

Calera High School

Student Handbook

2025-2026



FLY AS ONE
in **PURPOSE**
with **CHARACTER**
toward **EXCELLENCE!**

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2025-2026 Bell Schedule

***7:35 First Bell Allows Student to Lockers**

Regular

1st: 7:45-8:34 (49)

2nd: 8:39-9:30 (51) (MA)

3rd (SOAR): 9:35-10:05 (30)

4th: 10:10-10:59 (49)

5th: 11:04-12:18 (49)

Lunch A 11:07-11:28

Lunch B 11:32-11:53

Lunch C 11:57-12:18

6th: 12:23-1:12 (49)

7th: 1:17-2:06 (49)

8th: 2:11-3:00 (49)

CALERA HIGH SCHOOL

100 Calera Eagle Drive
CALERA, ALABAMA 35040

TELEPHONES

MAIN OFFICE: 682-6100

BAND ROOM: 682-6107

BASKETBALL OFFICE: 682-5987

BOOKKEEPER: 682-6108

FOOTBALL OFFICE: 682-6103

REGISTRAR: 682-6102

FAX: 682-6105

SCHOOL COLORS:

COLUMBIA BLUE,
NAVY & WHITE

SCHOOL MASCOT:
EAGLE

ALMA MATER

Alma Mater,
We will love thee
Throughout all eternity
For a light to guide our
pathway
We will share each memory
For you are our own dear high
school
And though we from you may
part
We will never sever all our
memories
Gathered in these words Calera
High

MAIN OFFICE

Jennifer McCaleb: Principal
Maurice Whiting: Assistant Principal
Kelsey Collum: Assistant Principal
Tamika Whitt: Administrative Assistant
Karen Duke: Office Manager-Bookkeeper
Tami Watts: Registrar
Kristin Brown: Secretary
: Nurse

GUIDANCE OFFICE

Jerry Riggins: Counselor
Melissa Stano: Counselor

Jennifer Elliott:Counselor

OFFICE OF SUPERINTENDENT

Dr. Lewis Brooks
P.O. Box 1910
Columbiana, Alabama 35051

SHELBY COUNTY BOARD OF EDUCATION MEMBERS

David Bobo (President)
Peg Hill (Vice-President)
JiJi Davis
Billy Holliday
Amber Polk

FACULTY AND STAFF

Cody Bennett.....	Math
Clinton Billingsley.....	Math
Ashley Blankenship.....	Physical Education
Tonya Bright.....	CTE Health
Deanna Brooks.....	Paraprofessional
Tina Cargile.....	Fine Arts
William Conner.....	Math
Dani Guzman.....	Spanish
April Mixon.....	Business Education
Kristen Decker.....	English
George Drake.....	Physical Education
Ashley Evans.....	Paraprofessional
Leigh Anne Mizet.....	Social Studies
Madison McCugh.....	Choral Music/Theater
Ryan Glover.....	Science
Megan Turner.....	Social Studies
Douglas Forsythe.....	Construction
Carlene Gaines.....	Paraprofessional

Jennifer Elliott.....	Counselor
Joseph Pitard.....	Social Studies
Missy Copes.....	Spanish
Ashley Hall.....	SPED
Sabrina Harris.....	Paraprofessional
Ronald Hamilton.....	Social Studies
Quay Moncrief.....	Health
Jennifer Campbell.....	English
Josie Jones.....	Special Education
Tracy Kies.....	Special Education
Stephanie Jones.....	SPED
Leah Kirk.....	English
James Knowles.....	Social Studies
Mary Lytle-Wilson.....	Math
Luke Manning.....	Music/Band
Kelly McAdams.....	English
Ryan Cruce.....	Science
Lee Ann McPhail.....	Librarian
Colin Miller.....	English
Logan Atkins.....	Science
TBA.....	Sciences
Robin Parker.....	Special Education
Takira Wilkins.....	Paraprofessional
Hugh Pate.....	SPED
Hannah Bartlett.....	ESL
Terri Prescott.....	Science
Alyssa Green.....	Photography
Sidney Fitzgerald.....	English
Gerald Riggins.....	Counselor
TBA.....	ESL
Rachel Roberts.....	Social Studies
TBA.....	Paraprofessional
Jennifer Rosenow.....	Librarian
Constance Salter.....	SPED
Tracy Howard.....	Paraprofessional
Tristan Widra.....	Math
Robert Williams.....	Social Studies
Brad Herrera.....	Business Education
Mike Smith.....	Science
TBD.....	Science
Joseph Sparacino.....	Driver's Education
Melissa Stano.....	Counselor
Rebecca Vitry.....	SPED
Chuck Waid.....	Driver's Education
Nicole Minshew.....	FACs
Patricia Waldrip.....	Math
TBD.....	Nurse
Amanda Westfall.....	Paraprofessional
Lori White.....	Math
TBA.....	Paraprofessional
Scott Rials.....	Physical Education
Maggie Worthy.....	English
Yadlin Zamora.....	ESL Aid

