



# **SPANISH FORT HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2024-2025**

**1 Plaza de Toros  
Spanish Fort, AL 36527  
(251) 625-3259**

## OFFICE DIRECTORY

### **Administration**

Dr. Shannon Smith  
Mary LaCoste  
Dr. Justin McNellage  
Zach Wenzel

Principal  
Assistant Principal: 12th  
Assistant Principal: 9th  
Assistant Principal: 10th & 11th

### **Counselors\***

Jena Lindsey  
Amber Eurgil  
Dr. Sharon Lawless  
James Rhea

A-E  
F-K  
L-Q  
R-Z

### **Office Staff**

Amanda Belcher  
Sara Fuller  
Jennifer Ross  
Tisa Hadley  
Jennifer Belarmino

Executive Secretary  
Bookkeeper  
Registrar  
Receptionist  
Attendance Clerk

### **Athletics**

Chase Smith  
Gretchen Boykin  
Tommy Walker

Athletic Director  
Assistant Athletic Director  
Assistant Athletic Director

### **Support Staff**

Karen Wolfe  
Derrell Hadley  
Lisa Cox  
Lilly Casolaro  
Mary-Donna Helms  
Melissa Murphy  
Allen Ayer

School Nurse  
B&G Manager  
CNP Manager  
Social Worker  
Curriculum Leader  
Media Specialist  
School Resource Officer

**\*Please note that guidance counselors are assigned by student last name.**

## **2024-2025 Bell Schedule**

### **Regular Day**

7:50-8:42	1 <sup>st</sup> Period (52 mins)
8:47-9:36	2 <sup>nd</sup> Period (49 mins)
9:41-10:30	3 <sup>rd</sup> Period (49 mins)
10:35-11:24	4 <sup>th</sup> Period (49 mins)
11:29-11:56	<b>LUNCH A/Class A (27 mins)</b>
12:01-12:28	<b>LUNCH B/Class B (27 mins)</b>
12:33-1:22	5 <sup>th</sup> Period (49 mins)
1:27-2:16	6 <sup>th</sup> Period (49 mins)
2:21-3:10	7 <sup>th</sup> Period (49 mins)

### **Morning Event and Pep Rally Schedule**

7:50-8:34	1 <sup>st</sup> Period (44 mins)
8:39-9:22	2 <sup>nd</sup> Period (43 mins)
9:27-10:07	<b>EVENT PERIOD (40 mins)</b>
10:12-10:55	3 <sup>rd</sup> Period (43 mins)
11:00-11:43	4 <sup>th</sup> Period (43 mins)
11:48-12:15	<b>LUNCH A/Class A (27 mins)</b>
12:19-12:46	<b>LUNCH B/Class B (27 mins)</b>
12:51-1:34	5 <sup>th</sup> Period (43 mins)
1:39-2:22	6 <sup>th</sup> Period (43 mins)
2:27-3:10	7 <sup>th</sup> Period (43 mins)

### **Afternoon Event Schedule**

7:50-8:34	1 <sup>st</sup> Period (44 mins)
8:39-9:22	2 <sup>nd</sup> Period (43 mins)
9:27-10:10	3 <sup>rd</sup> Period (43 mins)
10:15-10:58	4 <sup>th</sup> Period (43 mins)
11:03-11:30	<b>LUNCH A/Class A (27 mins)</b>
11:34-12:01	<b>LUNCH B/Class B (27 mins)</b>
12:06-12:49	5 <sup>th</sup> Period (43 mins)
12:54-1:37	6 <sup>th</sup> Period (43 mins)
1:42-2:25	7 <sup>th</sup> period (43 mins)
2:30-3:10	<b>EVENT PERIOD (40 min)</b>



# My Goals



Academic Goal:

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I will complete this goal by: \_\_\_\_\_

Things I can do to achieve this goal:

- 1.
- 2.
- 3.

Behavioral Goal:

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I will complete this goal by: \_\_\_\_\_

Things I can do to achieve this goal:

- 1.
- 2.
- 3.

Personal Goal:

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I will complete this goal by: \_\_\_\_\_

Things I can do to achieve this goal:

- 1.
- 2.
- 3.



Are YOU College & Career Ready?



Do YOU want to be able to leave for lunch as a Senior?

## ~CCR~

In order to be considered College & Career Ready, you must meet at least one of the seven CCR Indicators below.

- \_\_\_\_\_ 1. Earn a silver or gold level on all portions of the WorkKeys test
- \_\_\_\_\_ 2. Earn a qualifying score of a 3 or higher on any Advanced Placement (AP) Exam
- \_\_\_\_\_ 3. Earn college credit (Dual Enrollment) while enrolled in High School
- \_\_\_\_\_ 4. Be accepted into any branch of the United States Military
- \_\_\_\_\_ 5. Earn a Career Technical Industry credential through one of your CTE classes
- \_\_\_\_\_ 6. Earn a benchmark score in any ONE subject area on the ACT
  - \_\_\_\_\_ English – 18
  - \_\_\_\_\_ Reading – 22
  - \_\_\_\_\_ Math – 22
  - \_\_\_\_\_ Science - 23
- \_\_\_\_\_ 7. Be a Career Tech Completer (complete three Career Tech courses in the same pathway with a 70 or higher)

## **ATTENDANCE POLICY**

Parents are required to explain all absences in writing **within 3 days of the student's absence**. An excused absence permits work to be made up and are as follows:

1. Student illness
2. Inclement weather (as announced by the Superintendent)
3. Legal quarantine
4. Death in the immediate family
5. Absence to observe traditional religious holidays, when verified by the student's religious leader or minister.

