITORS**

The policy of Montevallo 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 visitors to the campus at any time during the school day must first report to the main office and obtain a valid visitors pass. No one is exempt from this stipulation. A decision will be made by the administration as to whether a visitor's pass will be issued. 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.