

**Southern Alamance High School
Student/Parent Handbook**

2015-2016

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ABSS Website: www.abss.k12.nc.us

2012 School of Distinction

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed

*to: **Dr. Charles Monroe,***

Assistant Superintendent for School Administration & Student Services

Alamance-Burlington School System

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En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admisión sin ningún tipo de discriminación basada en la raza, religión, nacionalidad o grupo étnico, color, edad, servicio militar, discapacidad o género, a excepción de aquellos casos donde la exención es apropiada o permitida por la ley. Preguntas o quejas al respecto deben ser dirigidas:

Dr. Charles Monroe

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DUE PROCESS FORM

We are required by law to inform students and parents of all rules and regulations. We have attempted to place such information in the handbook. We are also required to keep a signed record that this information has been received. The following form is the one used for this purpose. This form is provided at the beginning of the school year and must be returned by every student.

TO: SAHS Students and Parents/Guardians
SUBJECT: SAHS Rules, Regulations and Procedures

I have been given a copy of the Southern Alamance High School Student/Parent Handbook, the Alamance-Burlington School System Code of Student Conduct, and several other documents. I recognize that these documents contain information on the following topics:

- Code of Student Conduct
- Discipline procedures
- Bus rules/regulations
- Tardy and attendance policies
- Information concerning use of vehicles
- Grievance procedures
- Random drug testing policy for extra-curricular activities
- Extra-Curricular/Co-Curricular Code of Conduct

In addition, I realize the handbook contains information concerning dates to expect progress reports and report cards. I will contact school officials if I have reason to believe that I am not receiving timely or accurate information.

By signing below, I indicate that I have received these documents and that I agree to abide by these and all other regulations that Southern Alamance High School and/or Alamance-Burlington Board of Education may adopt during the school year.

Student's Name: _____ Grade: _____

Homeroom Teacher: _____ Room: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

*****Please detach this sheet, sign and return to your child's homeroom teacher.*****



Meningitis Facts

- Certain college students are especially at risk due to certain social behaviors, including drinking, smoking (active and passive) and being in crowded situations like a dormitory.
- Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness, and light sensitivity. Some people also develop a rash mainly on their arms and legs.
- The disease is spread through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, eating utensils or cigarettes.

Vaccines are available for both the flu and meningococcal meningitis. The flu vaccine is taken annually and the meningitis vaccine protects for almost 3-5 years. While vaccinations remain the primary way to prevent these illnesses the following measures are helpful:

- Frequent hand washing using soap and water for 20 seconds.
- Cover mouths when coughing or sneezing. Keep tissues handy and discard promptly when used.
- Get plenty of rest nightly. Eat healthy meals which include fruits and vegetables daily.
- Do not share food, beverages, or eating utensils.
- Encourage sick children to stay home to prevent spreading illnesses to others. Students can return to school when they're without a fever for 24 hours.

For additional information on the diseases and the vaccines visit the following web sites at:

www.cdc.gov, www.immunizenc.com, www.acha.org, or www.immunizationinfo.org

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HEAD LICE CONTROL PROCEDURES: The Alamance-Burlington School System has adopted procedures to reduce incidents of lice in schools. If lice or nits are detected, the parent/guardian/emergency contact will be notified by phone, if possible. (Lice – parent/guardian will pick up the student from school. Written instructions will be given to parent/guardian regarding treatment of lice infestation. Nits only – student will remain in school and written instructions regarding treatment and removal of nits will be sent home with student.) When student is sent home for lice, parent must accompany child upon return to school. The student must be rechecked by the school nurse or trained school personnel. (Lice – student will not be readmitted to class. Follow procedure above. Nits only – return to class with “admit to class pass.” Send a “nits remain” letter home with student. School nurse or trained school personnel may continue to monitor presence of nits, as needed.) If a student is dismissed due to lice, it is expected that the student return to school the following school day. The absence will be coded “excused” for no more than three consecutive calendar days per incidence. The absences will be coded “unexcused” beginning the fourth consecutive calendar day and the school social worker will be notified.

What Parents Need to Know About the Flu and Meningococcal Meningitis

Influenza, commonly called “the flu”, is a contagious respiratory illness caused by the influenza viruses. Infection with this virus can result in illness ranging from mild to potentially life-threatening problems.

Flu Facts

- Children at greatest risk include those who live in long-term care facilities or have the following medical conditions; heart disease, lung disease (such as asthma), kidney disease, metabolic disease (such as diabetes), blood disorders (such as anemia), weakened immune systems (such as HIV), those who are receiving long-term aspirin therapy.
- Symptoms of flu include fever (usually high), headaches, extreme tiredness, dry cough, sore throat, runny or stuffy nose and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea are much more common among children than adults.
- Flu is commonly spread through coughing, sneezing, sharing food/ drinks, or inhaled through the air.
- Treatments include plenty of rest and fluids. Decongestants, cough suppressants, and use of a humidifier can relieve some symptoms.
- Meningococcal Meningitis is a form of bacterial meningitis and is sometimes called spinal meningitis. It is rare, but is a potentially fatal infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection.

D. CRIMINAL CHARGES:

Any participating student charged with a criminal offense may be suspended from extracurricular/co-curricular activities while the principal investigates the underlying circumstances and assesses the impact of the matter on the school environment. The principal will review each offense individually and determine what action will be taken.

E. GENERAL REQUIREMENTS/CONSEQUENCES:

1. In order for a participating student to practice or participate in a game/activity, he/she must be in attendance for at least 50% of the school day. Note: Appropriate reasons and/or excuses must be determined by the principal.
2. Any athlete who quits without permission of the coach or who is officially dismissed from a team before the season is over (including the playoffs) may not practice or participate with any other athletic team until that season is completely over (Including the playoffs). An athlete is considered a member of a team if he/she is listed on the final team roster.
3. All participating students are required to turn in all uniforms and equipment that are issued to them. A participating student may not participate in any other extracurricular/co-curricular activity until he/she has turned in his/her uniform and equipment to the coach/faculty representative.

Students who violate the athletic code of conduct out of their athletic season will not be penalized when their sporting event becomes current. The consequences will begin at the time of the initial violation of the extracurricular/co-curricular code of conduct, as determined by the principal.



Introduction

This handbook provides both general information about our school and highlights the most often used policies and procedures. We suggest that you read it carefully. After reading and reviewing the handbook, please sign the due process form (located in the back of the handbook) and have your son/daughter return it to their homeroom teacher. Please contact the school if you have any questions.

Alamance-Burlington School System Mission Statement

Providing engaging work for our students will enable the Alamance-Burlington School System to educate all students to meet high academic standards and become responsible citizens in a rapidly changing world.

Southern Alamance High School Mission Statement

SAHS provides an engaging learning environment with an emphasis on respect, fairness and dignity to produce successful lifelong learners and contributing members of a global community.

Who to See for Information:

Absences/Sign-In & Sign-Out	Main Office (receptionist on duty)
Change of Address	Main Office (Mrs. Lynthacum)
Changing Schools	Guidance Office (Mrs. Blevins)
College Catalogs/Information	Guidance Office (Mrs. Blevins)
Withdrawal/Transcripts	Guidance Office (Mrs. Blevins)
Lost and Found	Main Office (receptionist on duty)
Personal Problems/Conflict Resolution	Guidance Office
Scholarships	Guidance Office
School Insurance	Main Office (Mrs. Johnson)
Illness	Student Services Office (Mrs. Graham)
Tutoring	Teacher/Guidance
Driver's Eligibility Form	Main Office (Mrs. J Fitch)
School Bus Information	Mr. Kuczkowski
Student Council Information	Mrs. Rasa/Mrs. C Fitch
Senior Activities	Mrs. Alley
Annual/Yearbook	Ms. Bare
Campus Crime Stoppers	Officer Ray

SAHS Traditions:

School Colors: Red, White, and Blue	School Mascot: Patriot
School Motto: "United for Learning"	School Annual: <i>The Southerner</i>
School Slogan: "Patriot Pride: Committed to Success"	

ANNOUNCEMENTS: Announcements are made every morning. Most of these are about opportunities for students and school activities; students should listen carefully. If a student has an announcement that needs to be made, he/she must have it approved by the activity sponsor or the office. School announcements must be turned in to the office by 9:00 AM on the day the announcement is to be made.

ARTICLES PROHIBITED ON CAMPUS: Articles that could reasonably be expected to disrupt the normal educational process or that could reasonably be expected to create safety hazards may not be brought to school. Prohibited items include, but are not limited to, cameras, playing cards of any type, CD/tape players, weapons or objects that could be used as weapons, alcohol, drugs (including synthetics), fireworks, glass bottles, tobacco products (including e-cigs), water shooting devices, laser pens/pointers, animal collars/leashes, large chains connected to wallets or clothing, confederate flags, skateboards/scooters, guitars and other musical instruments without prior approval, and pets of any type.

ASSEMBLIES: Assembly programs are part of the educational process and are designed in part to promote school spirit. Students are therefore expected to attend, sit in their assigned seats, be respectful of performers, and participate appropriately in the programs.

