

Sparkman High School
Student Handbook
2017-2018



“Excellence our Tradition. Diversity our Strength.”

SPARKMAN HIGH SCHOOL
2616 JEFF ROAD
HARVEST, ALABAMA 35749
(256) 837-0331
FAX: (256) 837-7673
Established 1958

Sparkmanhigh.mcssk12.org

SPARKMAN HIGH SCHOOL

MADISON COUNTY SCHOOLS

The Madison County School District does not discriminate in admission, treatment, or access to programs or activities on the basis of race, age, ethnicity, color, disability, creed, sex, religious belief, national origin, immigrant or migrant status, non-English speaking ability, or homeless status.

The Title IX and ADA Compliance Officer's Contact Information

Mrs. Michelle Stovall, Coordinator of Pupil Services
1275 F Jordan Road, Building B
Huntsville, AL 35811

Telephone: 256.852.2557 extension 61715 Facsimile: 256.851.2127

Email address: mstovall@mcssk12.org

NOTE: Highlighted sections denote changes for the upcoming school year.

ADMINISTRATION

Mr. Chris Shaw, Principal
Ms. Jennifer Gray, Assistant Principal
Mr. Richard Mason, Assistant Principal
Mrs. Marcia McCants, Assistant Principal
Mrs. Tina Reid, Assistant Principal
Mr. Jason Watts, Assistant Principal

COUNSELORS

Mrs. Dedra Muhammad/A-G
/Mr. Tim Van Dorn/H-O
Mrs. Amanda Findlay/P-Z

SECRETARY

Mrs. Jeanie Collins

BOOKKEEPERS

Ms. Karen Daye
Mrs. Heidi Fowler

RECEPTIONIST

Mrs. Ashley Carter
Mrs. Beth Fiorucci

ATTENDANCE CLERKS

Mrs. Cathy Robinson
Mrs. Penny Garner

REGISTRAR

Mrs. Ana Meininger

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Sparkman High School Mission Statement

Sparkman High School will mold students with diverse learning needs into competent, productive citizens in a global society by ensuring a safe and challenging instructional environment incorporating community resources and parental support.

Motto

“Excellence our tradition, diversity our strength.”

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Sparkman High School Beliefs

Safety is at the forefront of decisions affecting students at SHS.

Parental involvement and encouragement leads to students' school success.

Academics are the primary focus of Sparkman High School.

Respect is a value that is molded by faculty, students, and staff.

Knowledge is the reward for academic success.

Multiple instructional strategies are utilized to teach academic content to students.

Achievements in all school activities are a great source of pride to the SHS community.

Needs of students, academic and social, drive the decision-making practices of SHS.

ALMA MATER

Sparkman High School, how we love thee

All through the years.

Strength and courage, truth and friendship

Cast away our fears.

To ourselves and to each other

Faithful friends we'll prove forever.

Nation wide we'll spread thy knowledge,

Alma Mater Thine.

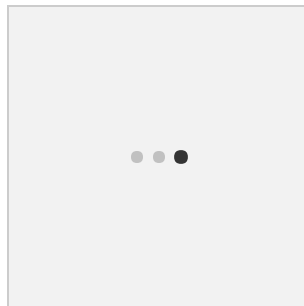
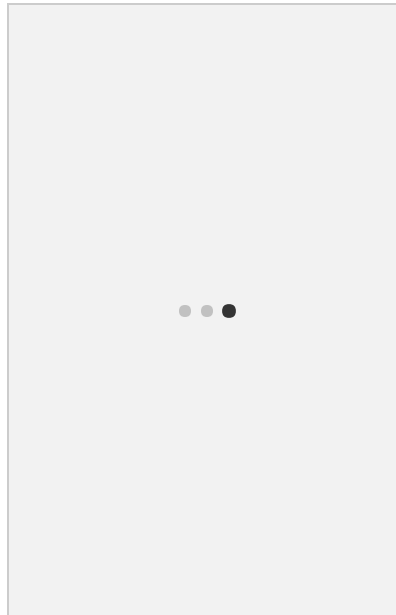
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SCHOOL COLORS

Cardinal, Black and White

SCHOOL MASCOT

Senator



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Sparkman High School

2616 Jeff Road
Harvest Alabama 35749

Dear Senator Family,

I want to officially welcome all of you to the 2017-2018 school year! Summer has come and gone and we must move forward with many exciting changes to follow.

I am privileged to serve as your Principal, and I feel honored to work with our highly qualified and dedicated staff, our wonderful students, and all of our supportive parents. The high school years are a critical time of development for students and their families as they prepare for the real world. I look forward to working with all of you to make this school year successful.

As you may know, we have many new faces on our campus. I hope that you will help me welcome them and that you enjoy working with them to move the school to even higher heights! I encourage everyone to participate in our wonderful academic and extracurricular programs offered on campus! I urge you to visit our school website throughout the year for updates and exciting news about our great students! GO Senators!

Sincerely,

Chris Shaw
Principal
Sparkman High School

At Sparkman High School "We Believe"

We Believe we will be successful

We Believe all of our students will achieve

We Believe we will excel in the 3 A's (Academics, Arts and Athletics)

We Believe we can be the best school in not only in Madison County, but also the state of Alabama.

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Sparkman High School Behavioral Expectation

Four Things ... We Insist of Students!
As a School Wide

BEHAVIORAL EXPECTATION

“Be On Time”

“Be Prepared”

“Be Responsible”

“Be Respectful”



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STAYING INFORMED.

Sparkman High School takes pride in our interactive school website. We highly encourage parents to utilize our web page on a regular basis for the tools they need to further their child's education.