Students are allowed 9 parent notes per school year for sickness-all other absences will require a doctor's excuse. If a student misses more than half of the school day, a full absence will be accumulated. If you have any questions concerning attendance, please contact Jennifer Belarmino at 625-3259 or jbelarmino@bcbe.org.

### **Chronic Absenteeism**

Chronic absenteeism is defined as a student having **18 or more absences (excused or unexcused)**.

### **Period Absences**

After **six or more unexcused PERIOD absences** a student is at risk of losing academic credit for that class.

## **Attendance Privileges**

**SENIORS**: May 7th is the last full day of classes and exams are May 8-9. If you have over 8 or more unexcused absences, you will continue to attend school after exams until you have made up any unexcused absences that exceed 8. This is the expectation to participate in Graduation ceremonies.

**HOMECOMING**: Any student with three or more unexcused absences will not be allowed the privilege of purchasing a Homecoming Dance ticket or attend as someone's date.

**PROM**: Any student with six or more unexcused absences will not be allowed the privilege of purchasing a Prom ticket or attending as someone's date.

# TAYLOR'S LAW

## DISCIPLINARY POINT SYSTEM- AGE OF STUDENT ELIGIBILITY.

Disciplinary point system - Age of student eligibility. (a) Notwithstanding any other provision of law, each student over the age of 12 years who is enrolled in a public or private secondary school shall be subject to a disciplinary point system for an infraction committed on school property to determine the age at which the student shall be allowed to apply for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel. The disciplinary points imposed for a disciplinary action shall be as follows:

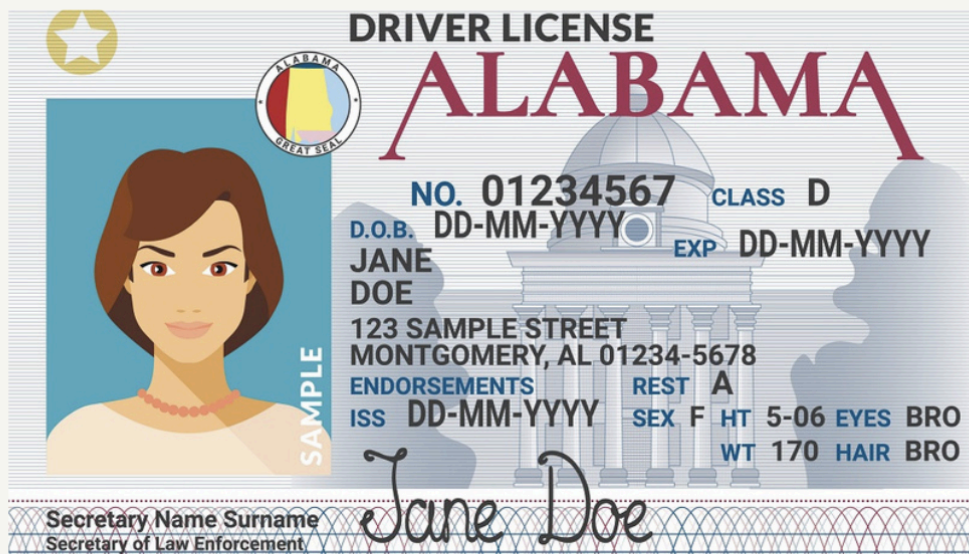
- (1) One day in-school suspension - 1 point.
- (2) One day out-of-school suspension - 2 points.
- (3) Alternative school placement - 6 points.
- (4) Expulsion - 20 points.

(b)(1) The points shall accumulate on a yearly basis, beginning with the school year including summer school in which the student turns 13, and accumulate each year until the student is eligible to apply for a driver's license under the imposed point system.

(2) Notwithstanding subdivision (1), the age at which a student may apply for a license or permit shall not be extended by Act 2009-713 beyond one year from the date the student initially applies for a learner's permit, motor driven cycle operator's license, driver's license, or any license required by the State of Alabama for the operation of a motor vehicle or vessel.



EACH ACCUMULATED POINT SHALL ADD ONE ADDITIONAL WEEK TO THE AGE AT WHICH THE STUDENT IS ELIGIBLE TO BE ISSUED A LEARNER'S PERMIT, MOTOR DRIVEN CYCLE OPERATOR'S LICENSE, OR DRIVER'S LICENSE.



(c) The following subdivisions are contingent upon the technical capability of the student data management system to track, manage, and coordinate the data:

- (1) Points shall be accrued on a school-year basis.
- (2) Points may not accrue for the first three days of in-school suspension in any school year; however, beginning with the fourth day of suspension in any school year, all days, including the first three, of in-school suspension shall be counted in determining the points.
- (3) Points may not accrue for an initial out-of-school suspension of two days or less in any school year; however, the days of the initial suspension shall be used to determine the points after a second out-of-school suspension in any school year or all days will be used to determine points if the initial suspension exceeds two days.
- (4) Accumulated points shall be reduced by one-half if the student has not received additional accumulated points for one school year. If no additional points are received for two years, all records of the accumulated points shall be removed from the student's records at the school. (Act 2009-713, p. 2095, §1.)