ATHLETIC ELIGIBILITY REQUIREMENTS AND EXTRACURRICULAR PARTICIPATION: The North Carolina State High School Athletic Association requires the following for athletic eligibility:

1. The student must reside within the school attendance zone or have proper waiver forms approved.
2. The student must have been in attendance 85% of the previous semester.
3. The student must earn a weighted grade point average (GPA) of 2.0 or higher during the semester immediately prior to the semester of athletic participation.
4. The student must have passed at least **three (3)** courses the previous semester and **must meet the local promotion requirements established by the Board of Education.**
5. The student must have passed a physical examination within the past year.
6. The student is eligible for eight (8) consecutive semesters after entering the ninth grade.
7. The student may not participate if he/she becomes nineteen (19) years old on or before October 16 of the school year.
8. The Alamance-Burlington School System requires that student athletes be in attendance at least 50% on the day of an athletic contest in order to participate. Since SAHS is on a four (4) period day, athletes must attend at least two (2) periods in order to participate.
9. Any student charged and convicted of a felony shall be suspended from participation in all athletic practices and contests for the remainder of his/her high school career.

In addition, the student must be covered by medical insurance and must have attended school the day of the practice or game, except for Saturday practices or games.

all recommendations and treatment programs and receive a negative drug test result before resuming participation in any extra-curricular/co-curricular activity.

2. **SECOND OFFENSE FOR POSSESSION OR USE DURING HIGH SCHOOL CAREER:** A student with a second offense of this policy during the student's high school career for possession or use shall be removed from activities for one hundred-twenty (120) calendar days or the remainder of the school year, whichever is greater. The student must also be evaluated by a drug counselor as recommended by the school and must comply with any and all recommendations and treatment programs and receive a negative drug test result before participating in any extra-curricular/co-curricular activity and must submit to periodic, unannounced drug testing for a twelve (12) month period. All costs of such drug testing shall be borne by the student.
3. **THIRD OFFENSE FOR POSSESSION OR USE DURING HIGH SCHOOL CAREER:** A student with a third offense of this policy in the student's high school career for possession or use shall be prohibited from participation in all extracurricular/co-curricular activities for the remainder of the student's high school career. The student and the student's parent or guardian will also receive information regarding drug-use counseling and prevention.
4. **ANY OFFENSE INVOLVING SALE OR DISTRIBUTION:** A student with a first violation of this policy for sale or distribution or conspiracy to sell or distribute drugs/alcohol or counterfeit drugs/alcohol shall be prohibited from participation for 180 school days. A second offense shall result in removal from activities for the remainder of the student's high school career.
5. **VOLUNTARY ADMISSION BY STUDENT:** If a student who is not under investigation for or currently charged with a violation of this section voluntarily admits that he/she has an alcohol or drug related problem and voluntarily enters a rehabilitation program, the principal may choose not to impose the consequences outlined in this section.

For purposes of this policy "calendar days" include days that the student is scheduled to participate in school-sponsored activities, including school holidays and summer break.

C. TOBACCO USAGE

Participating students are not allowed to use tobacco products of any kind, on campus. The following consequences shall be imposed for a violation of this policy:

1. **FIRST OFFENSE:** 2 days suspension from extracurricular/co-curricular activities.
2. **SECOND OFFENSE:** 5 days suspension from extracurricular/co-curricular activities.
3. **THIRD OFFENSE:** Suspension from extracurricular/co-curricular activities for season/semester or 30 school days, whichever is greater.

4. CONSEQUENCES FOR VIOLATING RULES OF CONDUCT

These consequences apply *in addition to* any consequences imposed by the school, school district or extra-curricular/co-curricular organization for violation of their separate rules of conduct.

A. IN-SCHOOL AND OUT OF SCHOOL SUSPENSIONS

1. If a participating student is assigned to in-school suspension, he/she will not be allowed to practice or participate in a game/activity on the day(s) of suspension. Suspensions will be carried out regardless of the game/activity days or events. Note: A full day of in school suspension will cease a student's participation in a game and/or activity. A partial day of in school suspension will not apply when considering participation in a game and/or activity, i.e., one period, two periods, et cetera.
2. If a participating student is given out of school suspension for any reason, he/she will be subject to the following additional consequences:
 - a. **FIRST OFFENSE:** A student participating in athletics will not be allowed to practice or play during the suspension period. If there is not a game during the suspension period, the student will not be permitted to play in the next game after the period of suspension. A student participating in other clubs or activities will not be allowed to practice, participate or perform during the suspension period. If there is not a performance or major activity during the suspension period, the student will not be allowed to perform or participate in the next major activity immediately following the suspension.
 - b. **SECOND OFFENSE:** The student will be removed from extra-curricular/co-curricular activities for the remainder of that season or semester or for thirty (30) school days, whichever is greater.
 - c. **REPEATED OFFENSES:** If a student continues to be suspended from school or has consistent disciplinary infractions, the principal may remove that student from extra-curricular/co-curricular activities for up to the remainder of the school year or thirty (30) school days, whichever is greater.

B. USE OF ILLEGAL DRUGS/ALCOHOL

The possession, use, distribution or sale of illegal or counterfeit drugs/alcohol by participating students is not acceptable at any time, on or off campus, including off season and school breaks. Every effort will be made by the school and its departments to make students aware of the detrimental effects of alcohol and drugs through educational programs and opportunities. Students who willfully violate this policy are subject to the following consequences:

1. **FIRST OFFENSE FOR POSSESSION OR USE:** Any student in violation of this policy for possession or use will be removed from participation for sixty (60) calendar days or the remainder of the current season/semester, whichever is longer. The student must also be evaluated by a drug counselor as recommended by the school and must comply with

*****ALL PARTICIPANTS IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES (INCLUDING ATHLETICS) MUST ABIDE BY THE RULES AND REGULATIONS OUTLINED IN THE SOUTHERN ALAMANCE HIGH SCHOOL EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT. EACH PARTICIPANT AND THEIR LEGAL GUARDIAN MUST SIGN THE EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT AT THE BEGINNING OF EACH SPORTS SEASON OR PERIOD OF PARTICIPATION.*****

CAMPUS CLEANLINESS: Southern Alamance High School can only be kept as clean as all of us wish it to be: thus, everyone should see that halls and restrooms are free of debris. Leaving paper, bottles, cans, etc., about campus, and littering in general are punishable offenses. Spitting on sidewalks is prohibited due to health concerns. Remember that SAHS is your "home away from home" for a good portion of the day. We ask that you take pride in its appearance.

CLUBS AND ACTIVITIES: Student clubs and activities are an important part of student involvement, and all students are highly encouraged to become involved. All organizations, meeting in the name of Southern Alamance High School, must be properly approved and operated under the guidelines of the school. A listing of the clubs is included at the end of this handbook. Non-school sponsored, student-initiated clubs must be approved by the principal. The primary purpose of clubs is to provide educational experience as extensions of the classrooms. Participation provides excellent training in fellowship, sportsmanship, leadership, and in the democratic process.

DRIVER EDUCATION: The Alamance-Burlington Board of Education will provide a program of driver education for all eligible students, in accordance with state laws, rules and regulations. Eligible students include all qualified students enrolled in the Alamance-Burlington School System and nonpublic school students who reside in Alamance County. The purpose of the driver education program is to help beginning drivers learn the principles of skillful, safe driving and learn basic traffic laws. The course will consist of at least thirty (30) hours of classroom instruction plus six (6) hours of behind-the-wheel instruction per student. Instruction shall be offered before and after school hours, on weekends, and during summer months. The training shall not be offered during the required hours of the instructional day. A fee of \$65.00 shall be collected from each student that enrolls in the driver education program, as permitted by law. The fee shall be due on or before the first day of class. Students who satisfactorily complete the prescribed course shall be issued a driving eligibility certificate. A student must pass three (3) classes each semester in order to receive and maintain this certificate; the certificate is required to obtain a N.C. driver's permit. Students who drop out of school shall have their permits or driver's license and/or eligibility certificate revoked by the Division of Motor Vehicles. Hardship cases may be appealed through a formal process. Parents and students will be notified by mail each semester if a student becomes ineligible as defined by NC General Statute. Therefore, it is

a responsibility of the legal guardian of each student to notify the school of any changes of address.

JUNIOR/SENIOR PROM: Each spring the Junior Class honors the Senior Class with a formal dance called the prom. This event is intended for juniors, seniors and their guests **ONLY**, and all attendees must pay an admission charge determined by the Junior Class. All students must clear fines and obligations in order to attend the prom. Non-SAHS student guests may attend the prom as long as they have permission from the principal and abide by all rules and regulations governing this function. All students and their guests are required to sign a behavioral agreement prior to attending the prom. Persons over the age of twenty-one are not permitted to attend the SAHS Prom without special permission from the principal.

LOCKERS: Lockers are assigned to students during their first block classes. Student lockers are the property of the Alamance-Burlington Board of Education and may be opened and inspected by the administration at any time, with or without permission from the student. If students have problems with lockers, they are to report these problems to the office immediately. Southern Alamance High School cannot be responsible for the contents of student lockers. Students are to provide their own locks for security but must supply the school with appropriate combination or key for entry. Locks will be removed by the administration if proper procedures are not followed by the students. Laser type locks are not permitted.