- **Sparkman High School Website** www.sparkmanhigh.mcask12.org
- **Twitter**
 - @SparkmanPTO (official Sparkman HS)
 - @MadCoSchool (district)
 - @SparkmanAD (Sparkman Athletics)
- Madison County is www.mcask12.org

Some of the most popular tools to assist parents consist of:

- **SHS School Calendar**
- **INOW Home (Web-based Classroom Information)**
Parents must obtain password from school to access attendance records and grades for their student
- **SHS Parent/Student Resources Page**
- **SHS Listserv (Web-based Parent Information)**
- **MySchoolFees**

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Sparkman High School Bell Schedule

REGULAR BELL SCHEDULE

1st BLOCK	8:30-9:59
2nd BLOCK	10:04-11:31
3rd BLOCK	11:36-1:58
4th BLOCK	2:03-3:30

ACTIVITY BELL SCHEDULE

1st BLOCK	8:30-9:43
ACTIVITY	9:48-10:28
2nd BLOCK	10:33-11:45
3rd BLOCK	11:50-2:12
4th BLOCK	2:17-3:30

Bell Schedules

The bells signify the beginning and end of class periods. Students are expected to be in the classroom before the tardy bell. The door to each teacher's room will be closed when the bell rings to begin class.

Any student in the hall when the tardy bell rings without a permissible excuse is considered tardy and will be sent to a tardy station or to the Attendance Office. Tardy stations are located in Gym 2 and in the attendance office. Students will need to use their student badge or will need to manually type in their Student Identification number.

All unsupervised students must exit the building and leave campus immediately after the dismissal bell. Students not following this procedure will be subject to disciplinary action.

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FINAL EXAM SCHEDULE

Madison County Schools

2017-2018

FIRST SEMESTER EXAMS

Block scheduled semester classes will give final exams; A/B scheduled classes should offer midterm exams.

Tuesday, Dec. 12 <i>Full Day</i>	Wednesday, Dec. 13 <i>Full Day</i>	Thursday, Dec. 14 <i>Half Day</i>	Friday, Dec. 15 <i>Half Day</i>
3B and 4B Midterm Exams	1A and 2A Midterm Exams	1B and 2B Midterm Exams 1st and 2nd Final Exams <i>Students dismiss at noon.</i>	3A and 4A Midterm Exams 3rd and 4th Final Exams <i>Exams given during 1st/2nd periods.</i> <i>Students dismiss at noon</i>

SECOND SEMESTER EXAMS

Senior Exams

Tuesday, May 15 <i>Full Day</i>	Wednesday, May 16 <i>Full Day</i>	Thursday, May 17 <i>Half Day - Seniors</i>	Friday, May 18 <i>Half Day - Seniors</i>
3B and 4B Final Exams <i>Only Non-AP classes</i> <i>(AP Exams - Cal AB 8:00, Cal BC 8:00, Comp. Sci. A 12:00)</i>	1A and 2A Final Exams <i>Only Non-AP classes</i> <i>(AP Exams - Macroeconomics 12:00)</i>	1B and 2B Final Exams <i>Only Non-AP classes</i> 1st and 2nd Final Exams <i>(AP Exams - Statistics 12:00)</i> <i>Seniors dismiss after 2nd. Buses will run as normal.</i>	3A and 4A Final Exams <i>Only Non-AP classes</i> 3rd and 4th Final Exams <i>Seniors arrive after 2nd. Buses will run as normal.</i>

Grades 9 - 11 Exams

Monday, May 21 <i>Full Day</i>	Tuesday, May 22 <i>Full Day</i>	Wednesday, May 23 <i>Half Day</i>	Thursday, May 24 <i>Half Day</i>
3B and 4B Final Exams <i>Only Non-AP classes</i>	1A and 2A Final Exams <i>Only Non-AP classes</i> <i>(Graduation - SHS, HGHS)</i>	1B and 2B Final Exams <i>Only Non-AP classes</i> 1st and 2nd Final Exams <i>Students dismiss at noon.</i>	3A and 4A Final Exams <i>Only Non-AP classes</i> 3rd and 4th Final Exams <i>Exams given during 1st/2nd periods.</i> <i>Students dismiss at noon.</i>

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		(Graduation - BHS, MCHS, NHHS)	
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- Schools offering either Zero Period or a 5th Period Class should work with students to ensure no more than three final exams are administered on one day.
- On half days, schools should make arrangements with transportation dept./bus drivers. Lunch should be offered. Afternoon will be used for make-up exams, grading of exams, calculation of final grades, etc.
- On Tuesday, May 22nd, the **SHS** family will have early dismissal for all students so employees will be able to attend graduation ceremonies. A dismissal schedule will be disseminated at a later date.
- On Wednesday, May 23rd, the **BHS** family will have early dismissal for all students so employees will be able to attend graduation ceremonies. A dismissal schedule will be disseminated at a later date.

GRADUATION SCHEDULE

*Madison County Schools
Spring 2018*

Rehearsal:

Tuesday – May 22, 2018 (VBC Arena)
7:30-9:30am Sparkman

Graduation:

Tuesday – May 22, 2018 (VBC Arena)
3:00 p.m. Sparkman

AP Exam Dates

Week 1	Morning 8 a.m.	Afternoon 12 noon
Monday May 7, 2018	Chemistry Environmental Science	Psychology
Tuesday May 8, 2018	Seminar Spanish Language and Culture	Art History Physics 1: Algebra-Based
Wednesday May 9, 2018	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based
Thursday May 10, 2018	United States Government and Politics	Chinese Language and Environmental Science
Friday May 11, 2018	German Language and Culture United States History	Computer Science Principles
	Studio Art — last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.	

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Week 2	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
Monday, May 14, 2018	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 15, 2018	Calculus AB Calculus BC	French Language and Culture Computer Science A	
Wednesday, May 16, 2018	English Language and Composition	Italian Language and Culture Macroeconomics	
Thursday, May 17, 2018	Comparative Government and Politics World History	Statistics	
Friday, May 18, 2018	Human Geography Microeconomics	European History Latin	

Test	Testing Period	Days Needed for Testing
STAR	Fall—Aug 7-Aug 25, 2017 Winter—Dec 1- Dec 15, 2017 Spring—April 16 – May 4, 2018	
ACT WorkKeys Online	Dec 1- Feb 28, 2018	TBD
ACT WorkKeys Paper/Pencil	February 21, 2018 (w/accommodations Feb. 21-March 7)	1 day
Workkeys Make-Up	March 7, 2018	1 day
ACCESS for ELLs and alternative ACCESS for ELLs	January 22-March 23, 2018	2-3 days
ACT Plus Writing	March 20, 2018	1 day