BUS DRIVERS

Anita Denard
Britney Dozier

Jamie Franklin
Katessa Leonard
Heather May
Marsha McCaig
Vickie McGiboney
John Morris
Shelia Rupertus
Kerie Stewart

LUNCHROOM ASSOCIATES

Manager: Megan Spain
Assistant Manager: Flora Shuey

Pam Cordett
Pam Marchant
Julie Nunnally
L Franks

MAINTENANCE TECHNICIAN

Wayne Etrass

BUILDING CUSTODIANS

Paulette Alexander
Suzanne Gottier
Dallas Martin
Michelle Rood
Sarah Spain
Delores Simmons

STUDENT FEES*

***Indicates suggested donation (not a mandatory fee)/cannot be reported as debt in May**

Teacher	Course	Class Fee		Teacher	Course	Class Fee
Atkins	Environmental Science	15	*	Northen	Crafts	45
Atkins	Forensics	30	*	Northen	Sculpture 1/2	40
Blankenship	PE	10	*	Prescott	AP Chemistry	25
Bright	Diagnostic Services	100		Prescott	AP Physics	25
Bright	Foundations of Health Science	75		Prescott	Physical Science	10
Bright	Internship @ SBMC	125		Ray	Photography 1, 2, 3	45
Bright	Therapeutic Services	125		Rials, R	BSA	30
Cargile	AP / Art 3	40		Rials, S	PE	10
Cargile	Art 1 / 2	40				
Deason	Entrepreneurship	30		Richardson	Spanish 1	15
Deason	Marketing	30		Roberts	AP 10	20
Deason	Ready to Work	25		Roberts	AP 11	20
Decker	AP Literature	20		Slay	AP Gov't/H Economics	20
Drake	PE	10	*	Smith, M	Earth/Space Science	15
Ford	Anatomy	20	*	Sparacino	Drivers Ed	40
Ford	PreAP Biology	15	*	Thomas	BSA / BSA 2	30
Forsythe	Carpentry (All)	40		Waid	Drivers Ed	40
Guzman	Spanish 2, 3	15		Waites	Event Planning	50
Kirk	AP Language	20		Waites	FACS	50
Manning	AP Music	20		Waites	Food/Nutrition	50
McCugh	Choir	25		Waldrip	AP Calculus	20
McCugh	Theatre 1-4	20		Waldrip	AP Precal	20
McEntire	Chemistry	20	*	Whitt	AP Computer Science	20
McEntire	Honors Chemistry	20	*	Whitt	Digital Media	30
Moore	Biology	15	*	Whitt	Digital Publications	30
Moore	Physical Science	10	*	Whitt	Sports Marketing	30
Munford	AP Biology	25				
Munford	Biology	15	*			

* Indicates suggested donation (not a mandatory fee) / cannot be reported as debt in May

***Senior Class Fee: \$60.00**

CLUBS AND ACTIVITIES

All clubs will meet before or after school or at a time approved by the principal. **The club sponsor must be present at all meetings. For further details and requirements, please see the school's website.**