LOST AND FOUND ITEMS: All lost and found items should be reported to a teacher and to the office. Lost and found items are kept temporarily in the office.

MEDIA CENTER POLICY: The media center is often used as a teaching station and for completing academic work, reading, and enrichment activities. It is not a place to socialize with friends. Students unable to utilize the media center for the proper reasons will be asked to leave. Hours of operation are 7:30 AM until 4:00 PM, and the following procedures apply to all:

- Students must have a signed library pass while in the library except before 1st period and after school; passes are available in the cafeteria if a student needs to visit the library during his/her lunch.
- STUDENTS MAY NOT LOITER IN THE MEDIA CENTER.
- Most materials can be checked out for two-week periods. Reference books, magazines, reserved books, and A-V materials, however, may be checked out only overnight.
- Fines will be charged for materials not returned on time. The fine for two-week materials is 25 cents per day; the fine for overnight materials is \$1.00 per day.
- Students owing fees to the library will not be allowed to check out books or materials until all past due fines are paid. Also, student fines must be cleared in order to participate in the prom and graduation activities.

to know and understand the obligations of this code as well as the established consequences that will be imposed if/when the provisions of this code are violated.

Remember, participating in extra-curricular/co-curricular activities is a *privilege* and not a *right*.

1. OBLIGATIONS AS A STUDENT

In addition to the rules of this code of conduct, a participating student must at all times conform to the rules of conduct of the extra-curricular/co-curricular organization in which he/she is participating, as well as all school and school system rules. He/she shall not expect nor receive special privileges with regard to meeting his/her obligations to teachers and any other school personnel.

2. OBLIGATIONS AS AN EXTRA-CURRICULAR/CO-CURRICULAR PARTICIPANT

- A. Each sport, club, NJROTC and cultural arts activity has certain individual requirements that lead to the development of specific skills requiring different types of training. Every athlete has an obligation to know the rules of the North Carolina High School Athletic Association as well as those rules governing his/her sport. Students participating in clubs, NJROTC or cultural arts are responsible for learning and adhering to the by-laws of their respective organizations.
- B. As an extra-curricular/co-curricular participant, the student not only represents himself/herself, fellow team members, coaches, and teachers, but also the school and its student body. For these reasons, the participating student is expected to display the highest form of character and sportsmanship. If at any time a student's actions bring harm or discredit to the organization of which the student is a member or to the school, the student may be subjected to disciplinary action, including suspension and/or removal from the extra-curricular/co-curricular organization.

3. OBLIGATIONS TO THE SCHOOL AND COMMUNITY

A participating student is supported actively by the school and the community. Many volunteers work long hours to provide the finest equipment and facilities so that our extra-curricular groups can have the best possible opportunity to compete on an even basis with any established program in the state. Participating students are held accountable for the equipment/materials issued to them and shall reimburse the school for any equipment/materials not returned or damaged beyond normal wear and tear. Participating students are expected to exercise respect for and take care of the facilities and equipment provided by the school and booster club.

SHORT-TERM OUT-OF-SCHOOL SUSPENSION: At the discretion of the principal or assistant principals, a student may be assigned out-of-school suspension. A principal or assistant principal may suspend a student for up to ten (10) days at a time. The numbers of days out-of-school suspension assigned to a student for any particular offense or offenses is left to the judgment of the principal or assistant principals. For purposes of the high school attendance policy, assignment to OSS of 10 days or less does not penalize a student for being in violation of the attendance policy.

LONG-TERM OUT-OF-SCHOOL SUSPENSION: At the request of the principal and with the consent of the Superintendent and the Board of Education, a student may be given long-term suspension from school. This measure is defined as suspension of over ten days but not longer than the remainder of the school year. Students who consistently disregard school rules are in danger of long-term suspension.

ALTERNATIVE SCHOOL PROGRAM: In the event that a student is given long-term out-of-school suspension, that student may be referred to the Alternative School program, based on guidelines for acceptance as established by the Alamance-Burlington Schools. This program is designed to assist students with continuing their education when a regular school program is unsuccessful.



**SOUTHERN ALAMANCE HIGH SCHOOL EXTRA-CURRICULAR/CO-CURRICULAR
CODE OF CONDUCT 2015-2016**

PHILOSOPHY: Participation in any extra-curricular/co-curricular activities is an important part of the educational process. A primary goal of these activities is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As role models for their peers and younger students, students who participate in extra-curricular and co-curricular activities are held accountable for their actions at a higher standard than other students. This code applies to every student who participates in an extra-curricular or co-curricular activity at Southern Alamance High School (“participating student”).

At Southern Alamance High School we believe in teaching our young people high moral standards, integrity, discipline, character, sportsmanship, citizenship, the importance of teamwork, and the value of hard work and true dedication. The faculty, staff and administration pledge to dedicate their time, energy, and financial resources to this effort.

This code represents the effort of Southern Alamance High School to provide clear expectations for all participating students and their parents/guardians. It is the responsibility of each student

- Chewing gum, eating, wearing hats, and socializing are prohibited in the library.
- The library is equipped with an electronic device that detects when materials have been taken from the library that were not properly checked-out.

MISS SOUTHERN PAGEANT: Miss Southern Alamance High School is selected each year during a pageant held in the school auditorium. The contestants must be members of the senior class. They are judged by a panel of independent judges on scholarship, teacher evaluation, talent, composure, and stage presence. The Homecoming Queen will be featured the evening of the pageant but is not eligible to compete for the crown. IT IS NECESSARY FOR A MINIMUM OF SEVEN (7) CONTESTANTS TO SIGN UP TO PARTICIPATE IN THIS EVENT IN ORDER FOR IT TO BE HELD EACH YEAR. CONTESTANTS MUST ADHERE TO ALL SCHOOL RULES AND PAGEANT GUIDELINES.

NATIONAL HONOR SOCIETY: Election as a member of the National Honor Society is a very high honor. The process of election follows the required format of the national organization. National Honor Society requires the student not only to have the required cumulative un-weighted grade point average of 3.5 or higher, but also requires the prospective member to be of good character, to have demonstrated leadership skills, and to have demonstrated a willingness to be of service to the school, and/or community. All students are advised of the criteria for admission to this honor society so that they may begin early to involve themselves in clubs, student activities, or community service groups that will qualify them to meet the criteria established by the National Honor Society.

POSTERS: All posters, pictures, announcements, etc. that are to be displayed anywhere on the school premises must have the approval of Mr. Kuczkowski before they are displayed. These materials are not to be taped on any painted surfaces; they are to be placed only on glass or in designated areas after prior approval has been granted. Bulletin boards have been installed in various locations for such displays. Students displaying any signs, pictures, posters, etc. are required to remove these items once the event has ended or announcement has run its course. **Students may not distribute any materials on campus at any time. Solicitation is prohibited by ABSS policy.**

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER: The decision to close school due to inclement weather is made by the Superintendent. Students and parents should listen to local radio and/or TV stations in the early mornings for school closing announcements. Announcements begin around 6:00 AM. In addition, the Connect-Ed automated calling system and the ABSS website will be used to communicate school closings or delays due to weather conditions.

SCHOOL PHONES: Telephones located in the main office and in other buildings must be used for transacting school business by school personnel. **Students may neither receive nor make telephone calls from these areas without prior administrative approval. Phones in the office are not available for students to make calls to arrange transportation after school, change plans, etc.** In order to use the school phone, students must have a note from a teacher. **Students may use their personal cell phones before school, between classes, lunch and after school; not during class time (See cell phone policy for more information).**

SELLING OR SOLICITING ON SCHOOL GROUNDS: No student is allowed to sell any item or to solicit business for any individual or any group for any reason without the written consent of the principal.