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Grade 11	(w/accom April 3- 17)	
State Assessment Online (Grades 3-8 & 10)	April 9-May 4, 2018	TBD
State Assessment (Grades 3-8 & 10)	April 10-April 21, 2018	4-5 days
ACT Plus Writing Paper Makeup	April 3, 2018	1 day
ACT Plus Writing Online	April 3-12, 2018	TBD
Alabama Alternative Assessment (AAA)	March 5-April 13, 2018 (window closes at 5:00 p.m.)	<i>TBD</i> <i>*Add evidence to the</i> <i><u>Engrade</u> online</i> <i>collection system</i> <i>throughout the year</i>
<p><i>*AUGUST STAR High Schools will test all 9th & 10th grade students in August AND any PST students in the 11th and 12th grades. *DECEMBER & APRIL STAR – High Schools only have to test students who scored below 40% on the last STAR test taken (PST students).</i></p>		

Discipline

The Sparkman High School community expects mature behavior to be exhibited by all students at school and at school related functions. When students do not meet this expectation, they are subject to disciplinary actions as outlined by Madison County Board of Education policy. Parents will be notified by a discipline referral sent home with the student. Discipline may also be viewed in the parent portal of INOW. Please see the Madison County Student Code of Conduct for Violations and Consequences.

Community Service, Saturday School, and Detention

Community Service, Saturday School, or detention may be assigned as a form of discipline. Assignment to detention/campus clean up is at the discretion of the Administration.

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Alternative Academic Placement

(AAP)

Students may be assigned to Alternative Academic Placement (In-School Suspension) for violation of school rules. In AAP, students are isolated from their peers and are placed in a small group setting during the regular school day or period. Lunch may be eaten in the AAP Room. Students placed in AAP will be counted present and allowed to make up work. The number of periods/days a student is assigned to AAP is at the discretion of the administration and will be determined by the severity and frequency of student violations. Students who fail to follow the guidelines of the AAP program will receive out of school suspension. **AAP is located at S9.**

Student Conduct

Please Review the Madison County Code of Conduct **changes for 2017-2018t**

<https://d3jc3ahdjad7x7.cloudfront.net/FirF5qffkn3tgdCGfPTG18YFzQb0a52s6boxVs5Gb4mO9ET6.pdf>

1. Fighting by students is disruptive and will not be tolerated. Students involved in a fight should expect to be suspended. Students involved in creating a disturbance, which might lead to student unrest, should also expect to be suspended from school. Circumstances may necessitate involving the Madison County Sheriff's Department and the arrest of involved parties.
2. Refusal to follow a reasonable directive of a teacher, or Administrator, or staff member is insubordination; this will result in disciplinary action. The directives of a teacher, or an administrator, or a staff member are presumed to be reasonable, and the burden of proving the directive unreasonable will be that of the students.
3. Vandalism (destruction or defacement) of school property is prohibited. Any student breaking this rule will be disciplined, required to make restitution, and prosecuted, if necessary.
4. Students are not allowed to remain in cars or in the parking lot during school hours. Students are allowed to remain in their vehicles until 8:15 a.m. No one will be allowed to stand/gather in the parking lot.
5. Students are not allowed to re-enter the parking lot during school hours without authorization through Administration/Attendance Office. Students, who leave campus without authorization, will be disciplined and are subject to having driving privileges suspended or revoked.
6. Students are to conduct themselves in a respectful manner at all times.

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7. Inappropriate physical contact of another person is considered inappropriate behavior on campus or at school sponsored activities.

8. Students are not to miss/skip classes. Missing/skipping is defined as not being in a scheduled class or place during the school day without written/approved, authorization from the teacher to whom the student is assigned. A student must have a color coded SHS Hall Pass from his/her assigned teacher to be in any place, hall, etc., other than his/her scheduled location. Student must also have signed out on the designated class pass list.

9. The gym is under the supervision of physical education teachers and is to be used for classes. Students must be in their assigned area during P.E. classes. Students other than those assigned to the gym for class are not to be in the gym.

10. Threatening, intimidating or causing bodily harm to any school employee or other student is a disciplinary offense, and can result in expulsion from school.

11. Any object, which is or could be considered a weapon, will be taken from students. Further disciplinary measures, including contacting the Madison County Sheriff's Department, will be executed, if necessary.

12. Glass bottle drinks are prohibited.

13. No food or drink is allowed out in the classroom unless by orders of a prescribing physician or by the teacher. Doctor's orders should be turned in to the school nurse or the attendance office.

Electronic Communication Devices

Please see the Madison County Student Code of Conduct.

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Sparkman High School will allow students to keep electronic devices or cell phones in their locker per the Madison County Code of Conduct as well as in their purse or book bag. Students will be given the opportunity to use electronic devices or cell phones between classes and during their assigned lunch period.

Head phones, earbuds, and other listening devices not may be worn or used except in the classroom with the teacher's approval. They may be worn or used in the hallways, lunchroom, or assemblies from 8:00-3:30 as long as ONLY one ear is covered. If they are collected they will be returned only to the parent the next school day from 8:00-3:45. Parent must have photo ID and sign for the item.

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Cell phones/electronic devices will be allowed to be used in the classroom at the teacher's discretion for the purpose of instruction. Hand-held games are not allowed to be used during instructional time. In the event that a cell phone/electronic device is used without the permission of the teacher, or is used for any other reason than instruction, the cell phone/electronic device may be collected and given to administration. The cell phone/electronic device will be returned only to the parent the next school day from 8:00-3:45. Parent must have photo ID and sign for the item.

Sparkman High School, nor the Board assumes no responsibility for theft, loss, or damage to any electronic or personal/wireless communication device.

Student Dress Code

Please see the Madison County Student Code of Conduct.

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Non-Conformity to Dress Code

Any student missing class due to the above mentioned guidelines may not be allowed to go to class and will receive an unexcused absence for the time out of class due to non-conformity of dress code. An attempt will be made to contact a parent of any student in dress code violation in order to correct the dress code issue. In the event that a parent cannot be reached, the student will stay in AAP for the remainder of the school day and **may be assigned Saturday School** or additional AAP for repeated violations.