**Art Club
Athletics
Boys State
Battle of the Books
Chamber Choir
Cheerleaders
Chess Club
Choir**

**Mu Alpha Theta
National Art Honor Society
National Honor Society
Peer Helpers
Photography Club
Robotics Club
Scholars Bowl
Science Club**

Color Guard/Dance Team
Debate Team
Diamond Dolls
FBLA
FCA
FCCLA
First Priority
Future Teachers of America
Girls State
Honor Band
Majorettes
Marching Band
Math Teams

Skills USA
Sociedad Honoraria Hispanica
Spanish Club
Student Government Association
Theater
TRI-M
Upward Bound
Yearbook
YLDP
Young Authors
Youth Leadership Shelby County
Write Club

STUDENT POLICIES AND REGULATIONS

(The administration retains the right to alter any policy or regulation when deemed to promote the welfare of any student or students, or to promote the public trust of Calera High School.)

AFTER-SCHOOL ACTIVITIES: Any student caught sneaking into any extra-curricular activity (i.e. sporting events, talent shows, etc.) will be removed from the event and banned from attending after-school activities until restitution is made.

AFTER-SCHOOL SUPERVISION: Students staying after school should be supervised by a sponsor or teacher. Students will not be allowed to remain on campus without direct supervision of a school employee.

AP CLASSES: Students taking an AP class are not required to take the AP exam. It is recommended for students to take the AP exam.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED): An AED is placed in the school for the protection of our faculty and students. Any tampering with the defibrillator or storage boxes will be handled in the same way as setting off the fire alarm. The result can be suspension.

ASSEMBLY PROGRAMS: Students are to be dismissed to programs by announcement and will sit with their TEACHER and their CLASS during assembly programs. Rude or improper behavior may result in removal from the assembly and from all other programs for at least one semester. Once students are dismissed from the assembly, they should leave in an orderly manner and report to their designated classroom.

ATTENDANCE: Each and every time a student is absent from class the chances of success are reduced and the student's education is compromised. Furthermore, excessive absences could result in loss of credit for an entire semester's work, possible Saturday School detention, and/or referral to Early Warning Court. If a student must be absent, a note from a doctor's office or a parent must be filed with the school office within three (3) days. **Students should always make up missing assignments; however, the SCBOE Code of Conduct only allows students to earn credit for excused absences.** The Shelby County Board of Education recommends a minimum attendance of 164 days per school year. Therefore, **a student who accumulates more than 10 absences (5 per semester for grades 9-12) during a school year is subject to loss of credit and/or retention. Absences beyond 5 per semester must be documented with a doctor's or court excuse or permission of the principal. Completing and submitting the form to administration does not guarantee automatic approval.** Unexcused absences put both the student and parents in danger of being considered in violation of the compulsory attendance laws of the state of Alabama. **NOTE: Please see the Student Code of Conduct and Attendance for definitions of excused and unexcused absences, and for other important information.**

CELL PHONES/EARBUDS/HEADPHONES/SMART WATCHES:

Cell phones will NOT be allowed to be out after the bell rings for dismissal to class. Phones should be kept in lockers. Failure to comply with the cell phone policy will result in progressive discipline

following the Shelby County Board of Education Code of Conduct.

CAFETERIA REGULATIONS: Breakfast will be served from 7:20 am to 7:35 am and the cost is \$1.75. Students are not allowed to leave the cafeteria with breakfast food or drinks. Students are not allowed to stay in the cafeteria after 7:40. The cost of a lunch is \$2.75 and tea may be purchased for an additional \$1.00. You must pay at time of purchase as the lunchroom does not allow charges. Students should display proper manners and good etiquette by: (1) entering and exiting the lunchroom through the proper doors; (2) never breaking or pushing in the lunch line; (3) never throwing food or any object; (4) not making excessive or intentional noises (5) and after finishing meals placing trays, utensils, tea cups, and milk cartons in their proper places.

Students leaving trash or other items in the lunchroom will be assigned lunchroom clean-up or other disciplinary actions. It is a “reasonable request” for a teacher to ask a student to assist in cleaning up the lunchroom even if the trash is not theirs. Students must remain in designated areas during lunch time..