STUDENT MESSAGES OR DELIVERIES: It is impossible for the office staff to do their jobs and carry messages or make deliveries to students. **Students should not receive phone calls except in cases of emergency. Phone calls of a personal nature will not be handled.** We do not have the space or staff to handle deliveries of gifts to students from parents and friends. We do not accept any responsibility for such deliveries. Some gifts also create problems in the classrooms and on school buses. In the past, we have tried to be cooperative concerning deliveries and we will continue to do so; however, it would be appreciated if gifts were not delivered to the school. **We will not deliver messages to students regarding transportation arrangements unless an emergency exists. These arrangements should be made ahead of time by parents and students.**

STUDENT VEHICLES: The Alamance-Burlington Board of Education Policy requires principals to properly register and control the use and parking of student vehicles on school property. In order for students to park their personal cars on campus, the owner (s) must agree to abide by the regulations supplied to each student when the car is registered. **Automobiles that are not properly registered and/or do not have tags properly displayed are subject to receiving a parking ticket (the fee for each ticket is \$10).** A fee of \$30.00 is required to register a vehicle. This fee is used to provide registration tags and parking lot maintenance. A limited number of reserved parking spaces are available to seniors each year at the cost of \$30.00 on a first-come, first-served basis. Safety for our driving students and their personal property is a concern. There can be 300-400 cars and numerous students in the parking lot at any one time. Careless driving and speeding in this area will not be tolerated. Violators will have privileges suspended or revoked. Students driving recklessly or carelessly when leaving the school parking lot while still in the school zone may also have their privileges suspended or revoked. **Early graduates are required to turn in their parking tags to the school office at the end of the first semester.**

** Parking is reserved for seniors and juniors only due to a limited number of spaces.*

CORRECTIVE MEASURES: Disciplining is a process of attempting to correct unacceptable behavior. In determining what an appropriate punishment might be, the principal or assistant principals may weigh many factors – the number and severity of rule violations, the attitude of the student, and the circumstances surrounding the violations; these are a few but not all of the factors considered. When a student is referred to the office by a teacher or when the principal and/or assistant principals deem it necessary, following a conference, one or more of the following corrective measures may be used:

“CHILL-OUT” PROGRAM: In the event that a student is disruptive in the classroom and after attempts by the teacher to correct the disruptive behavior are unsuccessful, the teacher may request that an administrator remove the student from the classroom. The student is then placed in the In-School Suspension Room for the rest of the period; students may not report to Chill-Out without an administrative referral or approval. Students repeatedly sent to Chill-Out will receive further disciplinary consequences.

DENIAL OF PRIVILEGE OR ACCESS: The principal or assistant principals may deny student privileges normally accorded to other students or deny a student access to any part of the campus as a corrective measure.

LUNCH DETENTION: A student may be assigned lunch detention as a corrective measure and constructive form of punishment. At least one day’s notice will be given to the student of his/her assignment to this alternative to suspension. Failure to report to lunch detention as assigned will result in further disciplinary consequences.

AFTER SCHOOL DETENTION: A student may be assigned after school detention as a corrective measure and constructive form of punishment. At least one day’s notice will be given to the student of his/her assignment to this alternative to suspension. Failure to report to after school detention as assigned will result in further disciplinary consequences.

IN-SCHOOL SUSPENSION: At the discretion of the principal or assistant principals, and according to the ABSS Code of Student Conduct, a student may be assigned to In-School Suspension for a period of time not to exceed five (5) consecutive days. Students who are assigned to In-School Suspension are expected to complete assignments and comply with the directives of the ISS Supervisor. They are not allowed to leave ISS and must complete the designated number of days before returning to a normal schedule. For purposes of the high school attendance policy, assignment to In-School Suspension does not penalize a student for being in violation of the attendance policy.

ELECTRONIC DEVICES/CELL PHONES: Students are allowed to have cell phones and other electronic devices at Southern Alamance High School; however, their use should not disrupt student learning. Cell phones and other electronic devices should be powered off during class time or when in academic areas (classrooms, computer labs, media center). Students in violation of this policy shall be subject to disciplinary action. If a teacher confiscates an electronic device, it will be turned in to the school administration. **ALL confiscated electronic devices must be picked up in the office by the student's parent or guardian.** Students shall not use personal telecommunication or similar electronic devices in a manner that would violate the district's Acceptable Use policy or procedures in the District's Student/Parent Handbook.

Students are responsible for the devices they bring to school. Southern Alamance High School shall not be responsible for loss, theft, or destruction of devices brought on to school property. Students' use of cell phone or other electronic devices during class time or in restricted areas can result in confiscation and a discipline referral, which would result in ISS. Refusal to comply with surrendering an electronic device will automatically result in 2 days OSS.

SEXUAL HARASSMENT: Any student who believes that he or she has been sexually harassed should report such behavior immediately to any school official such as a principal, assistant principal, school resource officer, teacher, or school counselor.

If allegations of sexual harassment are found to be supported by sufficient evidence, the investigator or appropriate administrator shall recommend disciplinary action against the person.

VANDALISM: Vandalism is defined as "causing damage to, altering, defacing, or destroying all or any part of any building or structure at Southern Alamance High School or any property belonging to or assigned to Southern Alamance High School by any federal, state, or local government agency or by the principal." This includes school furniture, structures, or grounds. A person will be liable for vandalism regardless of how minor the incident, how the incident occurred, or for whatever reason the damage was inflicted. A student is responsible for damage inflicted on any item that is issued to the student by the school (textbooks, library books, lockers, athletic equipment, athletic uniforms, etc. as stated in North Carolina's General Statutes).

DISRUPTION OF ASSEMBLIES, PEP RALLIES, ATHLETIC, AND OTHER SCHOOL-SPONSORED EVENTS: Students who are deemed to be disruptive at assemblies or pep rallies will be suspended from attending those events for the remainder of the school year. Additional disciplinary action will be taken when deemed appropriate by the school administration.

VISITORS: All persons visiting on campus must report to the main office and obtain a visitor's pass. Individuals on campus without a visitor's pass may be charged with trespassing. Southern Alamance High School students may not invite friends from the community or from other schools to visit the campus during the school day. Former students are not allowed to visit campus during the school day without permission from the office.

VOCATIONAL REHABILITATION SERVICES: The North Carolina Division of Vocational Rehabilitation Services is a state agency serving individuals with disabilities. The North Carolina Division of Rehabilitation and the Alamance-Burlington School System have partnered to facilitate the successful transition of eligible students from school to work. Students who have physical, educational, sensory or emotional limitations and require assistance to prepare for, locate, and maintain employment compatible with the individual's interest and potential. Such limitations may result from birth defects, cognitive disorders, chronic illness or disease, visual or hearing impairments, accidents, or the stress of daily life. Once eligibility is determined, Vocational Rehabilitation can provide vocational guidance, assist with vocational training, job placement, or other services necessary to aid in successful transition from school to work. The Vocational Rehabilitation counselor is usually on campus once a week. Students or parents can leave messages for the Vocational Rehabilitation counselor with Karen Kazimir at 438-4000 ext.37821.

CHARACTER EDUCATION: Southern embraces a character education program as prescribed by the Student Citizenship Act of 2001. We expect each student and staff member to exhibit these character traits daily. In addition, students are expected to demonstrate their "Patriot Pride" through respect for school personnel, responsibility for school safety, service to others, and good citizenship.

- **AUGUST/SEPTEMBER** - **RESPONSIBILITY**
- **OCTOBER** - **RESPECT**
- **NOVEMBER/DECEMBER** - **KINDNESS**
- **JANUARY** - **INTEGRITY**
- **FEBRUARY** - **COURAGE**
- **MARCH** - **GOOD JUDGMENT**
- **APRIL** - **SELF-DISCIPLINE**
- **MAY** - **PERSEVERANCE**

CAFETERIA GUIDELINES: The cafeteria serves breakfast and lunch. All students purchasing lunches or a la carte items must go through the lunch line. Students may not break in front of others, leave trays and debris on the tables, or behave inappropriately. Students may not take items sold during lunch or breakfast into the classrooms. All food and drink must be consumed

inside the cafeteria or designated outside eating area(s). Plastic or glass drink bottles or cans may not be taken out of the cafeteria. The following are the Child Nutrition Meal Prices for the 2015-2016 school year:

Regular Price:	Lunch \$2.40	Breakfast \$1.50
Reduced Price:	Lunch \$0.40	Breakfast \$0.30

Students are not to charge for meals, and any student who forgets his/her lunch money can request a waiver from the office. Students are permitted to charge/request a waiver up to five (5) lunches; once a student reaches the limit, he/she will receive disciplinary action if they continue to abuse the system. This will be recorded and treated like any other delinquent account; students with an outstanding balance due to the cafeteria can be prohibited from any extra-curricular participation until the negative balance is brought back to zero. Parents may place money on student lunch accounts as well as monitor the activity on the account by accessing the Lunch Prepay link on our webpage under the Parents tab.

COMPUTER/INTERNET POLICY AND PROCEDURES: Student use of computers and software is designated as a learning or research activity and tool. This use shall be determined by Southern Alamance High School's faculty and staff and/or by said faculty/staff member's discretion based on the North Carolina Standard Course of Study. In order for the student to have access, he/she must complete each school year the Alamance-Burlington School System "User Agreement" form which requires both parent/guardian and student signatures. Student abuse of computers or internet access on computers at Southern High is defined as use of vulgar language; profanity; written or graphic sexual connotations; insults; pornography; destruction of computers, peripherals, and/or software. This list gives examples and may not include all inappropriate behavior. Payment for repairs or replacement of equipment and/or software will be the student's responsibility if guilty of destruction of property. Otherwise various disciplinary actions will result as determined by administrators, including, but not limited to suspensions from school and suspension from computer usage, including internet access/usage.

DELINQUENT PAYMENTS AND EXTRACURRICULAR ACTIVITIES: Students who incur financial obligations to Southern Alamance High School and are delinquent in payments will not be allowed to participate in extracurricular activities until such obligations have been satisfied. Club sponsors, coaches and others who supervise extracurricular activities are instructed to remove students who consistently fail to meet their financial obligations from rolls or rosters until such obligations are met. This includes parking privilege, sports, cafeteria charges, fund raising activities, club memberships, prom (juniors and seniors), and graduation exercises (seniors). In addition, students not following school rules may be suspended from participation in or attendance at extra-curricular activities involving SAHS, whether at Southern or another school.