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Grading Criteria

Grading criteria will be available on the syllabus provided by each classroom teacher.

Progress reports and report cards dates:

Grading Period	4.5 Weeks Progress Report	Report Cards
Aug. 2 – Sept. 29	Aug. 31	Oct. 12
Oct. 9 – Dec. 15	Nov. 7	Jan. 9
Jan. 4 – Mar. 19	Feb. 6	Mar. 15
Mar. 12– May 24	April 19	May 31

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Grading Scale

(From Policy 7.3 in the Madison County School System's Policy Manual) Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified. 7.3.1 General Grade Scale – Grades for academic course work will be awarded according to the following scale:

Letter Grade	Numerical Grade (100 Point Scale)	Grade Point Average (4 point scale)
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	Below 60	0.00

Report Cards

High school students receive report cards for each nine-week period. The report card indicates the student's academic progress. Parents are encouraged to communicate with teachers and request conferences as needed.

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High School Promotion Requirements

High school promotion is based on the successful accumulation of Carnegie credits and completed core course work as follows:

- To be promoted from grade nine to grade ten, a student must have earned six (6) Carnegie credits.
- To be promoted from grade ten to grade eleven, a student must have earned twelve (12) Carnegie credits to include at least eight (8) credits from core courses.
- To be promoted from grade eleven to grade twelve, a student must have earned eighteen (18) Carnegie credits; however, a student may be denied senior status if it is determined that it is not possible for him/her to graduate in May of that particular school year.

Final Examinations

1. All students will take final examinations.
2. The final exam grade will count 20% of the student's final grade.

Weighting of Advanced Courses

The Advanced Placement (AP) Program offers students an opportunity to take college-level courses as part of their regular high school curriculum. A student who takes an AP course is required to take the AP exam which may result in the student receiving college credit.

The Dual Enrollment Program offers students an opportunity to take college-level courses as part of their regular high school curriculum. A student who passes these courses earns both college and high school credit.

The Honors/Pre-AP/PLTW (Project Lead the Way)/Gilder Lehrman Courses are advanced high school courses with no college credit available.

The weighting of grades is designed to encourage students to enroll in more advanced courses. The grades for approved advanced courses will be weighted as follows:

1. A student who completes an AP course and takes the AP exam for that course will have 10 points added to his or her final grade and the cumulative record. A notation is recorded on the cumulative record indicating that the grade is weighted.
2. A student who completes a Dual Enrollment course will have (10) points added to his/her final grade. (The grade on the college transcript is not weighted.) The weighted grade is recorded on the report card and the cumulative record. A notation is recorded on the cumulative record indicating that the grade is weighted.
3. A student who completes an Honors/Pre-AP/PLTW (Project Lead the Way)/Gilder Lehrman course will have (5) points added to his/her final grade. The weighted grade is recorded on the report card and

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the cumulative record. A notation is recorded on the cumulative record indicating that the grade is weighted.

4. The weighted grade is used in calculating the Grade Point Average.
5. The weighted AP grade, Dual Enrollment grade, and Honors/Pre-AP/PLTW (Project Lead the Way)/Gilder Lehrman grade are the only grades reported on the report card and the cumulative record that can exceed 100 points.

Dual Enrollment

Dual enrollment affords a student the opportunity to enroll in a postsecondary institution while attending high school for the purpose of earning credits for a high school diploma and/or a post-secondary degree. A student must meet the following requirements to be eligible to participate in the dual enrollment program:

1. A student must have written permission of the principal.
2. A student must be in grade 11 or 12, must have completed all required core courses for grades 9 and 10, and must not have failed the related content section of the AHSGE. (Exceptions may be made to enroll 10th grade students in certain Dual Enrollment courses if approved at the school and system levels.)
3. A student must have a "B" average, as defined by the local board of education policy, in completed high school courses.
4. A student who participates in the dual enrollment program may be required to pay regular tuition as required by the post-secondary institution.
5. Courses taken by dual enrollment shall be at the post-secondary/college level. Remedial post-secondary courses do not meet State requirements.
6. A student completing a post-secondary course will receive a ten (10) point weighted grade which will be recorded on the student's report card, high school official transcript, and included in the GPA calculation. Weighted AP and dual enrollment grades are the only grades that can be reported on the report card and cumulative record that exceeds 100 points.
7. To receive one credit at the high school level, a student must successfully pass ten quarter/six semester credit hours at the post-secondary level in the same or related subjects. Credit approval for particular subjects must be approved in advance of registration by the principal.

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8. A student must have written permission to drive and must provide his/her own transportation for courses offered off the high school campus during the normal school day. A student must follow all policies and procedures for driving a vehicle on campus.

Repeating Failed Courses

Students in grades 9-11 will not be allowed to take the next higher level of core courses until the previous level is passed. A student in grades 9-11 who fails a course may repeat the failed course in summer school (or recover the credit in an approved program within the Madison County School System) or during the next school year. A senior may be able to repeat a course failed during the first semester in the second semester of the senior year if it will enable the student to graduate with his/her class.

Credit Recovery

In accordance with Alabama State Department of Education guidelines, Madison County Schools offers students who have received failing grades in many core courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that targets specific knowledge and skill deficits instead of requiring the student to repeat the entire course. Such students must meet eligibility requirements to apply, and the credit recovery program is operated under board- approved and established guidelines. Instruction is delivered through computer-based instructional software and may also include targeted instruction supervised and managed by a teacher certified in secondary education. Students who complete their individualized remediation plans by demonstrating minimal proficiency in all required standards will receive a grade of 70 for the recovered course credit. For students who fail to complete the remediation plan by demonstrating minimal proficiency in all required standards, there will be no grade change and no recovered credit for the failed course.

Early Graduation

Students may graduate early from Madison County Schools by meeting all requirements for an Alabama High School Diploma as described in the Alabama Administrative Code 290-030-010-6 (11) and when the conditions listed below are met.

1. Students must submit their intent to graduate early in writing to the principal during the fall term of the eleventh grade.
2. Students who plan to graduate early must follow course sequence/prerequisites.
3. Students who plan to graduate early will not be given preferential treatment in registration and course selection.
4. Students who plan to accelerate their program of studies for the purpose of early graduation may do so if space is available in classes after grade level students have completed registration.