CHEATING POLICY: The student will receive a zero on the assignment. The classroom teacher will determine if a student's behavior and work ethic merit retesting. In addition, the student may face one or multiple days of ISD.

CLUBS/ATHLETICS (NEW): Student clubs and athletics are a vital part of any school culture, provide connectedness, and allow students and athletes to develop leadership skills. Students interested in starting a new club or sport should take the following steps:

1. Schedule an appointment with the principal with a written proposal including a rationale for the club or sport.
2. Seek out a sponsor and/or coach (with administration's help).
3. Communicate with student body and schedule an interest meeting
4. Each club should appoint officers.

CHECK IN/OUT POLICY: The Shelby County check-out procedure states that students may only be checked out of school by their parent, guardian, or an individual designated by the parent on a check-out authorization form. **Only the people listed on the check-out authorization form will be placed in the computer for check out authorization. Calera High School Faculty and Staff members should not be listed on the check-out form unless they are related to the student. Parents should be aware that signing the check-in slip only acknowledges that the student was late. To be excused, the student or parent must bring an acceptable note (see Code of Conduct for acceptable reasons for absences).** Students arriving to class after 7:45 will be allowed to sign themselves in. Students may check themselves in with a doctor's note. Students may not be checked out of school by a fax or a phone call; one of the adults on the student's check out list must sign out the student in person. Identification will be requested. **CHS Employees should not be asked to check students out.**

COLLEGE VISITS: CHS recognizes the value of college visits. Therefore, juniors will be given one college visit per year, and seniors will be allowed two. In order to have the absence excused (4X), students should request the absence in advance, using the request form at the end of the Code of Conduct, and must return proof from the college that they attended.

DISCIPLINE: Learning good behavior and appropriate responses to correction is critical to our students' success. Discipline works best when parents and school personnel work together to ensure proper student behavior. CHS will follow a progressive disciplinary model, meaning students who are referred repeatedly to the office should expect greater consequences.

DRESS CODE POLICY: The student dress code is outlined in the Shelby County Code of Conduct. Skirts, shorts and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings, or other similar garments (i.e. jeggings), yoga, should be worn with the shirt that is mid-thigh in length).

Clothing or hairstyles that are deemed inappropriate or distracting to the learning environment will not be allowed. All hats and backpacks are to be stored in students' lockers during the school day. Students will be allowed to carry their backpacks to 8th period classes. Students with hats or backpacks during the day will have the items confiscated and receive disciplinary consequences for multiple violations. Items may be returned at a later time.

Clothing that is too tight or loose to fit appropriately is unacceptable at school. Tank tops (regardless of the width of the strap) are not allowed for any student. Shirts should cover the entire chest and back area. Administrators will have the final judgment on the appropriateness of a student's dress.

VAPES/E-Cigarettes: Vapes/Electronic cigarettes are not allowed on school property. Pods, chargers, and other e-cigarette accessories are not allowed. Disciplinary actions will be taken for violations.

EMERGENCY SITUATIONS: In any emergency situation, students are to follow the instructions of the principal and their teachers.

EQUAL EDUCATIONAL OPPORTUNITIES: It is the policy of Calera High School that no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age, or gender.

FIGHTING: Fighting is a class III violation of the Code of Conduct. A police report will be filed for any fight; furthermore, students may be subject to loss of privileges such as driving to school. **Students suspended from school may not return to school without a parent meeting with an administrator.**

FIRE DRILLS: THE SIGNAL FOR A FIRE DRILL IS THE ACTIVATION OF THE FIRE ALARM. Fire drills will be held four times a year. Instructions on how and where to leave the building are posted in each classroom.

GRADING SCALE: CaHS will use the following grading scale:

- A - 100-90
- B - 89-80
- C - 79-70
- D - 69-60
- F - 59 or lower

HALL REGULATIONS: **NO** student shall leave any classroom without a school hall pass from his or her teacher. Students should only ask to leave class for bathroom emergencies. Students must use the bathroom associated with the class they are currently attending. **S**Any student in the hall without a hall pass will be subject to disciplinary action.