- No bandanas will be allowed on campus (worn or carried) during the school day. Headgear (this includes hats, headbands, scarves, etc.) is meant for outside and should not be worn indoors. The item may be confiscated and kept in the office where it may be picked up by the student after school.
- No clothing may be worn with suggestive or questionable language, gestures, innuendos or drawings.
- No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.
- Pants must be worn at the waist. Sagging pants/shorts will not be permitted. A belt is required if pants do not remain at the waist.
- Shorts, skirts, and dresses must be no shorter than four inches (4") above the knee.
- Students will not be allowed to wear sleeveless shirts, unless the shoulder coverings are at least two inches (2") wide. Tops with spaghetti straps, large sleeve openings, or halter tops **will not** be permitted.
- Clothing must not reveal midriff, backs, cleavage, or chest/torso area. Shirts and blouses must cover the waist and go past the waistline.
- Excessively tight clothing is not permitted. Leggings or tights by themselves are NOT acceptable as pants at any time for any reason (i.e. no leggings without a top that extends to at least fingertip length).
- Clothing advertising alcohol and/or drug paraphernalia/slogans **will not** be permitted.
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups will not be permitted. Wallets with chains are not permitted.
- Clothing must be worn appropriately (no unfastened bib overalls, and belts must be buckled and worn at the waistline).

Students may not wear or display any clothing, jewelry, emblems, badges, symbols, signs, tattoos, or other items that shows affiliation in any gang or that promotes gang affiliation. Violations of this rule will result in ISS and/or OSS.

This listing of inappropriate attire is not inclusive but attempts to specify types of attire that are unacceptable at school and school functions. Other inappropriate attire, including accessories, shall be dealt with on a case-by-case basis by school administrators. Students should also refer to the section entitled "Articles Prohibited on Campus" where related attire items are addressed. The school will not attempt to control hair styles, but it will NOT allow students to present themselves with styles that impede the instructional process. Specifically, the school's mission of providing instruction cannot be and will not be interrupted by this or any other such influences.

contacting the extracurricular sponsor or coach, the guidance office, or the school's administrative office.

PRESCRIPTION AND NON-PRESCRIPTION DRUGS: The usage of both prescription and non-prescription (over-the-counter) medicines will require a written authorization signed by the parent/guardian and a licensed medical practitioner. The following procedures apply:

- Parents may elect to come to school and administer either prescription or non-prescription medications.
- In order for school personnel to administer medications, a "medication form" must be obtained from the office. This particular form must be completed and signed by the authorized prescriber for both prescription and over-the-counter drugs. The parent or guardian must also sign the form.
- Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the prescriber's written instruction.
- School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the authorized prescriber.

NOTE: Some medications such as inhalers or emergency injections can be self-administered and kept by the student with written medical provider permission; this written permission must be filed in the main office and with the school's nurse.

CHEATING: If a teacher has evidence of cheating, the student may receive a "0" (zero) for that work. If a group of persons is found cheating, all of the persons will receive the above punishment. Cheating is defined as "giving and receiving assistance with academic work (homework papers, reports, term papers, tests, etc.) when doing so is counter to the wishes and directions of the teacher." Therefore, a student who has conscientiously completed an assigned academic task and turns that work over to another student to copy is as guilty as the person who copied. Cheating may be determined by actual observation by the teacher or reporting by other students. Cheating and plagiarism are serious offenses and will result in disciplinary action. THE ADMINISTRATIVE STAFF PLEDGES TO SUPPORT TEACHERS IN ENFORCING RULES AGAINST CHEATING.

DRESS CODE: It is expected that students at Southern Alamance High School will come to school clean and wearing clothes that are clean, appropriate, not disruptive, or obscene. Please note the expectations listed below for student attire at SAHS. SAHS administration reserves the right to impose additional dress code requirements as needed.

BEVERAGES AND CONTAINERS: Students are not to bring beverages (other than water) to school. The cups, cans, cartons, and bottles have proven to be a sanitation and litter problem. Students have the opportunity to purchase beverages at breakfast, lunch, and after school. Students may not consume or openly display drinks (other than water) while on campus.

USE OF PARKING LOT AND PROCEDURES FOR VEHICLES ON CAMPUS: Students are required to use the school parking lot in a safe and responsible manner. The following guidelines must be strictly adhered to in order to maintain parking privileges:

- Permits issued by the school must be properly displayed on all vehicles parked on the school grounds. The cost for a parking permit is \$30.00 for the 2015-2016 school year.
- **Students are to park their vehicles upon arrival to school, and all passengers and drivers are to leave the parking lot immediately and proceed directly to the main campus.**
- Students are not allowed to be in the parking lots during the school day without written permission from the principal or assistant principals.
- The purchase of a permit is for the opportunity to use a parking space. Vehicles must be parked properly within the existing lines established as parking spaces.
- Neither driveways, access roads, nor other vehicles can ever be blocked or obstructed in any way.
- The school does not provide liability for vehicles parked in the school lots or for vehicle contents.
- **Violations will result in a \$10 ticket or loss of parking permit.**

Parking applications are made available during the beginning of each year, starting with seniors.

OFF-LIMITS AREAS: No student is to be in the following areas unless he/she is under the direct supervision of a teacher or employee of Southern Alamance High School or has written permission from the principal or assistant principals:

- bus, student, and faculty parking lots
- stadium area, gymnasium, and auditorium
- wooded areas surrounding the school
- teachers' lounge and workroom
- auditorium, gym lobby, classroom buildings or cafeteria after 3:30 PM
- anywhere on campus during instructional time without an appropriately signed hall pass

CAMPUS CRIME STOPPERS PROGRAM: Students are strongly encouraged to participate in this program that is sponsored in conjunction with the Alamance County law enforcement agencies and through the School Resource Officer program. Students who report crimes on an anonymous basis may be paid a cash reward for the arrest and conviction of persons engaging in campus-related crimes. The School Resource Officer will inform students about specific procedures to be followed at the beginning of each school year.

SCHOOL BUSES: Riding the school bus is a privilege extended to school-age children by the North Carolina Legislature. The school system is not required to provide students with transportation to or from school. Since riding the bus is a privilege and not a right, it can be taken away from any student who does not abide by the rules and regulations. All school bus rides are considered in effect from the time a student gets on the bus in the morning until he/she gets off the bus in the afternoon. The bus driver is a designated representative of the Alamance-Burlington Board of Education and is in charge of the bus at all times. All students are to follow the directions of the drivers, and students are responsible for their own conduct at all times. All students must have prior approval from an administrator in order to ride a different bus. All requests must be turned in by written form by the parent/guardian and submitted ahead of time for approval by an administrator. Students are to follow Alamance-Burlington Board of Education policy regarding the duties and responsibilities of school bus passengers as cited below. Students shall be in jeopardy of being either temporarily or permanently suspended from school transportation services and/or from school if the following occur:

- Delaying any bus schedule
- Fighting, smoking, using profanity, or refusing to obey a driver's instructions
- Tampering with or willfully damaging any school vehicle
- Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle
- Getting off at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing upon a school bus
- Violating any other rule of the Code of Student Conduct as established by the Alamance-Burlington Board of Education while on the school bus or other school vehicle
- POSSESSION OR CONSUMPTION OF FOOD, DRINK OR CHEWING GUM

This list of infractions may not represent all forms of misbehavior that may occur on a bus. It should be fully understood by all students and parents that if infractions occur at any time, the student may be suspended from riding the bus. Notification will be sent to parents if such action is taken.

NON-DISCRIMINATION IN ENROLLMENT: It is the ongoing policy of Southern Alamance High School to practice non-discriminatory procedures in registering and/or enrolling students in classes. All courses are open to every student without regard to their sex, race, color, religion, national origin, or handicapping condition. Where instructionally appropriate, prerequisite courses must be completed prior to registering for any successive levels of a course beyond Level I (ex. Spanish I before Spanish II, III). It is also the policy of Southern Alamance High School and the Alamance-Burlington Board of Education to allow pregnant students to attend school so long as they continue to meet all regulations and standards required of all students.

INSUBORDINATION/IMPUDENCE TO SCHOOL AUTHORITY: All students are required to obey instructions from teachers, administrators, and other school staff members while on the SAHS campus and while attending any school-sponsored activities. **Failure to do so will result in severe disciplinary action, including short term and/or long term suspension from school.**

PROFANITY AND OBSCENITY: No student may use profane words or obscene gestures at any time while on Southern Alamance High School campus or during any school function or school sponsored activity. This ruling includes casual conversations or those made in anger. Students violating this rule may be subject to suspension.

TOBACCO USE: Students are prohibited from the use and/or possession of tobacco products and shall not possess, smoke, dip, chew or otherwise use any tobacco products or related items (i.e. electronic cigarettes) at any time while a student is at school, in any school building, and any school premises, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel maintaining order and discipline and protecting safety and welfare of students and staff. Students who repeatedly violate this rule may be suspended for up to ten days to the rest of the year.