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5. Students who complete graduation requirements early will not be permitted to remain at school during the regular school day. However, they may return to school for senior activities and after school activities provided they remain in good standing with the school and follow the □local school procedures for returning to the campus.

6. A student must be a full time student to be eligible to participate in extracurricular activities.
□Therefore, a student who graduates early will not be eligible for extracurricular activities.

7. Students who complete graduation requirements early will receive their diploma at the □regularly scheduled graduation ceremony.

Early Graduation is contingent on final course grades and obtaining the necessary verified credits. Students may accelerate their program of studies, with approval from the school, by enrolling in summer school and/or dual enrollment at a postsecondary institution. Early graduates are withdrawn from the school database and records will include a graduation date consistent with the last day of the semester in which final graduation requirements were met. Students considering Early Graduation should verify with their insurance provider concerning a change in coverage, and students who are 18 years old or older may lose social security benefits if not in school on a full-time basis.

Early Release Program

A student may be released from school during the school day and participate in the Early Release Program if he/she meets the following guidelines:

1. The student must be in an approved Technical Education Training Program or a Marketing Education CO-OP Program; *OR*
2. The student must be enrolled in the Dual Enrollment Program and his/her college course must be taken on the college campus during the hours of 8:00 A.M. to 6:00 P.M.
3. Prior to approval, a review of the student's transcript must be conducted with the student and parent(s)/guardian(s) by Principal/Counselor.
4. The parent(s)/guardian(s) and Principal must sign the early release form.

Senior Exploratory Enrichment (S.E.E. Program)

To be eligible for the S.E.E. Program, students must meet the following requirements: -A Senior in his/her last semester of attendance. □-Enrolled in a minimum of two (2) classes. □-Obtained 22 of the required 24 Carnegie Units.

-Dual enrolled in college or seeking enrollment.

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-Approved by the administration through a records check at least twice during the term.

* If a student fails to meet either of the above requirements the student will be removed for S.E.E. and placed in a PE class.

Students approved to participate in the S.E.E. Program are to sign out and be released from school, after the completion of their scheduled classes. If they return to campus for any reason, they must follow normal sign-in procedures and policies. Students and parents will be held responsible for obtaining any senior information or correspondence that might be distributed during the school day.

Online Courses

The only online courses accepted for Carnegie credit in the Madison County School System are ACCESS courses. (Information about ACCESS courses is available at each high school.) These courses are taken under the supervision of a facilitator at the base school; however, the teacher of record who is certified/highly-qualified in the particular subject area is provided through the ACCESS program. If a student is allowed to take a course through ACCESS even when the class is available to him/her at the base school, the student will be responsible for any costs associated with the ACCESS course.

NCAA Requirements for College Athletics

Some of the courses taught in Madison County schools may not meet the NCAA eligibility requirements. It is the student's responsibility to make sure the NCAA Initial-Eligibility Clearinghouse has the documents to certify eligibility. For further information and NCAA forms, students are encouraged to talk with their coaches and counselors.

Madison County High Schools and the Career Technical Center FEE SCHEDULE

No fees can be charged for courses required for graduation. Students that qualify for the free/reduced lunch program may apply to have fees waived. Waiver forms are available in each high school office. Fee due dates are determined by the local school. (Contact your local school or the Career Technical Center for the exact dates).

(See page 73 for Fee Schedule for Career Technical Courses)

Visual Arts Courses	\$25.00 per course
Instrumental/Band Courses	\$50.00 per course
Computer Science Courses	\$20.00 per course
Vocal Courses	\$25.00 per course

NOTE: Highlighted sections denote changes for the upcoming school year.

Theatre Courses	\$25.00 per course
Drivers Education	\$60.00 per course
Physical Education Courses (beginning with a student's 2 nd PE course)	\$10.00 per course
Math Electives (beginning with a student's 5 th math course)	\$20.00 per course
Science Electives (beginning with a student's 5 th science course)	\$25.00 per course
Mass Media	\$40.00 per course
Photography Courses	\$70.00 per course
Ceramics	\$30.00 per course

OTHER COSTS (*These costs are subject to change and cannot be waived.)

*AP Courses (set by the American College Board): \$93 (for Exam)

*Dual Enrollment Courses (set by the cooperating college): TBD by College

*Photography:

-Photography I: Must have a 35 mm FILM manual; a SLR camera, such as a Canon Rebel, Canon AE-1, Canon A-1, Pentax K1000, or Nikon FM10.

-Photography II: 35mm FILM manual SLR camera is required; a small point and shoot digital camera (does not have to be an SLR); 2 GB USB jump drive; a 1 GB Compact Flash Memory Card to use the school digital SLR cameras and a memory card reader. Students may buy their own digital SLR for the class, but it is not required.

-Photography III/IV: 35mm FILM manual SLR camera is required; 2 GB USB jump drive; a 1 GB Compact Flash Memory Card to use the school digital SLR cameras and a memory card reader. Students may buy their own digital SLR for the class, but it is not required.

NOTE: Highlighted sections denote changes for the upcoming school year.

Career Technical Education Fee Schedule

Career Technical Courses at Home Schools	\$40.00 per course taken
Career Technical Center Courses	\$40.00 per year
Archery	\$ 20.00 per year

Other Costs (These costs are estimated and cannot be waived):

Health Science at HGHS and SHS:

- Fundamentals Course: Workbook Fee (\$65), CPR Mask (\$12) HOSA Dues (\$25)
- Internship 1,2,3, & 4: Malpractice Insurance (\$16 annually), Scrubs (\$30), PPD Skin Test & Drug Screen (at cost annually)

Career Technical Center Courses

Cosmetology Materials: Kit (\$165.00) Optional – Book (32.00); Skills USA dues (\$17.00)

Hospitality and Tourism: Chef Hat and Coat (\$40.00), FCCLA Dues (\$20.00), and ServSafe Test (\$40.00)

Welding: Students Must Purchase the Following Safety Items: Welding Helmet, Welding Gloves, Welding Goggles, Nonflammable protective jacket, Boots that cover ankles. *(costs will vary based on purchase location)*

Lunchroom Rules

The lunchroom must be kept neat and clean in order for lunch to be pleasant. Every student must do his part to clean up after eating. The following rules must be observed:

1. All students will go to and from lunchroom at their appointed time.
2. Students are not allowed to cut line for any reason.
3. Students are not allowed in the kitchen area.
4. All students are expected to eat in the lunchroom.
5. No food will be taken outside the lunchroom.
6. Students are expected to conduct themselves in an orderly manner while in the lunchroom: No throwing food, yelling, etc.