IN-SCHOOL DETENTION: In the event a student checks out on a day he or she has been assigned ISD, he or she will be required to complete another full day of ISD. A student must complete a "successful" day of ISD in order to return back to class.

LEAVING SCHOOL GROUNDS: Students are not to leave school grounds without permission from an administrator or through proper check out procedures. **Once a student arrives on campus, by bus, car, or walking, they are considered at school and may not leave.** Students who are "absent" or who check out cannot come on the campus unless they check in at the office. Violation of these regulations will lead to disciplinary action. Additionally, students are not permitted to visit any other Shelby County School campus without following proper check in procedures.

SCHOOL FEES: Registration Fee: Plan A \$50. Plan B that includes parking, \$100. The senior fee for the class of 2024 is \$50.00. Students are required to have a locker. All students will be responsible for keeping their lockers locked at all times. The school is not responsible for any lost or stolen items. **STUDENTS ARE NOT ALLOWED TO CHANGE OR SHARE LOCKERS.**

MAKE-UP TEST POLICY: (1) Any test missed should be discussed with the teacher the day the student returns to school. (2) The student is responsible for asking the teacher about making the arrangements to take the test. Tests should be made up within a reasonable length of time, usually three days. (3) The following absences allow students to make up tests missed: (a) personal illness; (b) death in the immediate family (in other cases where a student attends a funeral, arrangements must be made with principal and the student's teachers before the absence); (c) permission of the principal; and (d) court. (4) A properly coded absence must be entered in the computer before a make-up test will be given. (5) In the event that a test is given on the day the student returns to school, the student will be required to take the test unless the test was assigned during the student's absence, or other circumstances exist which prevent the student from having appropriate time to prepare for the test.

MEDICINE: ALL medications, whether prescription or over-the-counter, chemicals, vitamins, pills, herbs, or other substances, must be turned in to the office by the student's parent/guardian in the original container. In addition, a School Medication Authorization form—available in the office—must be completed by the parent/guardian (by a licensed prescriber if medications are to be administered for more than two weeks) before any medication can be administered by the school. Parents who anticipate their child needing long term medicine should review the SHELBY COUNTY SCHOOLS ADMINISTRATION OF MEDICATION PROCEDURES.

MEETINGS: All student meetings or practices must have a sponsor or authorized person present. All student activities must be supervised on and off campus.

NCAA INITIAL-ELIGIBILITY CENTER: Many colleges are regulated by the National Collegiate Athletic Association (NCAA), an organization that has rules on eligibility, recruiting, and financial aid. If you are planning on enrolling in college as a freshman and you wish to participate in Division I or Division II athletics you must be certified by the NCAA Initial-Eligibility Center. Please see the Athletic Director and the High School Counselor for information.

OFF- LIMIT AREAS: Areas off limits to students during the school day unless accompanied by their teacher are: (1) the lobby at the front of the gym; (2) the stage and the auditorium; (3) the student parking lot area; and the football and band practice field; and the GYM (any student in the gym during a period that is not their gym class will be considered skipping). **Before 7:45 a.m., all areas are off limits except for the gym and the cafeteria; unless the student has a pass from his/her teacher.**

OUTSIDE FOOD AND DRINKS: Outside food and drinks are NOT allowed in the building. Deliveries will not be accepted in the front office from fast food places or local restaurants. In addition, students are not allowed to have food delivered via the student parking lot or other locations by friends, family or local delivery companies.

OPENING OF THE SCHOOL BUILDING: Students who arrive before 7:35 A.M. must report to the gym or the cafeteria unless they have a pass to make up a test or receive teacher tutoring. Doors to the school will open at 7:15 A.M. Students should not arrive at school prior to that time.