DRUGS AND ALCOHOLIC BEVERAGES: No student shall possess, use, distribute, sell, possess with the intent to distribute or sell or conspire or attempt to distribute or sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemical or products with the intent of bringing out a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. Please refer to the Alamance-Burlington Code of Conduct.

RANDOM DRUG TESTING OF HIGH SCHOOL STUDENTS: To improve the health and safety of students and to prevent and deter illegal drug use by students, the Alamance-Burlington Board of Education has approved a policy for the random drug testing of high school students who participate in extracurricular activities and for high school students whose parent or guardian wish for their child to voluntarily participate in the drug testing program. All high school students who plan to participate in an extracurricular activity or who currently participate in an extracurricular activity, including school-sponsored and student-initiated clubs; or any student whose parent voluntarily enrolls his/her child in the random drug testing program must sign the drug testing consent form before they can participate in the extracurricular activity. Please refer to the Alamance-Burlington Schools Student Code of Conduct for specifics regarding the Random Drug Testing for Extracurricular Activities policy. Consent forms may be obtained by

- Occurrence is reported to the principal, assistant principals, or school resource officer.
- Principal or designee completes a thorough investigation, including witnesses where applicable, and determines the parties or party in violation of the current school board policy.
- An effort to contact the parent(s)/guardian(s) of the student(s) involved will be made, and any specific punitive action taken against such students will be communicated.
- Students participating in fights, assaults, or affrays will be charged or petitioned to Juvenile Court by the School Resource Officer.

ADDITIONAL INAPPROPRIATE PHYSICAL CONTACT: School is not an appropriate place for overly affectionate physical displays (including kissing and close bodily contact). Students should keep their hands to themselves regardless of whether physical contact is intended in jest or affection. Students who repeatedly fail to comply with this regulation shall be suspended.

SKIPPING CLASS: Students who are on campus but do not report to class and have not checked out through the office are said to be “skipping” class. Skipping results in an unexcused absence as well as disciplinary action being taken. No student may report to In-School Suspension without an administrative referral or acknowledgement.

CLASSROOM/SCHOOL DISRUPTIONS: A classroom disruption is defined as any behavior that obstructs or interferes with the normal operation of the classroom. It is understood that teachers have the authority and responsibility to use reasonable methods to maintain classroom control. Each teacher has classroom rules which students are expected to follow. In addition, any action that disrupts any normal school function, process, or activity is strictly prohibited.

MATERIALS FOR CLASS: Teachers cannot be expected to constantly deal with the disruptive influence of students who do not bring books, pencils, and paper to class. Students are expected to come to class prepared to work each day.

BULLYING, HAZING OR COMMUNICATING THREATS: Signs or acts which would constitute a threat of force or violence, or which are abusive to another individual are unacceptable behaviors on the SAHS campus or at SAHS activities. Students who threaten others shall be subject to out-of-school suspension. Students who bully or intimidate other students are subject to punishment as described in the SAHS Disciplinary Procedures.

GAMBLING: It is illegal to play games of chance for money both in the State of North Carolina and at Southern High. Students are not allowed to have playing cards or electronic gambling type games at SAHS.

SCHOOL CALENDAR: The school calendar is adopted by the Board of Education in the spring for the up-coming school year. Since the Board has no way of predicting weather, mechanical failures, major epidemics of sickness, etc., the school calendar is subject to change after the school year begins. Parents and students should be ever mindful of this fact when making vacation plans during the school year. The school system realizes that reservations, airline tickets, and other arrangements must be made in advance, but it must reserve the right to change the school calendar whenever necessary to protect the integrity of the 180 day school year. The 180 day school year is mandated by the general statutes of North Carolina.

SECTION 504: Section 504 of the Rehabilitation Act of 1973 Federal Legislation and Alamance-Burlington School's Board Policy mandate that every student requires a free and appropriate education. Some students may have physical or mental handicapping conditions that substantially limit their ability to learn and participate in school activities. If a student or parent believes the student has such a handicapping condition, the student's principal should be contacted. Further assistance can be obtained from the Director of Student Services on 1712 Vaughn Road, Burlington.



ACADEMIC RECOGNITION/HONOR ROLL: Recognition of students who perform well in the classroom is of primary importance at Southern Alamance. These students are given special consideration in the following ways when specified requirements have been met:

- Honor rolls will be published by ABSS
- Academic awards presented on Awards Day
- Membership awarded in the National Honor Society
- Participation in graduation activities for the top ten seniors
- Honor cords awarded to seniors with GPA of 4.0 or higher
- Junior Marshals (top twenty juniors) named and recognized; participation in special programs and graduation activities
- Recognition for achieving Principal’s List and Principal’s List with Distinction

Students achieving no grade lower than 90 are placed on the "A" honor roll; those who attain no grade lower than 80 are placed on the "B" honor roll. Honor rolls are calculated using un-weighted grades for each nine-week period. Weight is added to courses only at the end of each semester.

GRADUATION REQUIREMENTS: Students in the Alamance-Burlington School System are required to earn at least twenty-eight (28) units in order to graduate, depending on the date of entry into high school. A passing final grade in an approved high school course equals one unit. The following specific minimum requirements are required by ABSS and the State Board policy for a student to graduate from Southern Alamance High School. Students who transfer in from

another school are subject to the rule stated above. For students entering high school for the first time in 2009-2010 or after, graduation requirements are noted below. A second option is available for students with certain disabilities and would be determined by the student's Individualized Education Plan (IEP). Students must meet the requirements of their chosen course of study in order to receive a high school diploma; needed credits are as follows:

<u>Entered HS before 7/12</u>	<u>Entered HS before 7/13</u>	<u>Entered HS 7/13 or after</u>
4 English	4 English	4 English
4 Mathematics	4 Mathematics	4 Mathematics
3 Social Studies	4 Social Studies	4 Social Studies
3 Science	3 Science	3 Science
1 Health/PE	1 Health/PE	1 Health/PE
9 Electives	9 Electives	12 Electives
<hr/>	<hr/>	<hr/>
24 total credits	25 total credits	28 total credits

*Students should consult the ABSS High School Planning Guide and a guidance counselor for specific course requirements in these areas.

Guidance counselors regularly review transcripts and assist students with the designation of a course of study and making choices regarding course selections for graduation. If you have questions regarding graduation process or requirements, please make an appointment with our guidance department (570-6401).

NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM: The North Carolina Academic Scholars Program is designed to provide the student with a comprehensive and challenging course of study to better prepare him/her for the future. The student who completes this curriculum will be named a "North Carolina Academic Scholar," and such status will be noted on diplomas and in the graduation program. Information regarding these requirements is available online at <http://www.ncpublicschools.org/curriculum/scholars>. In addition to meeting these course requirements, students must have achieved an overall four-year un-weighted grade point average of 3.50.

COLLEGE ADMISSION STANDARDS: Admission standards vary greatly depending upon the college or university. There are five very important factors that determine admission or rejection to a majority of institutions of higher learning. These factors are as follows: scores on the SAT/ACT, rank in class, grade point average, course selection, and extracurricular activities.

school as we continue to strive to maintain a safe, orderly environment. Violations of North Carolina Criminal Statutes will not be tolerated at Southern Alamance High School and will be dealt with severely.

For a more complete and official description, refer to the Alamance Burlington School System STUDENT CODE OF CONDUCT, distributed to all students at the beginning of each school year. School-based administrators reserve the right to handle any incident that is not covered or mentioned in this handbook in a timely and appropriate manner. They are granted the authority to exercise good judgment and apply a greater or lesser consequence than those stated. *(The information contained in the handbook is a guide and is not meant to be inclusive.)*

THE ALAMANCE-BURLINGTON CODE OF STUDENT CONDUCT DOCUMENT: The Alamance-Burlington Code of Student Conduct is distributed to students along with the rules and regulations of Southern Alamance High School. The Alamance-Burlington Code of Student Conduct addresses the conduct of all Alamance County students in a general manner. The Southern Alamance High School code of conduct is stated in the context of this handbook and defines behavioral expectations more specifically for its particular students. Both codes are to be followed and adhered to at all times...

2015-2016 SAHS RULES & REGULATIONS

WEAPONS: In accordance with the Student Code of Conduct, no student shall possess, display, fire, use, or threaten use of firearms, explosives, knives, or other weapons or possess, conceal, or transport any object that can reasonably be considered or believed to be a weapon, even if the object is dysfunctional as a weapon. This rule is effective at all times on all school property and at any school-sponsored activity. Violations of this rule may result in a recommendation to the Superintendent for Long-Term Suspension. Additionally, in accordance with public law, a recommendation can be made for either a 365 day suspension and/or expulsion. Students should be mindful that North Carolina's General Statute 14-269.7 specifies that a person less than 10 years of age in possession of a handgun is in violation of the law. Additionally, G.S. 14-269.2 makes possession of weapons on educational property a Class I felony. This rule regarding weapons does not apply to normal school supplies such as pencils or compasses; however, if items such as pencils or compasses (or any other objects not ordinarily used as weapons) are used as weapons, the person found guilty of such use will be subject to the above penalties.