## Dates of Interest

2024-2025

First Day of School	August 8
Labor Day	September 2
Homecoming Dance	September 21
Fall Break	October 14-15
Veteran's Day	November 11
Thanksgiving Break	November 25-29
Mid-Term Exams:	Dec 17- Odd period classes Dec 18 - Even period classes Dec 19-20 - Makeup Exams
Holiday Break	Dec. 23 - Jan. 8
MLK Holiday	January 20
Mardi Gras	Feb. 3-7
Prom	April 11
Spring Break	April 14-21
Senior Final Exams:	May 8th - Odd period classes, May 9 <sup>th</sup> - Even period classes, 19 <sup>th</sup> & 20 <sup>th</sup> - Make-up Exams
Graduation	May 19
Final Exams (9 <sup>th</sup> - 11 <sup>th</sup> grades):	May 19 - Odd period classes May 20- Even period classes May 21-22 - Makeup Exams
<b>***NO FINAL EXAMS ARE GIVEN EARLY***</b>	
Last Day of School	May 22

## **AP Exam Schedule: Will be released online at a later time.**

### **School Fees**

No fees shall be collected for courses required for graduation. Course fees are established in accordance with Baldwin County Public Schools Academic Guide.

#### **Miscellaneous School Fees**

Student Operational Fee	\$45
Parking Permit	\$40
***Price decreases to \$20 at the beginning of Quarter 4***	
PE Locker	\$5

### **Extracurricular Activities**

#### **MUSIC**

Band/Color Guard	Daughenbaugh/Faust
Choir	Dr. Chris Brown

#### **ACADEMIC**

National Honor Society	Denney
Scholar's Bowl	TBA
Mu Alpha Theta	L. Thomas
Spanish Fort Student Library Club (SFSLC)	Murphy

#### **FOREIGN LANGUAGE**

French Club	Daniels/ Dismukes
Spanish Club	Hudson
National French Honor Society	Daniels
National Spanish Honor Society	Hudson

#### **SERVICE**

Key Club	Donovan
Project Outreach	Shewbart/Coleman
Peer Helpers	Thomasson/Casolaro/Dismukes
Interact Club	Penn

**RELIGIOUS**

FCA

Watkins/Gilliland

**CAREER TECH**

TOROBOTICS

Green

Technology Student Association

Green

Future Business Leaders of America

Overstreet

FCCLA

Rhue/Boykin

AIR FORCE JROTC

Col. Goodlin/Sgt. Terrance

**POLITICAL**

SGA

K. Smith

Teenage Republicans

Richerson

**SFHS MEDIA**

Yearbook

Lawrence

**ART**

National Art Honor Society

Jones

# **ATHLETICS**

Our school belongs to the Alabama High School Athletic Association and complies with rules and guidelines of the association. Any questions concerning student eligibility should be referred to the AHSAA website [www.ahsaa.com](http://www.ahsaa.com).

## **MALES**

Football  
Wrestling  
Cross Country  
Swimming  
Basketball  
Track & Field  
Tennis  
Baseball  
Soccer  
Bowling

## **FEMALES**

Volleyball  
Wrestling  
Cross Country  
Swimming  
Basketball  
Track & Field  
Tennis  
Softball  
Soccer  
Bowling  
Cheerleading  
Flag Football

## General School Rules

1. No student should be out of class without permission from his/her teacher for that period. A pass **MUST** accompany each student when out of class. No loitering in restrooms.
2. Any student who deliberately disobeys a legitimate request given by a school official is subject to suspension or expulsion.
3. Hats (or any other headwear) may not be worn in the building. Hats will be taken and the appropriate discipline issued to students who fail to follow this rule.
4. Students may not be in the parking areas at any time during the school day without a pass from an administrator.
5. Students are not allowed to bring fast-food items when checking into school nor are parents/friends allowed to bring fast-food items to students during the day.
6. Students must stay away from rooms with classes in progress during lunch.
7. Students shall be allowed to possess electronic devices during the instructional school day. Use of electronic devices will be managed by individual teachers in their classrooms. Use of the phone, except in accordance with this policy, is otherwise prohibited. Cell phones SHOULD NOT be out/used during instructional time unless a teacher gives permission for instructional use in the classroom. The Baldwin County Board of Education assumes no responsibility for lost, damaged or stolen electronic devices brought to school by students. Refusal to turn over an electronic device to an administrator or teacher will result in immediate suspension, pending further potential discipline, and a parent conference. Electronic devices shall be subject to search in accordance with applicable state and federal law.
8. Students may not go in the gym area or dressing rooms at any time except the period in which they have physical education.
9. Baldwin Preparatory Academy and/or JROTC students who miss the bus must report to the office for attendance purposes and then will remain in OCS during the class periods they are missing off campus. Students will be marked unexcused unless transported by a parent/guardian.
10. Students must check in through the office when arriving late to school.
11. Hair color, make-up, dress, etc., that interferes with the educational process will not be permitted.