NOTE: Highlighted sections denote changes for the upcoming school year.

7. All students are expected to keep the lunchroom area clean. All disposable items should be placed in the trash cans provided.
8. All students are expected to stay in the lunchroom the entire lunch period. Students may use the restrooms outside the cafeteria and visit Guidance during their assigned lunch period after getting a pass out. Any other area must be approved by the administrator on duty.
9. There will be **NO CREDIT** for meals without administrative approval. It is the parent's daily responsibility for providing lunch money, a sack lunch, or an application requesting approval for a free/reduced lunch. If a family does not qualify for free/reduced meals, it is their responsibility to provide lunch money.
10. The lunchroom is closed to students during all blocks except for before school and 3rd block unless authorized by administration.
11. Tiger Tranz handles all returned checks.

School Lunch Program

Sparkman High School participates in the National Child Nutrition Program. Students interested in applying for free or reduced price lunches are to obtain an application from the Front Office.

The cost of lunch is: \$2.50

The cost of breakfast is: \$1.75

Attendance Procedures

Please review the Madison County Code of Conduct

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Absence from School

Code of Alabama (1975) § 16-28-15

Every parent or custodian of any child required to attend school, shall, within three school days, explain the cause of any absence of the child. Failure to furnish explanation shall be admissible as evidence of the child being truant. A good cause or valid excuse explanation is outlined below:

Excused Absence

1X – Personal Illness

Elementary, Intermediate, and Middle School Students – A maximum of eight (8) absences for the

NOTE: Highlighted sections denote changes for the upcoming school year.

school year shall be coded as an excused absence when a valid excuse is provided by the parent or custodian.

High School Students - A maximum of four (4) absences per semester shall be coded as an excused absence when a valid excuse is provided by the parent or custodian.

2X - Doctor, dental, or other medical excuse for the child

3X - Death in the immediate family (Parents, Grandparents, and Siblings) - A maximum of two (2) excused days or three (3) if the memorial service is beyond a radius of 100 miles from the local school.

4X – Inclement weather, which would be dangerous to the life and health of the child as determined by the principal. According to MCBOE approved guidelines.

5X - Legal - required court appearance as ordered by subpoena or other court document.

6X - Prior permission of the principal upon request of the parent or custodian. According to MCBOE approved guidelines. A maximum of five (5) days can be excused with prior permission.

7X – Legal quarantine – Medical documentation required.

Unexcused Absence

8X – Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the eighth for elementary, intermediate, or middle school or fourth per semester for high school, shall be unexcused unless the written explanation meets an excused absence category. Any student having an unexcused absence will be considered truant as defined by the Alabama Administrative Code, Chapter 290-3-1-.02(7) (c). (See section within this policy on Truancy).

Sparkman High School also implements the following attendance procedures in addition to the Madison County Code of Conduct.

Tardiness to School

Students that arrive to school after the start time will be counted as tardy. Students that are tardy should always have a note/letter that is in accordance with the Madison County Board of Education attendance policy. When arriving to school, the student should go to the attendance office to get a tardy pass.

Student drivers should enter the school at the Courtyard entrance. Parents that are dropping off students should pull to the main entrance after 8:45. Parents will have to utilize the parent drop off location until 8:45. The tardy pass will be coded Excused or Unexcused. In accordance with the MCBOE policy, students have 3 school days to turn in a note for tardy or absence. Please read the section on school

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attendance in the MCBOE Code Of Conduct for system/state attendance. All unexcused tardies will result in a grade of zero for all missed work until the tardy is coded excused.

If a student driver continues to be tardy to school, they may have their driving privileges suspended for a period of time or revoked. As a reminder, driving on campus is a SHS privilege

Tardiness to Class

Students are expected to be in class on time. In 2016-2017, we introduced our new tardy tracking system, Student Conductor. The new system provides students a faster, more efficient way of obtaining a tardy slip and provides multiple locations for obtaining a tardy slip. The process involves the following steps:

- After the tardy bell, student goes to a tardy station. Stations are located in Gym 2 and the attendance office.
- Student uses their identification badge to scan in their name or will type in their student identification number.
- Student takes the tardy pass that prints from the printer and reports to class.
- Student shows his/her teacher the printed tardy slip.
- Student should retain the tardy slip for their records, because the slip will also have their tardy discipline recorded on the receipt.

It is important that students pay very close attention to the tardy pass receipt, because the system tracks their tardies and assigns disciplinary action based on the number of tardies. For example, when a student has been tardy 4 times, he/she will be automatically assigned to Saturday School Detention and the date and time of the detention will be printed on the receipt. The system also emails parents each time that their student is tardy and when discipline has been assigned.

This system also enhances our communication and accountability and greatly benefits the school, you the parent/guardian and your child. The system is designed to communicate through email and/or text communication. If you want to insure proper email communication, please be sure that your email is current. To opt-in to text notifications or to add or change your email, please contact our attendance **office at 256-837-0331 ext. 41008 or 41009, and provide us with your cell phone number and the cell phone carrier you use. Up to two cell phone numbers can be added.**

Work missed for an unexcused tardy will result in a zero on that assignment. This includes assignments collected, quizzes, or timed tests if a student is not in class when the assignment is given/collected because of an unexcused tardy. Teachers may list in their classroom syllabus discipline for unexcused tardies.

Absences

NOTE: Highlighted sections denote changes for the upcoming school year.

An attempt to contact each student who is absent will be made on the date of the absence via the Madison County Schools School Messenger system. The day the student returns following an absence, the student should bring a note from their parent to the attendance office between 8:00 – 8:25 a.m. daily. If the student fails to bring a note **within 3 days** of the absence, he/she will be given an unexcused absence. By State Department definition, work is not an excused absence. Absence notes should include the student's name (first and last name), date of absence, reason for absence, parent name and parent phone number.