FIGHTS/ASSAULTS/AFFRAYS ON SCHOOL CAMPUSES AND AT SCHOOL FUNCTIONS: In the unfortunate event that students choose to engage and/or participate in a fight, an assault, or an affray on the Southern Alamance High School campus or at other school functions, whether on the SAHS campus or at another school, the following procedures will be used:

TORNADO DRILL: In the event that a tornado warning has been issued, or an approaching tornado has been sighted and verified, the tornado drill will be signaled by a siren type horn. Students will proceed to their designated area (along an interior wall) and assume a crouched position. The face should be in the lap and the head and face covered with hands and arms. Students practice this position and are notified of the designated areas several times during the year.

BOMB THREATS: Teachers will accompany classes to a designated site in the event of a bomb threat. Students should depart from classrooms and buildings in an orderly manner when directions are given. Students will not be allowed to leave the campus for any reason during this procedure. Every effort will be made to secure classroom buildings in a minimal amount of time so that instruction can resume as soon as possible.

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PREFACE TO DISCIPLINE: One of the most important lessons an educational institution can teach is discipline. While discipline does not appear as a subject, it underlies the entire educational structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to conducting oneself properly, accepting responsibility for one's actions and giving proper consideration for other people. It should be understood that school authorities have full jurisdiction over Southern Alamance High School students during school-sponsored events, whether on campus, off campus, or at another school. In addition, the state laws of North Carolina provide that principals, assistant principals, teachers, student teachers, substitute teachers, and teacher assistants in the public schools may use force in the exercise of lawful authority to restrain or correct pupils and maintain order (G.S. 115C-390). The primary purpose of discipline within the school, then, is to provide a framework that directs students' actions and attitudes toward the successful completion of the educational goal of learning.

All disciplinary consequences and actions are based on the 2015-2016 Alamance-Burlington School System Code of Student Conduct. Disciplinary incidents are classified by levels according to the seriousness of the offense and the resulting actions. Administrators will investigate all reports of student disciplinary incidents and take action after completion of the investigation as outlined in the Alamance-Burlington School System Student Conduct Procedures 2015-2016. This year, detention, withdrawal of extra-curricular privileges, assignment to In School Suspension and Out of School Suspension will be utilized as disciplinary consequences. Guidance referrals, student assistance team referrals, behavior contracts, parent conferences, and positive student recognition for effort, improvement, and success will be utilized to reinforce appropriate behaviors, reward students for a job well done, and support those in need of improvement. In all cases, a strong partnership between parents and the school and consistent communication regarding student progress is important to improved discipline at our

MINIMUM ADMISSIONS REQUIREMENTS AT THE 16 INSTITUTIONS OF THE UNC SYSTEM: Students are encouraged to review the UNC System Minimum Requirement Standards as printed in the ABSS Career Guide. Admission standards vary from institution to institution. Please consult with your guidance counselor for more information.

PROMOTION POLICY: High school students shall be promoted from grade to grade by attaining credits that are earned through successful completion of specific courses. Promotion Standards are as follows:

- To be promoted from grade 9 to 10: a minimum of six (6) credits.
- To be promoted from grade 10 to 11: a minimum of twelve (12) credits.
- To be promoted from grade 11 to 12: a minimum of twenty (20) credits.

EXAMINATIONS: The Alamance-Burlington School System's exam policy states that all students shall take final examinations. Seniors who are eligible to graduate may be exempt from final examinations in classes where they have maintained an "A" average for both the first nine-week grading period and who are holding an A average in the second nine-week grading period prior to exams the start of exams. Seniors may not exempt state End-of-Course (EOC), Career-Technical Education (CTE) or North Carolina Final Exams (NC Final) testing requirements.

State end-of-course examinations shall be scheduled during the regular examination period and shall count as the final examination. Final examinations count **20% of the year averages of all courses**. Students must have a passing overall grade in the course once the exam grade is averaged in to the teacher standard (80% of the course) to receive course credit.

GRADING SYSTEM AND REPORTS: The school year is divided into four (4) grading periods of nine weeks each. Report cards are issued approximately one week after the end of the grading period. Following is the tentative schedule and method for report card distribution at Southern Alamance High.

October 30, 2015	Report Cards Sent Home with Students
January 22, 2016	Report Cards Sent Home with Students
April 8, 2016	Report Cards Sent Home with Students
June 20, 2016	Report Cards Mailed to Students

We believe that parental contact is extremely important at Southern Alamance High School. Appointments with teachers may be scheduled through the guidance office, administration or with individual teachers. We also encourage parents to contact teachers by phone or e-mail. The SAHS website is also a helpful resource, including individual staff web pages. The following system is used when reporting grades:

- A.....Excellent (90-100)
- B.....Above Average (80-89)
- C.....Average (70-79)
- D.....Below Average (60-69)
- F.....Failing (Below 60)
- INC.....Incomplete; this will change to F if not made up after a designated time period of five (5) days or by contracted arrangement with the teacher

PROGRESS REPORTS: Teachers will distribute progress reports to every student at the end of the third and sixth week of each grading period at SAHS. Teachers will distribute progress reports on or around **September 14, October 5, November 17, and December 11** during the fall semester. Teachers will distribute progress reports **February 9, March 2, April 22, and May 16** during the spring semester. Grades are also available on-line via the SAHS website and Power School.

TUTORING: Students who find themselves in need of special help with a course during any part of the school year may receive help from their teachers or other staff within the department. Please refer to the SAHS website for individual teacher’s tutoring days/times.

TRANSCRIPTS: High Schools (grades 9-12) are required to use the North Carolina Grading and weighting Standards. The quality point scale used by the Alamance-Burlington Schools will be as follows: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = no quality points. Two (2) transcripts shall be provided at no cost to colleges of a student's choice. Additional transcripts may be obtained at a cost of \$3.00 each from the guidance department.

STUDENT SERVICES: The purpose of the counseling services in our guidance department is to lend assistance to students and parents in making important decisions which will affect the students throughout their lives. Social, educational, vocational, and personal development counseling is available in the Guidance Department from 7:30 AM until 4:00 PM each school day. Conferences with students receive top priority and may be scheduled whenever necessary. All emergency appointments may take place as needed. Counselors serve students in the following ways:

- Helping students improve study habits
- Planning student class schedules
- Providing college applications, scholarship information, and assisting with applications
- Providing vocational awareness opportunities
- Providing confidential counseling services with regard to personal problems

Any information exchanged between the school counselors and the student remains confidential; except in situations requiring immediate intervention.

Students with dentist, doctor, court, administration or guidance notes will be admitted to class late and noted as excused tardies without penalty.

UNEXCUSED TARDY TO CLASS: THIS OFFENSE IS DEFINED AS A STUDENT WHO IS PRESENT ON CAMPUS BUT IS NOT IN THE CLASSROOM WHEN THE TARDY BELL RINGS. Simply put, the student was late to class without just reason or cause. Consequences will be assigned by warning/parent phone call, detention and in-school suspension. Students who are habitually late to school without a valid reason shall be subject to the same consequences as stated above in “Unexcused Tardies to Class”. Disciplinary actions and parental contact shall be handled by teachers and/or administration. **Parking privileges may be revoked for students who are repeatedly late to school.**

ATTENDANCE AWARD: This award will be presented to students who are present 180 days. “A student must be present at least one-half of the school instructional day in order to be recorded present for that day.” ([NCDPI SCHOOL ATTENDANCE AND ACCOUNTABILITY POLICY MANUAL](#))

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EMERGENCY DRILLS: In order to prepare for the possibility of an emergency, we will conduct emergency drills periodically. The following information is provided for students and parents related to each drill. Students are expected to cooperate and follow the instructions of the adult they are assigned to at the time of the drill. If a drill is broadcast during a time that a student is not under the direct supervision of an adult, they should proceed promptly to the nearest area where an adult is present.

FIRE DRILL: A fire drill is signaled by broken blasts of the fire horn. Students leave the classroom under the direction of the teacher and in single file line. A map is posted in each room showing the designated class route and area students should move to with the teacher. Teachers discuss the route with students during the first three days of school. Once outside, students should await instructions quietly. Under no circumstances should a student re-enter the building once a fire drill is in progress. If it becomes necessary to evacuate our campus in the event an actual fire or other emergency occurs, our students will be transported to several off campus sites.

SEVERE WEATHER/STAY PUT DRILL: A severe weather or stay put drill is signaled by an announcement from the principal or assistant principal. Students should move away from windows, away from electrical appliances, and await further instructions. If the STAY PUT drill is in effect, lights will be cut off and teachers will lock doors and close blinds. Students should remain quiet and await further instructions. Teachers will instruct students as to specifics in the particular classroom.

STUDENTS WHO NEED TO LEAVE SCHOOL BECAUSE OF ILLNESS MUST HAVE THE OFFICE OR A SCHOOL ADMINISTRATOR TO CALL A PARENT BEFORE THE STUDENT MAY SIGN OUT AND LEAVE.