12. Students may not receive deliveries of flowers, balloons, or forgotten items, etc. during school hours.
13. Only emergency messages are taken from parents. Changes to afternoon transportation must be made in person (with proper ID). Emergency situations will be handled at the discretion of the administration.
14. Running and yelling are not permitted in the halls.
15. Students may not leave campus for any reason without proper checkout through the office. When checking out, all check-outs are coded as "Unexcused" until an excuse is submitted the following day. Students may not check out with other students.
16. Headphones/earbuds are not to be worn on campus. Some teachers may make an exception and allow students to wear them only when working on a school-specific activity during class. Use of headphones/earbuds at any time other than before/after school or during lunch is prohibited.
17. Handholding, kissing or any other displays of affection are not allowed.
18. Cheating/plagiarism is not tolerated. Students will receive a grade of "0" if they are found to have either cheated on or plagiarized an assignment, and a parent will be notified. For the second & subsequent cheating/plagiarizing offenses, students will receive a grade of "0", parents will be notified, and further disciplinary action will be given.
19. Students will not be allowed to utilize artificial intelligence tools, supports, apps, websites, etc., unless otherwise indicated by the teacher. The use of AI without permission will result in a grade of "0" on the assignment.
20. Checkouts will not be allowed during lunch without a parent present.

**\*\*Most students never have any problem if they do what they know is right. A few individuals, however, invariably commit acts that cannot be ignored. It would be impossible to make a list covering all possible acts that interfere with the orderly educational process that is essential to effective learning. The disposition of some incidents not listed must, therefore, be left to the discretion of school officials. Repeated offenses may result in additional corrective actions.**

# SPANISH FORT HIGH SCHOOL

## POLICIES AND PROCEDURES

### **BUS CONDUCT**

While the Board offers, as needed, a system of student transportation, it also requires parents of students to accept responsibility for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Students must obey all instructions given by the driver and all school and Board policies while riding the bus. Students cannot leave the bus except at their regular stop without written permission from a parent and an administrator. Only at the time that a child boards the bus does he/she become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the end of the school day. When a child does not conduct himself properly on a bus, the bus driver will write a referral or bring him/her to the building principal, who may inform the parents of the misconduct and behavior. The principal or his designee will also discipline students as deemed appropriate. **A child who becomes a serious disciplinary problem on the school bus may have his transportation privileges suspended or terminated.** In such cases, the parents of the child involved will become responsible for transporting their child to and from school.

### **CAFETERIA**

No one is allowed in the cafeteria that does not have business there. Good manners and cleanliness are required of all. Running to get in the lunch line is not appropriate; students must wait their turn without pushing, breaking line, or passing others. Students will be responsible for purchasing all food items obtained in the cafeteria. *After eating, students must pick up plates and other trash and return them to the designated trash containers.*

### **CAFETERIA VENDING MACHINE**

Students are responsible for their lunch code. Lunch codes should be treated as cash. Students found to be using another student's lunch code without their permission will be disciplined for theft.

### **CHECK-IN AND OUT PROCEDURE**

Excessive absences from school and/or classes have a direct negative impact on the academic success of our students. In a continued effort to minimize the number of absences students accumulate, late arrivals and early dismissals are strongly discouraged. Every effort should be exercised to keep the student in school for the entire day. Excessive check-ins or outs may result in additional measures being taken.

All check-ins and check-outs will be done through the front desk. Students will not be admitted to class without an admission slip. Check-ins and early dismissals must

be approved by office personnel and will be coded as excused or unexcused. If a check out is necessary, these procedures will be followed:

- A note signed by the parent must be presented and the parent/guardian may be called by office personnel to inform them of the early dismissal.

**OR**

- The parent/guardian should come to the office and check out the student personally.

Students are not allowed to check out and leave with another student who is driving an automobile. Students checking out and leaving with another student's parent or guardian must have prior written permission from his/her own parent/guardian and approval by an administrator.

Seniors will not be allowed to check-out via email preceding lunch, or during lunch. A parent will have to be physically present to check them out. This ensures Seniors are not checking out if they do not have off-campus lunch privileges. This will also apply to Juniors in the spring when/if they qualify for off-campus lunch privileges.

Check outs immediately before a holiday or major school event such as homecoming or prom will be coded as unexcused unless the student has prior approval from the principal or has a note from the doctor.

Only an excused check-in or check-out slip will permit classwork to be made up. In all other cases, students will receive a zero for missed work. An early dismissal day requires attendance for the entire day (no check-ins or check outs). Students will not be penalized for missing class while on a school-sponsored activity and will be allowed to make up work missed and will be counted present in class. Should a student become ill at school, every effort will be made to contact the parent/guardian. A student who becomes ill at school must report to the nurse's office. No checkouts during lunch.

### **COMPUTER/INTERNET USE**

Please see BCBE Student Handbook regarding policies and procedures for use of student computers and internet. These guidelines can be found at [www.bcbe.org](http://www.bcbe.org).