PARKING LOT REGULATIONS (Also See CaHS Parking Policy): Some general rules are listed below for those students who drive to school and use the student parking lot: (1) a parking form must be signed by each student and by his or her parent or guardian agreeing to rules, regulations and random drug testing; (2) students must purchase a parking tag after the required form is signed and completed (**passes will not be issued until all paperwork has been returned**); (3) **students must park in a designated parking space**; (4) once arriving on campus, students must park in the student parking lot and **immediately leave their car to enter the building**; (5) **students may not return to their cars at any time during the day without administrator permission**; (6) the parking lot is off limits to all students during school hours, except for those students who have driving permits from the College and Career Center. Students are expected to drive safely. Violation of safety expectations and traffic rules could result in the temporary or permanent loss of driving privileges. **Once all parking spots have been assigned, students will be allowed to purchase a parking spot in the Overflow lot near the Eagle Sportsplex. Students are required to purchase a tag for this location. The school has an agreement with the city in place to extend parking requirements and search rights to the school during the school day.**

PARTICIPATION IN AFTER-SCHOOL ACTIVITY POLICY: In order for a student to participate in any after-school activity, he or she must be present at least four periods of the school day. The only exceptions to this policy are for authorized absences which are approved by the office or students who participate in the Dual Enrollment Program.

PHYSICAL EDUCATION: High School students must take one year of PE/Life or two years of marching band. Additional PE courses may be taken as electives. As part of our educational program, physical education is taken very seriously at Calera High. Students are expected to do their best just as they should in each of their academic classes. **Students are required to dress out in clothing appropriate to the gymnasium (PE uniform), and to participate in all activities.** Failure to dress out and participate will result in loss of credit. Students present at school will be considered physically able to participate. **Non participation for medical reasons requires a doctor's note.**

PRANKS: Pranks (senior pranks, etc.) are not allowed. Such actions often result in physical damages and are criminal. Students involved in such behavior may be held out of commencement ceremonies and may face additional school consequences or criminal charges.

SCHEDULE CHANGE POLICY: Staffing and scheduling is based on classes that students select during the spring semester. Each change in a student schedule that is approved by the administration or counseling department will involve a fee of **\$20 per request**. No changes will be made to schedules for either the first or second semester unless it is for **academic purposes**. Students must learn to complete tasks they undertake and should not drop a course just because it is difficult. **Schedule changes cannot be made after the first five days of each semester.**

SCHOOL BUS REGULATIONS: There are some general rules of behavior for students who ride buses to school, go on field trips, and to the School of Technology: (1) no bus driver shall be required to wait for a child after the scheduled departure time; (2) no bus driver shall allow any student to load or unload except on the school grounds and at their designated bus stop unless approved by an administrator; (3) **students are considered under the school rules from the time they leave for school, and must observe all rules and instructions of the bus driver;** (4) students must conduct themselves in an orderly fashion. Talking should be kept low and should cease when the school bus nears a railroad crossing; (5) no student will be permitted to ride a bus, except children assigned to that bus; (6) students are expected to keep the bus clean and should never write on or deface the school bus in any way; (7) students should never use the rear door of the bus to load or unload except in an emergency; (8) drivers have the right to assign seats and make other reasonable and necessary rules to ensure safety; and (9) students whose poor conduct will result in a report to the principal and will be subject to disciplinary action. (10) Students should not attempt to get off the bus at any stop other than their home stop. Violations may result in temporary or permanent removal from the bus.

SCHOOL INSURANCE: School insurance is available to all students. This insurance is limited in coverage, and the school assumes no responsibility in insurance matters. These forms can be picked up from the office, and should be mailed directly to the insurance company.

SEMESTER EXAMS: Semester examinations given at the end of each semester shall be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives set forth by the State Board of Education and/or local curriculum guidelines of the Shelby County Board of Education.

All students in grades 9-12 shall take semester examinations for the appropriate courses in which the students are enrolled. Semester exams will be administered according to a schedule recommended by the Superintendent and reviewed by the Board of Education.

Because it has been determined that semester exams are very important to the learning experience of students in Shelby County, the following guidelines have been recommended:

1. Semester Exams shall be designed to test subject matter and aligned with the standards of the appropriate Alabama Course of Study.
2. Semester Exams must be comprehensive common assessments.
3. The semester exam shall be used to determine 20% of the semester grade.
4. An administrator shall review all final exams at least 5 school days prior to being

- administered to students.
5. Data gathered from results should be used for guiding instruction
 6. All regular classroom projects and tests should be completed two days prior to the first day of semester exams
 7. If a senior has a passing grade and as a result of the semester exam the student has a failing grade, the student will have a second opportunity to take the exam.