ATTENDANCE POLICY/PROCEDURES: The Alamance-Burlington School Board has adopted the following policy/procedures regarding high school attendance, beginning with 2009-2010:

- Any student who misses **more than ten (10) days in a semester (unexcused)** shall not receive credit for the course unless it is recommended upon review by the Student Services Team (SST). If the SST determines that **unexcused** absences were excessive, and that the student did not adhere to any previously stipulated plans established during the 6-day and/or 10-day conferences, then the student receives a grade of “F” and no credit for the course.
- Attendance letters are generated upon unexcused absences at three (3), six (6), and ten (10) days for students under age 16. By law, the parent shall be notified after the student has accumulated three (3) **unexcused** absences in a year, and a referral is made to the SST.
- After not more than six (6) **unexcused** absences the parent shall be notified that he/she may be “in violation of the Compulsory attendance Law and may be subject to prosecution under the established attendance policies of the state and local boards of education.” Additionally, the Dropout Prevention Counselor shall establish a conference with the parent and student to review the attendance record and establish a plan for improved attendance.
- After ten (10) accumulated **unexcused** absences, the principal “shall review any report, or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, custodian to determine whether proper parental notification and involvement has occurred and that the parent has made a good faith effort to comply with the law.” This review shall occur in conjunction with the Dropout Prevention Counselor/SST review and parent/student conference after ten unexcused absences. The SST shall also determine if course credit is to be denied or awarded.

For the purpose of this policy, being out of class as a result of participation in field trips, athletics, or other school-sponsored activities approved by the principal does not count.

TARDY POLICY: The purpose of the tardy policy is to encourage promptness to class and to eliminate unnecessary disruptions of the instructional process. Students who consistently fail to arrive in classes on time will be considered as disciplinary problems and will be handled through appropriate disciplinary procedures. A class tardy refers to a student not being inside the classroom when the tardy bell stops ringing. Tardies are classified as either excused or unexcused. The following circumstances/reasons are considered to be EXCUSED TARDIES to school/class:

- late bus
- administrative/guidance proceedings
- doctor/dentist appointments or court appearances (Student must present official documentation from these agencies to be classified as an excused tardy.)

SCHEDULE CHANGES/REGULATIONS GOVERNING SCHEDULE CHANGES: Student schedules should be complete and accurate upon the first day of school. Students were given the opportunity on schedule verification forms before the end of 2015-16 School Year to make necessary changes before school began. In many cases, school counselors have resolved schedule conflicts. Based on student's academic performance during the first ten days of school, some schedule changes may be necessary when, in the opinion of the teacher, principal, and parent, a student will be more successful in a different level of the course. **NO SCHEDULE CHANGES CAN BE MADE AFTER THE 10TH DAY OF SCHOOL. ANY CLASS CHANGES DURING THE FIRST TEN DAYS OF SCHOOL WILL BE MADE ONLY IN CASES AS OUTLINED ABOVE.**

VALEDICTORIAN/SALUTATORIAN SELECTION: The student earning the highest cumulative weighted grade point average in the graduating class each year shall be named as Valedictorian. Beginning with the graduating class of 2012, this determination shall be made during the senior year at the end of the final grading period for the year. The student earning the second highest cumulative weighted grade point average in the graduating class each year shall be named as Salutarian. The determination shall be made during the senior year at the end of the final grading period for the year. In case of identical weighted grade point averages, the principal shall name co-valedictorians or co-salutatorians. If co-valedictorians occur, no salutarian will be declared. If co-salutatorians are named, there will be one valedictorian and co-salutatorians. Students who graduate in less than four years are not eligible for this special academic recognition. In order to be considered for valedictorian or salutarian honors, the student shall have begun his/her senior year at the high school granting the diploma.

WEIGHTED GRADES/CLASS RANK: It is the belief of the Alamance-Burlington Board of Education that courses offered in grades 9-12 that are recognized as advanced in subject matter and content should reflect the level (degree) of difficulty in determining class rank and academic honor eligibility. At the end of the third-nine weeks grading period, a weighted grade point average will be used to determine a student's rank within the class membership. Weight (quality points) calculated at the end of each semester is reflected in the student's transcript at the end of each year. Report cards list un-weighted grades; these un-weighted grades determine honor roll status at the end of each nine weeks. Weighted grade point averages are based on the following as of July 2015:

- Advanced/Honors/Academically Gifted Courses (provided that the standard level of the course is also offered at the high school) receive a half (0.5) quality point. This category also includes foreign languages beyond the second level, College & Career Promise courses and some Career/Technical Education courses.
- Advanced Placement (AP) Courses will receive one (1.0) quality point, whether the AP exam is taken or not.

Remedial courses, most Career/Technical Education courses, and Beginning/Intermediate level cultural arts courses are not eligible for weighting.

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ATTENDANCE: The following information serves as a general philosophy about school attendance and the particular procedures that are used at Southern Alamance High School to accurately record student attendance. Poor attendance in school has been shown to be in direct correlation to poor performance and a general lack of academic success. The school system's attendance policy is designed to recognize the necessity for good attendance, to designate actions deemed appropriate to respond to excessive absences, and to promote student success in school. It is the expectation of the faculty and administration that each student shall be in attendance every day that school is in session. Students will not be counted absent for the following reasons (however, the student will be responsible for making up missed work): a late bus, any administrative purposes and participation in school-sponsored activities

DAILY ABSENCES: When a student returns to school from either an all-day absence or class absence(s), **he/she must bring a written note from a parent/guardian which includes the student's full name, reason for absence, date(s) of absence(s), the phone number where parent/guardian may be reached, and the parent's/guardian's signature.** This note should be given to the Attendance Manager in the front office before school. She will then code the absence as either excused or unexcused and give the student an admit slip. If a student fails to bring a written excuse from his/her parent/guardian, a temporary unexcused absence will be noted. If a note is presented with a legitimate reason for absence within **two** (2) days, the absence will be changed to an excused absence. Parents/guardians are encouraged to call the office when their student is going to be absent from school. All absences are coded as unexcused until a note is presented for an excused absence. ****NOTE:** The state of North Carolina mandates that DAILY ATTENDANCE be maintained for each student. It should be noted that if a student does not report to school prior to 11:30 am, he/she is counted ABSENT for the day. Late arrivals to school are considered TARDIES under this system. When any absence occurs, whether excused or unexcused, the student is expected to obtain and make up missed work. Students shall be allowed to make up work from an excused absence without penalty within reasonable limitations.

Excused Absences: Illness or injury; quarantine; death in the immediate family; medical or dental appointments; court or administrative proceedings; religious observances; educational opportunity (principal's discretion). Students will not be excused to attend the State Fair during school hours unless they provide documentation to show their official participation in the activities of the fair. Such requests shall be made in writing to the principal prior to attending events at the State Fair. Seniors who wish to visit colleges on designated "College Days" should

be mindful that missed work must be made up within the specified limit established by the system policy. Such visits should be scheduled on either teacher workdays or Saturdays, when possible. In cases where seniors cannot schedule times listed above or when colleges or universities encourage their attendance at such functions during the regular school days, absences for this purpose will be coded as excused if students present official documentation of their attendance. Again, prior written approval must be submitted to and granted by the principal.

CLASS ABSENCES: Students should be mindful that excessive absences from class will jeopardize course completion and overall academic success. Students are required to be in school on each day that school is in session unless one of the conditions stated under "Excused" absences exists. If a student is removed from class for an appointment (doctor, dentist, etc.), the student will be counted absent if he/she misses more than ½ of the class period. (One-half of a 90 minute period = 45 minutes.)

CASES OF EXTENDED ABSENCES: Students with excessive number of absences due to medical, or other unusual hardship, may be given special consideration regarding their attendance. Students who experience such difficulties should consult with their counselor, the nurse or the social worker during the time of extended absences. Students who are suspended from school will be allowed to make up work, but it must be completed and turned in upon return. **Parents are responsible for making arrangements through the guidance office to secure make-up work. All assignments will be made available in the office; please allow teachers twenty-four hours to gather work and assignments.** Suspensions and other cases of extended absences may require the student to stay after school to make up work.

LATE ARRIVALS: Students who arrive to school late must report to the office and bring a note from a parent indicating the reason for the tardy. This note should be presented to the office when signing in. Excused tardies include: illness, appointments with doctors, dentists, and court appearances. A written note from a parent or one of these agencies is required to code the tardy as excused. The office will prepare an admit slip for tardies, and the student will use this pass to gain admission to class. Missing the school bus, oversleeping, missing a ride, and taking siblings to other schools are examples of unexcused tardies. **Parking privileges may be revoked for students who are repeatedly late to school.**

LEAVING SCHOOL EARLY: Students who need to leave school early for an appointment or any other reason **must bring a note** to the office upon arriving at school. The note must state the student's full name, reason for leaving, time of departure, parent's signature, and phone number where the parent may be contacted. The office will contact the parent to verify the reason. The student may then sign out at the indicated time. If parents cannot be contacted, students will not be allowed to sign out.