### **COURSE CHANGE PROCEDURE**

Due to the complexity of the master schedule and our ongoing efforts to accommodate the best possible educational environment, schedule changes will not be permitted after the start of a new term except under the following circumstances:

- Academic misplacement
- Scheduling mistake on the part of the school

### **ACCESS COURSE REQUIREMENTS**

Students taking ACCESS courses are required to take all tests and quizzes during their scheduled class time. It is required that students test under the supervision of a teacher. Please see the discipline section for those specifics.

### **FEES AND CHECKS**

All fees should be paid within the two weeks of receiving a fee statement or by the end of the current school term. Seniors must clear all outstanding financial obligations prior to being issued a cap and gown for graduation.

All worthless checks returned to our account are processed by Envision Payment Solutions, and must be cleared with their office. The SFHS office is unable to accept payment for any NSF check. If your check is returned, it may be represented electronically. Service charges and processing fees of \$30.00, as permitted by state law, will be debited from the same checking account by paper draft or electronically, at the option of Envision Payment Solutions. Checks will not be cashed in the school office.

### **HEALTH ASSESSMENT RECORD**

At the beginning of each school year, each student must have a new health assessment completed and returned to the school nurse. Please complete front, back, and sign with the date.

### **ON-CAMPUS SUSPENSION PROGRAM**

The Baldwin County Board of Education shall maintain an on-campus suspension program as necessary to provide a structured disciplinary atmosphere in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting.

### **OCS PROCEDURES:**

1. The student will be given class-related assignments by regular classroom teachers and expected to complete the assignments.
2. An assigned period of days will be given to the student. The student will not be counted absent from class while in OCS. The student will be able to make up any work missed in his regular classes.
3. OCS can be extended if assignments are not completed. Makeup work missed during the extension of OCS is not allowed.
4. Lunch will be scheduled at times when OCS students will be unable to associate with other students. Students will not be allowed to attend any breaks given on the school campus.
5. While in OCS, a student will be allowed to participate in any extracurricular activities after school dismisses. Students will not be released to attend Varsity Athletics.

6. Students assigned to OCS will not be allowed to attend any assemblies, pep rallies, or other special programs that are held on the school campus during the school day.
7. Teachers may send tests for the student to take during OCS or allow the student to make up tests upon return to class at the end of OCS.

### **OCS RULES**

- The student must report to OCS with all materials.
- Cell phones will not be permitted in OCS.
- If a student is absent, sick, or checks out, OCS time will be made up.
- OCS students may not talk, must stay in their seats, and be occupied at all times. If a student finishes all assignments, the OCS instructor has permission to assign additional work.
- Students will not be allowed to leave the room to attend class or for any other reason unless authorized by the OCS instructor or an administrator.
- Any student written up by the OCS instructor for being disruptive or displaying inappropriate behavior may be suspended by administration.

### **LIBRARY**

The library is available for students from 7:30 – 3:30 every day. Students are encouraged to visit the library, but are expected to maintain high standards of conduct that result in an atmosphere conducive to study. The library is an attractive area that has been provided for your work and pleasure. Please help maintain the library by keeping your area clean. Food and drinks are not permitted in the library. Place all discarded materials in the trash cans and return any books, magazines, and newspapers to their proper place.

Students may check out three books at a time. Books are checked out for a two-week time period and overdue fines are accrued at a rate of 10¢ per day (not to exceed \$5.00 per item). A replacement cost is charged for lost or damaged materials. Black and white copies may be purchased in the library for 10¢ per page and color copies are \$1.00 per page; however, copyright laws should be strictly adhered to. Copyright rules are posted in the copy machine area.

### **MAKEUP WORK/TESTS**

Makeup work/tests will be administered to students whose absences were due to reasons coded as “excused” according to policy. Students will have a maximum 3 days upon return to school to complete makeup work. It is the student’s responsibility to see the teacher to discuss arrangements for makeup tests. If a student has an excused absence prior to a test, the student should be given time to get materials missed before taking the test.

### **PARENT – TEACHER CONFERENCES**

Parents are invited and encouraged to visit the school; however, visits during the school day should be cleared through the office. Parent-teacher conferences are

most important in improving the learning atmosphere. Conferences with teachers must be scheduled before or after school or during the teacher's planning period. Parents are reminded that teachers cannot be called from class on the spur of the moment to discuss a student's status. Conferences are to be scheduled with the individual teacher via note, e-mail, or phone call.

### **POLICY TO RECLAIM HIGH SCHOOL CREDIT**

Students who fail a course are strongly encouraged to make-up the course in summer school or to consult with the counselor to discuss their options.

### **PROM**

The Junior-Senior Prom will be held at the Daphne Civic Center on Friday, April 11, 2025. Tickets will be sold for 4 weeks leading up to prom at varying rates. No tickets will be sold at the door. Outside date applications will be available in the front office and on the school website ([www.spanishforttoros.org](http://www.spanishforttoros.org)) a few weeks before prom. You must turn in a copy of your outside date's driver's license or other official photo ID (with birth date) along with the signature of your date. Be advised, it will take you a little time to complete all of the requirements. It takes several days for approval, so those turned in during the last several days will have to pay the higher price for invitations. Spanish Fort High School students will have to present their prom ticket/invitation at the door. Outside dates will have to present the same ticket/invitation and ID used for approval of their application. Parents are welcome for the call outs and are expected to leave the premises after the crowning of the Prom King and Queen. Crowning of the Prom King and Queen will occur immediately after call outs. The students selected for the court must be present to receive the honor. If the winner is not present, then the person with the next highest number of votes will receive the honor.