Exemptions

1. Seniors with an 80% average in their class may be exempt from the semester exam the second semester.
2. Students taking an Advanced Placement Test will be exempt from the semester exam in that class.
3. Seniors who CCRI may choose to exempt one exam regardless of the average in the course.

SEXUAL HARASSMENT: Sexual harassment is considered a serious offense at Calera High School. Any student who feels he or she may be a victim of sexual harassment should notify an administrator or counselor immediately so appropriate action may be taken.

SKIPPING: Any student who is not in class within five minutes of the tardy bell ring will be considered skipping. First violation will result in ISD. Second offense will result in two days of ISD. Third offense will result in OSS and a parent conference upon the student's return to school. Leaving campus without permission will result in two days of ISD for the first offense. Second offense will result in OSS and a parent conference upon the student's return to school. Any offense after will continue to be progressive and follow the SCBOE Code of Conduct.

STUDENT ALCOHOL AND DRUG USE: Alcohol and controlled substances are strictly forbidden by Board of Education policy. Being under the influence of, consuming, soliciting, or possessing alcohol or a controlled substance on school property or at a school event shall subject the student to disciplinary action and/or prosecution.

TARDINESS: We stress being on time for several reasons: (1) being prompt is an important lesson to be learned that will be valuable throughout life; (2) when students are late to class they may miss important opportunities for learning; and (3) the student entering the classroom late draws the attention and compromises the learning of everyone inside. A pattern of tardiness is disrespectful of students.

The following is the Tardy Policy:

Students arriving after 7:45 may sign themselves in. Upon the 8th tardy to school a pre-early warning conference will be held. Student drivers will lose their parking tag for 2 weeks at 10 tardies to school. After 20 tardies to school, the tag will be revoked for the rest of the school year.

Tardies to class will be run weekly. Students with **four or more tardies** in a **month** will receive the following consequences:

4 Tardies After School Detention at 3:00-5:00 PM.

6 Tardies After School Detention at 3:00-5:00 PM.

8 Tardies In-School Detention

10+ Tardies In-School Detention/Early Warning Court Pre-Referral Meeting * Students are responsible for checking their school email for notifications.

Students who display a repeated pattern of tardiness may be subject to additional disciplinary consequences, including suspension and/or referral to early warning court.

TELEPHONE: The telephone in the office is a **business phone**. In case of illness or emergency, **office personnel will make necessary calls for students**. Only **emergency** messages from parents will be delivered to students. Students will not be called to answer phone calls. **No long distance calls are allowed.**

TEXTBOOK POLICY: Textbooks will be checked out to students, but remain the property of the Shelby

County School System. Students are expected to bring their books to school / class each day and to keep all textbooks in good condition.

TORNADO DRILLS: The signal for a tornado drill is an announcement over the PA System. Tornado drills are held throughout the school year. Instructions on where to go during a tornado drill are posted in each classroom.

TRADING/PLAYING CARDS: Trading and or Playing cards of any type should not be brought to school. They cause distractions in the classroom and are often lost or stolen. Cards will be taken up, stored in the office, and may be picked up the last week of school.

VALEDICTORIAN/SALUTATORIAN POLICY: The Valedictorian/Salutatorian policy is posted on the Shelby County Schools website. The student with the highest grade point average will be named Valedictorian; the student with the second highest grade point average will be named Salutatorian.

VISITOR POLICY: All visitors must check-in through the main office. All Shelby County Schools operate under a closed campus policy.

Extracurricular Events: Basketball Expectations for Basketball Games:

1. Students can not stay after campus to attend games. Students should take their normal transportation home and then they may return for the game entering through the gym lobby doors.
2. Backpacks, ski-masks, ski/hunting bibs, are not allowed.
3. Students who are OSS and currently at ND are not allowed to attend extracurricular events. Students violating this will be suspended from the said events for one calendar year.
4. There are no passes out during basketball games. If you exit the gym lobby doors, you must leave campus.
5. Students are NOT allowed to be on the gym floor during the game or after the game until the opposing team has shaken hands and entered the locker room.
6. Students who violate the Code of Conduct during an extracurricular event are subject to disciplinary measures which may include suspension from events for one calendar year.