Check-Ins/Outs

Only the parent/guardian of a student will be allowed to check a student out of school, unless the parent(s) has specifically designated to school officials that someone else has permission to check the student out of school. Photo identification will be required. In those cases where parents are divorced and one parent has custody, only the parent with custody will be allowed to check a student out of school, unless the custodial parent has given the school permission for the child to be checked out by the non-custodial parent.

For the safety of all students, the school will no longer accept telephone check outs. Parents should provide a check out note to the student to be dropped off in the attendance office prior to 8:30 the day or days before the check out is needed. Student drivers that need to check out should drop off their note prior to 8:30 the day or days before the check out is needed. **Checkout notes will be delivered to the student once the checkout note(s) have been processed by the attendance office.** Check out notes must have a parent contact number. The student will not be released until the Attendance Office approves the check-out. Student drivers should sign the check-out book in the attendance office prior to leaving campus. Students who attend MCCTC should turn their notes in as soon as they arrive on campus.

Only in medical situations (such as a doctor appt. needed that day) should a parent send an email (from the primary email on file) to the attendance clerks at least 1 hour prior to checkout. Please note that all emails are internet based and at any time the schools internet could be down. Emails must also be sent to both attendance clerks in the event one is absent. **Emails should be sent to cprobinson@mcssk12.org and pgarner@mcssk12.org.** An attendance clerk will reply when the email is received.

A student who is too ill to remain in class is to alert to the teacher who will call for the school nurse. If the nurse is not available, an administrator will be called. If a student becomes ill and goes to the attendance office, the student may check out after parental contact is made. However, these check-outs will not be deemed excused without proper documentation.

STUDENTS, WHO LEAVE CAMPUS WITHOUT FOLLOWING PROPER CHECKOUT PROCEDURES, ARE CONSIDERED TO BE SKIPPING AND WILL BE DISCIPLINED.

NOTICE : Parents checking out students in the afternoon are advised to do so before 2:30 p.m. due to traffic or scheduling concerns.

NOTE: Highlighted sections denote changes for the upcoming school year.

Make Up Work

It is the responsibility of the student to make arrangements to make up work, tests and other assignments, activities, etc., when absent for excused/unexcused reasons. It is expected that under normal circumstances students will make up work, tests, and other assignments, activities, etc., upon the day of return to school from an absence; however, in circumstances where students have extended absences, or when the student needs additional time, he/she may be granted additional time at the discretion of the teacher, but in no circumstances will this make-up period extend beyond ten instructional school days after the absence. **Make up tests will be held before or after school, during Academic Opportunity, or at the discretion of the teacher.** It is the student's/parent's responsibility to ensure a student makes up work when absent. It is the responsibility of the teacher to provide opportunities for the student to make up work. Teachers have the prerogative to alter assignments, tests, work, activities, etc., as he/she considers necessary to ensure an accurate evaluation of the student's performance after an absence.

Student Driving & Parking

1. Sparkman High School is not responsible for loss, damage, or theft of student vehicles, during the school day or extra-curricular activities. Courtesy and good judgment is expected of all students driving or parking on school grounds. Abuse of this may cause a student to lose driving privileges on campus.
2. The campus speed limit is 5 miles per hour. Speeding will result in the loss of driving privileges.
3. Vehicles must be registered and parking hang tags must be properly displayed on the rear view mirror. Vehicles without a proper parking decal are subject to being towed at the owner's expense.
4. Parking decals are \$20, per Madison County Board of Education Policy. If a replacement decal is needed there will be a charge of \$5.00. Parking decals are good for one school year.
5. All Sparkman High Faculty / Staff and Student body will have a designated parking spot. The designated spot will be identical to the number on the decal. Parking violations may result in fines, penalties, etc.. (ex) failure to park in your designated spot..
6. After cars have been parked, students are allowed to remain in their vehicles until 8:15am. No one will be allowed to stand/gather in the parking lot. Students are not to go to the

NOTE: Highlighted sections denote changes for the upcoming school year.

parking lot during school hours without authorization through the Attendance Office. All students are urged to lock their cars.

7. Students who have outstanding debts or have not returned school property (i.e. textbooks, uniforms, library books, library fines, unpaid Board course fees, etc.) will not be allowed to purchase parking decals.

8. Only students who are listed as a 11th or 12th graders in INow will be allowed to drive on campus. Decals will be sold to 10th graders if spaces are available.

9. Vehicles decorated, displaying, or affixed with anything deemed offensive or inappropriate parked on campus will result in loss of driving privileges and/or disciplinary action.

10. Remember driving on campus is a privilege and can be revoked at any time for driving issues, discipline and /or attendance

Driving/Parking on Campus

Parking decals will be issued in accordance with policy adopted by the Madison County Board of Education. Parking decals will be issued only to members of the Senior and Junior classes after reading and understanding the Madison County Board of Education policy on *Student Driving Privileges* (on the reverse side of the application) and the Sparkman High School *Student Driving and Parking* information located in the previous section of the SHS Student Handbook. Parking decals will not be issued until all the required paperwork is complete.

Students should adhere to the following steps:

- Complete the [SHS Student Parking Permit Application](#) (Applications can be obtained from the guidance office (during your lunch only), or from our web site.
- Return the following to Mr. Watts:
 - ~Completed Parking Permit Application
 - ~ A photocopy of your driver's license
 - ~ A copy of current Proof of insurance
 - ~ Please staple these (3) documents together
 - ~ \$20 paid through MySchoolFees

Mr. Watts, or designee will be accepting documentation ONLY for parking parking decals during Sparkman Senators' Day.

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DEADLINE FOR DECALS TO BE ON ALL VEHICLES IS:

August 2nd, 2017

Also: Please see the Madison County Student Code of Conduct for additional guidelines and regulations.

Morning Arrival for Non-Student Drivers

All car riders should be dropped-off at the North end of the building (formerly the bus loop). Students may not be dropped off until 8:00 am each morning.

All bus riders will be released from their buses in the front of the building at the Gym 1 entrance each morning.