Any student with six or more total unexcused absences will not be allowed the privilege of purchasing a Prom ticket or attend as someone's date.

**\*\*ALL Spanish Fort High School sponsored dances will adhere to the outside date procedure.**

### **REPORT CARDS**

We encourage students and parents to monitor grades through PowerSchool. Report cards are given out during Advisory to students after Quarters 1, 2, & 3. Final Report cards are mailed home after the conclusion of the school year.

### **SCHOOL VISITORS**

Visitors must obtain permission from an administrator to be in the building or on school property and should follow these procedures:

1. Sign in the "Visitor's Log" in the main office giving name, time, and destination.
2. Wear a visitor's badge at all times on the campus.
3. Upon completion of the visit, return the badge to the office and sign out.

- **STUDENT VISITORS.** Students from other schools will not be permitted to visit. Spanish Fort High School students may not visit other schools during school hours except for school-sponsored events. Pupils who are in violation of this are subject to disciplinary action and may be considered trespassing.
- **UNAUTHORIZED VISITORS.** Unauthorized persons on school property are trespassers and shall be subject to legal prosecution. This includes students who are on suspensions or have been expelled.

### **SENIOR AND JUNIOR COLLEGE DAYS**

Seniors & Juniors will be allowed two (2) days total during the school year for the purpose of visiting colleges. To be excused, prior approval is needed from the principal at least two (2) weeks in advance. Students must complete a college visit request form and submit the form to the office. After the college visit, the form must be re-submitted to the office as verification of the college visit. **No college days will be approved on school-wide exam days. This includes standardized test dates.** If you have any questions concerning attendance, please contact Ms. Belarmino at 625-3259 or jbelarmino@bcbe.org.

### **TEXTBOOKS**

- ♦ The parent/guardian or other persons having custody of a student to whom textbooks are issued shall be liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks.
- ♦ Textbooks will not be issued to students with outstanding financial obligations.
- ♦ Any textbooks or library books found on campus will be turned in to the office. It is the student's responsibility to return all textbooks to the office when the course is completed.
- ♦ Students will be given credit for the return of the specific textbooks issued to them as indicated in the textbook computer program.

### **TRANSCRIPTS**

Baldwin County Public Schools has partnered with Parchment, a leader in eTranscript exchange, to send high school transcripts electronically, securely and confidentially, to colleges and universities of your choice. The service is available online, 24 hours a day and seven days a week.

[www.parchment.com](http://www.parchment.com)

Baldwin County Public Schools					
Discipline Matrix for Middle and High Schools					
2024-2025					
ISS=In School Suspension    OSS=Out of School Suspension					
Code of Conduct-Student Offenses	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
<b>A. Alcohol-Contact Public Safety</b>					
1. Possess/Consume/Transmit/Store/Under the Influence	5-9 OSS Refer to CAPP	Expulsion			
2. Buying/Distributing/Selling	Expulsion				
<b>B. Drugs-Contact Public Safety</b>					
1. Possess/Consume/Transmit/Store/Under the Influence	5-9 OSS Refer to CAPP	Expulsion			
2. Buying/Distributing/Selling	Expulsion				
3. Under the Influence of Inhalants/Other Substances	5-9 OSS Refer to CAPP	Expulsion			
4. Possession/Under the Influence of Synthetic Drugs	5-9 OSS Refer to CAPP	Expulsion			
5. Over-the-Counter Medication Violation of Medication Policy	Warning	2 ISS	3 ISS	5 ISS	3 OSS
6. Distribution of Over-the-Counter Medication	1 OSS	3 OSS	5 OSS		
<b>C. Attendance Violations</b>					
1. Tardy to School / Class	<b>after 5</b> 1 ISS	<b>after 10</b> 2 ISS	<b>after 15</b> Sat School or 1 OSS	<b>after 20</b> admin discretion	
2. Skipping School (Leaving Campus)	1 OSS	1-3 OSS	3-5 OSS	admin discretion	
3. Skipping Class	1 ISS	1-3 ISS	3-5 ISS	admin discretion	
4. Failure to Sign-In/Out Properly	2 ISS	3 ISS	4 ISS	1 OSS	2 OSS
5. In Unauthorized Area	Warning	1 ISS	2 ISS	3 ISS	
<b>D. Bomb Threats-Contact Public Safety</b>					
1. Bomb Threats	Expulsion				
2. Threat made against school	Expulsion				
<b>E. Bullets/BB's/Paint Ball Pellets/etc.</b>					
1. Possession of any Unauthorized Item (Does not Include Fireworks/Matches/Toy Weapons/Other Dangerous Items)	Warning				
<b>F. Bus Behaviors</b>					
1. Bus Misconduct will Include Appropriate Consequences for Violating School Rules <b>Plus</b> Suspension From the Bus	Warning/up to 10 days removed from bus	Bus Suspension up to 20 Days	Bus Suspension up to 40 Days	Bus Suspension up to 1 Semester	Bus Suspension up to 1 Year
<b>G. Communication/Electronic Devices</b>					
1. Unauthorized Use of Cell Phone/Electronics/Smart Watch/etc.	Warning/ 1 ISS	1-3 ISS	3 ISS up to 1 OSS	up to 3 OSS	
2. Students Shall not Use Audio/Visual Recording Devices W/O the Permission of a Teacher/Administrator	Admin Discretion up to 5 OSS				
<b>H. Dress Code</b>					
1. Dress Code Violation	Warning / 1 ISS	1-3 ISS	3 ISS up to 1 OSS	up to 3 OSS	
<b>I. Disorderly Conduct</b>					
1. Indirect Profane/Vulgar/Obscene/Ethnically Offensive Language/Gesture/Written/Electronic/Oral	up to 2 ISS	3-5 ISS	3-5 ISS	3 OSS	
2. Direct Use Profane/Abusive Language/Gesture Toward School Personnel/Adults Written/Oral	up to 2 OSS	3-5 OSS	3-5 OSS		
3. Problematic Language to include ethnically, racial, gender, sexual, religious offensive language	3 OSS	5 OSS	Expulsion		
4. Use of Profane/abusive language/gestures directed towards school personnel/adults, written/oral/recorded	up to 5 OSS	5 OSS	Expulsion		
5. Insubordination: Disregard of directions or commands	1-3 ISS	1-3 OSS	3 OSS	5 OSS	Expulsion