Violation of any of the above, may result in suspension of extracurricular events for one calendar year.

STUDENT WIRELESS COMMUNICATION DEVICE USE

The SCBOE respects parent wishes for their child to bring a cell phone or other wireless device to school. However, the "FOCUS Act" in Alabama, also known as House Bill 166, restricts the use of wireless communication devices during the instructional day in public K-12 schools. Students must turn off and store wireless communication devices in designated locations as directed by their local school principal. The school is not responsible for attempting to recover lost or stolen cell phones or other wireless devices when students have not properly secured them. Cell phones and other wireless devices cannot be used, seen or audible during the instructional day. When a student is found to be using his/her cell phone and/or wireless device without permission or during undesignated times on school property, the phone or wireless device may be taken from the student and given to a school administrator. Students whose cell phones or other wireless devices contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences. There is an expectation of privacy in all restrooms, locker rooms, and performance areas; therefore, cell phones, other wireless devices or other recording devices are banned from use in these areas. Please refer to your local school handbook regarding additional information about cell phone and other wireless device use.

With regard to incidents that occur during the administration of a state-mandated test, the Alabama State Department of Education has stipulated that: (1) the possession of a digital device is strictly prohibited during the administration of a secure test; (2) when a digital device is discovered during the administration of a secure test, the device will be confiscated and subject to a search; and (3) if it is determined that the device was used during the administration of a secure test, the student's test will automatically be invalidated. Visual or audible possession of a digital device will result in the device being confiscated. Once confiscated, school administrators are required to investigate the incident and determine if the device has been used by the student to cheat, or for some other unpermitted purpose. If the device is a "smart phone," the device should be turned off immediately after the search to help prevent a potential remote-access data-wipe. When the investigation of the incident is completed, the local school must notify the school district's supervisor for the testing and complete a testing irregularity report in accordance with the Alabama Department of Education. The return of the student's digital device, as well as the assignment

Digital Discipline: FOCUS ACT ([Wireless Communication Letter to Parents](#))

Progressive Discipline Plan:

1st Violation: Warning, Phone given back at the end of the day

2nd Violation: 1 day ISS, Phone given back at the end of the day

3rd Violation: 3 days ISS, Phone given back at the end of the day

4th Violation: 1 day OSS, Parent must pick up phone, Return to School Meeting and Pre Early Warning

5th Violation: 2 day OSS, Parent must pick up phone, Return to School Meeting

6th Violation: 15 day recommendation to New Directions, Parent must pick up phone

LIBRARY MEDIA CENTER (LMC):

All library media materials are the property of Calera High School.
Books and audio materials are checked out for 2 weeks.

Students with overdue materials or outstanding fines are not allowed to check out additional materials until all obligations have been cleared.

Penalties for overdue, lost, and/or damaged books are:

- Overdue fines are 10¢ charge per day after book's due date.
- Lost book: Students must pay replacement cost of the book plus a non-refundable \$5.00 processing fee
- Damaged books: Students must pay according to the amount of damage determined by the media specialist.
- Students who lose or damage more than three books per semester may be subject to loss of library checkout privileges.
- Overdue materials not returned to the LMC by the end of the school year are considered to be

lost and must be replaced at the expense of the person in whose name the materials are checked out. The replacement cost will be the current price of the book plus a non-refundable \$5 for processing.

Library Use Policies:

• **Independent students must have a hall pass or signed note by a teacher or an administrator (even during lunch).**

- Food, Drinks, and Gum are NOT allowed
- Students must comply with the Shelby County Schools Technology Policies and Shelby County Student Code of Conduct
- Library hours are posted outside the LMC door. Any changes in the schedule will be posted outside of LMC
- Students must sign-in and out
- Magazines and newspapers may be read in the LMC