Although students dropped off BEFORE 8:00 am are not under supervision, they are still bound to follow rules and regulations of Madison County Schools.

Off-Campus Classes and S.E.E. Program

Classes located on the S9 Campus

SHS students who have classes on the S9 campus must check-in through the SHS Attendance Office and receive their "Admit to Class" before reporting to S9 classrooms. Those students with extenuating circumstances should see Mrs. McCants or Ms. Gray.

Morning Career Tech Students

Students who ride the bus to CTC should report to the lunchroom area when the tardy bell rings.

Students who drive to CTC should not be on the SHS campus in the mornings unless they are dropping off other students. In that case, they should use the car rider drop-off area.

All AM tech students report to the cafeteria when they return to the SHS campus until the second block dismissal bell rings. They are to use the courtyard doors (drivers) or the main office (bus riders) entrance to the building.

Afternoon Career Tech Students

All afternoon tech students should report to the cafeteria for lunch at the beginning of third block. Students will be dismissed at the end of the designated lunch time to load the buses or drive themselves directly to CTC. In the event a student has an afternoon activity on the SHS campus, they should not arrive back on campus prior to the PM dismissal bell. Afternoon bus riders should remain on the bus until school is dismissed.

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Activity Schedule

Throughout the course of the year, there will be numerous activities where all off-campus students will be notified of SHS expectations for the arrival/dismissal procedures for the activity. During an activity schedule, those students who remain on campus will be assigned to a designated holding area before and/or after the activity.

SEE Program

Students approved to participate in the S.E.E. Program are to leave campus after the completion of their scheduled classes. If a student's schedule reflects classes which start after 2nd block, they should report to the Attendance Office upon arrival, if prior to their next scheduled class. If they are on campus for any reason other than their scheduled classes, they must follow normal sign-in/out procedures and policies. In the event a student has an afternoon activity on the SHS campus, they should not arrive back on campus prior to the PM dismissal bell.

STUDENT PARKING LOT

The student parking lot is off limits to Visitors and Parents at all times with the exception of students who are being dropped off to check in with the attendance office between 8:45 and 3:00. These students should enter the building at the back Courtyard doors. Only students may use these doors during the school day. Parents and visitors must enter through the front main entrance.

Students are not allowed in the student parking lot during the school day. Students may not go to their vehicles between classes or during lunch without administrator approval.

Bus Rules/To Students

You can insure a safe, comfortable bus ride for yourself and others if you will observe these rules. Be sure you understand them. You may be denied the privilege of riding for violation of the rules. In addition, students riding the bus for any occasion are required to follow all SHS student rules.

1. Obey all instructions of the driver promptly and cheerfully.
2. Be at the bus stop on time. Busses cannot wait.
3. Stay back from the roadway while waiting for the bus.

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4. When it is necessary to cross the highway, only cross when the driver signals and always in front of the bus.
5. Keep your head and hands inside the bus at all times.
6. Remain in your seat. Do not move around while the bus is in motion.
7. The driver may assign you a seat and if so, be certain to sit in it.
8. Help keep the floor clear of trash and litter.
9. You may talk quietly to your neighbors with driver's permission.
10. Be sure the bus has come to a full stop before attempting to enter or leave.
11. Ride only the bus to which you are assigned, enter and leave only at assigned bus stops.
12. Remember that vandalism on the bus costs your parents, the taxpayers, money.
13. No cell phone usage while riding the bus.
14. Sparkman High School establishes bus stops by using a 2/10 mile policy. When a student lives 2/10 mile or less from the main road or established bus stop, the student is to meet the bus at the nearest stop, designated by the bus driver.
15. Riding the bus is a privilege and can be suspended or revoked due to discipline issues.

School Closings

In case of severe weather, the official announcements for school closings may be heard over local radio, television stations or possibly other communication means, coordinated by Madison County Schools.

Use of Restrooms by Students

Our students are to use the restroom between classes, during lunch, or at the discretion of the teacher. Students will not be allowed to use the restroom during the first ten or last ten minutes of class. Only in extreme emergencies should a student be allowed to go to the restroom during instructional time. **Students should always have a classroom pass and should have signed out of the designated classroom and signed back in after returning.** If medical conditions require frequent restroom use, the student is to provide Sparkman High School with a doctor's note stating the need for restroom use.

Student Medication Guidelines

Please see the Madison County Student Code of Conduct for guidelines

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Release of Student Information

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Please see the Madison County Student Code of Conduct.

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Lockers

Students will be required to pay a \$5.00 maintenance fee for use of the lockers. Lockers should be kept neat and orderly at all times. Lockers are provided as a convenience for all students and should be treated with care. Lockers are subject to be searched by school officials in accordance with MCBOE policy. Only school locks will be permitted on lockers. All others will be cut off. Students are reminded to keep lockers locked at all times. No rigging or jamming in any way is allowed. Students can pay for locker rental at Sparkman Senators Day, before school, or during lunch with permission. Students should see Mr. Jones regarding any additional questions about lockers.

Telephone Access

The telephone in the main office is not for student use. Office personnel will deliver only emergency telephone messages. Students will not be called to the office to receive a telephone message.

Textbooks

Please see the Madison County Student Code of Conduct.

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Students whose name appears on the SHS Lost Textbook list will not be issued a parking permit, nor will they be allowed to attend the Homecoming Dance or Prom.

Searches

Please see the Madison County Student Code of Conduct.

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Visitors

A visitor is anyone who is not presently a student at Sparkman or an employee of the Madison County Board of Education. All visitors are to report to the front office/reception area immediately upon arrival

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on campus. A visitor's pass will be issued only by the principal's office. Students are not to bring visitors to school at any time.

Deliveries

Sparkman High School will not accept deliveries for students. (i.e. flowers, candy, balloons, food from vendors, etc.)

If a parent/custodian brings any item to school for their student, a photo ID will be required. Items will not be delivered to the classrooms nor will students be called out of class. Students must pick up items from the reception desk between classes or on the way to lunch. Also, all drinks must have a screw top –no fountain drinks are allowed.

This Student Handbook will be revised as needed per SHS Administration and the Madison County Board of Education.

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