Code of Conduct-Student Offenses	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
6. Failure to identify one's self	3 OSS	5 OSS	Expulsion		
7. Failure to attend/complete ISS	# of days remaining in ISS + 1= # of OSS Days	# of days remaining in ISS + 2= # of OSS Days	# of days remaining in ISS + 3= # of OSS Days		
<b>J. Disruptive Conduct</b>					
1. Classroom Disruption/Interference with Teaching and Learning	1-3 ISS	3-5 ISS	1-3 OSS becomes defiance	3 OSS + defiance	
2. Trespassing on Another Campus	3 OSS	5 OSS	Expulsion		
3. Return to Campus While on Suspension	2 OSS/Refer SRO	5 OSS/Refer to SRO	Expulsion		
4. Verbal Altercation	1 OSS	3 OSS	5 OSS	Expulsion	
<b>K. False Reports</b>					
1. False Reports/Statements	1-3 ISS	Admin Discretion			
2. False Fire Alarms	3-5 OSS	Expulsion			
3. False Calls to Emergency Services	5 OSS	Expulsion			
<b>L. Gambling</b>					
1. Gambling	2 ISS	3 ISS	3 OSS	Expulsion	
<b>M. Gang Related Activity</b>					
1. No Student Shall Engage in Gang Activity	5 OSS	Expulsion			
2. No Student Shall Display Identified Gang Tattoos/Monitoring Devices	3 ISS	3 OSS	5 OSS	Expulsion	
<b>N. Harassment-Verbal/Written Threats and Bullying Behavior</b>					
1. Harassment/Abuse/Threat of or Toward Another Student	3-5 OSS	3-5 OSS	Expulsion		
2. Harassment/Abuse/Threat of or Toward District Employees or Other Adults	Admin Discretion up to Expulsion	Expulsion			
3. Bullying-No Student Shall Bully Another student	3-5 ISS	3-5 OSS	Expulsion		
4. Social Media Threats	institute avoidance contract, up to 3 OSS	3-5 OSS	Expulsion		
<b>O. Incendiary Device</b>					
1. Possess Smoke/Stink Bomb/Fireworks/Lighter/Matches	1-3 ISS	3-5 ISS	3 OSS	5 OSS	
2. Discharge Smoke/Stink Bomb/Fireworks/Lighter/Matches	3 OSS	5 OSS	Expulsion		
<b>P. Off-Campus Offenses</b>					
1. Other Incidents	Admin. Discretion, seek guidance from Assistant Superintendent				
<b>Q. Other Behaviors</b>					
1. Cheating	Grade of O/Parent Notified by Teacher	Grade of O/Parent Notified by Teacher + 1 ISS	Grade of O/Parent Notified by Teacher + 3 OSS		
2. Multiple People in Bathroom Stall	Admin Discretion up to 3 OSS	3-5 OSS	5 OSS		
<b>R. Parties to the Offense</b>					
1. Urge/Encourage/Counsel/Assist in Violations of the Code of Conduct	Admin. Discretion, seek guidance from Assistant Superintendent				
<b>S. Physical Offenses-Contact Law Enforcement</b>					
1. Rough/Boisterous Activity/Inappropriate Horseplay	up to 3 ISS	up to 3 ISS	up to 3 OSS	up to 5 OSS	Expulsion
2. Assault/Battery/Spitting (Refer to SRO)	5-9 OSS, Refer to SRO	Expulsion			

Code of Conduct-Student Offenses	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
3. Fighting	Admin Discretion 1-5 OSS, Refer to SRO	Expulsion			
4. Ganging Up and Physically Attacking Another Student	5-9 OSS, Refer to SRO	Expulsion			
5. Battery on a student/Non-Employee	5 OSS, Refer to SRO	Expulsion			
6. Physical Offenses On School Employees	Expulsion, Contact Assistant Superintendent, Contact SRO				
<b>T. Property Related Offenses</b>					
1. Damage To School/Personal Property (Value Considered)	Admin. Discretion + Restitution	Admin. Discretion + Restitution			
2. Attempt/Threaten/Actually Damage/Steal Property On/Off School Property	3-5 OSS, Contact SRO	Expulsion, Contact SRO			
3. Possess Stolen Private/School Property On School Grounds	3-5 OSS, Contact SRO	Expulsion, Contact SRO			
<b>U. Sexual Offenses</b>					
1. Amorous Kissing/Inordinate Displays of Affection	Warning, contact parent	1 ISS	3 ISS	3 OSS	
2. Consent To/Participate in Sexual Activity	5 OSS-Expulsion, Contact SRO & Assistant Superintendent, Contact Title IX Coordinator				
3. Sexual Harassment-Verbal/Visual/Physical					
4. Sexual Battery					
5. Intentionally Making Physical Contact W/Intimate Body Parts of Another Person Against Their Will					
<b>V. Technology Offenses</b>					
1. Purposely Look For Security Problems	3 OSS	5 OSS	5 OSS- Expulsion		
2. Attempt/Disrupt Technology Resources	3 OSS	5 OSS	5 OSS- Expulsion		
3. Monopolizing/Compromising School Resources	3 OSS	5 OSS	5 OSS- Expulsion		
4. Copy Computer Software	3 OCS	5 OSS	5 OSS- Expulsion		
5. Attempt/Threaten/Actually Damage/Steal Property While Using School Technology Resources	3 OSS + Restitution	5 OSS + Restitution	5 OSS- Expulsion		
6. Students Will Not Use School Technology Resources To Distribute/Display Inappropriate Material/Computer Trespass/Sexting/Lewd Behavior/Possession of Pornographic Materials/Simulated Sex Acts	5 OSS + Loss of Computer for 45 School Days, Contact SRO	5 OSS + Loss of Computer for 90 School Days + Expulsion			
7. Student Shall Not Commit Any Other Prohibited Act Including any Modification of School Records	5 OSS	Expulsion			
8. Inappropriate Downloads/Internet Activity/Communications/Inappropriate Use	Contact Parent +Lose Computer 5 School Days	Contact Parent +Lose Computer 10 School Days + 1 ISS	Contact Parent +Lose Computer 20 School Days + 2 OSS	Contact Parent +Lose Computer 45 School Days + 3 OSS	Admin. Discretion
9. Physical Misuse/Neglect of School issued Technolgy	Pay ALL Fees and Replacement Cost				
10. Proxy	Contact Parent +Lose Computer 10 School Days + 1 ISS	Contact Parent +Lose Computer 20 School Days + 1 OSS	Contact Parent +Lose Computer 45 School Days + 3 OSS		
<b>W. Tobacco/Tobacco Product/Substitutes (Vape/Vaping)</b>					
1. Tobacco/Vape-Use/Possession	1 OSS	3 OSS	5 OSS	Expulsion	

Code of Conduct-Student Offenses	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
2. Tobacco/Vape-Use/Distribution	5 OSS	Expulsion			
<b>X. Weapons</b>					
1. Weapon (Loaded/Unloaded)	Expulsion, Contact to SRO & Assistant Superintendent				
2. Possession of Knife/Knife-Like Item	3-5 OSS Refer to SRO	5 OSS Refer to SRO	Expulsion, Refer to SRO		
3. Possession of Mace	3-5 OSS Refer to SRO	6 OSS Refer to SRO	Expulsion, Refer to SRO		
3. Intentional Use of Knife/Knife-Like Item, Mace W/ Intent to Harm/Intimidate	5 OSS-Expulsion, Contact SRO				
Updated 6/18/2024 J. Sharp					



**BALDWIN COUNTY PUBLIC SCHOOLS**  
**Middle/High School**  
**Dress Code Policy**



**Tops:**

- No pictures, emblems, or writings on clothing that:
  - Are lewd, offensive, vulgar or obscene,
  - Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
  - Contains fighting words or incites criminal activity.
- No cut off tops. (No midriff can be showing)
- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

**Shorts:**

- Length should be at fingertip/hand or mid-thigh, whichever is longer.
- Fit properly- no oversized or tight shorts.
- No spandex, biker, or see-through shorts.
- Must be hemmed and not rolled up

**Dresses:**

- Length should be at fingertip or mid-thigh, whichever is longer.
- Splits may not exceed (3) inches above the top of the knee.

**Pants:**

- Proper fit- no sagging or baggy fit: worn at the waist.
- No see through or spandex legging pants.
- Leggings/tights may be worn only under shirts and dresses of appropriate length.
- No Oversized or tight pants.
- No holes in jeans in inappropriate areas (length rule).
- Sweat pants and warm-up suits will be allowed.

**Shoes:**

- Must be worn at all times, fastened properly.
- \*Classes may require certain shoes. Ex. P.E., Chemistry.
- No bedroom slippers.

**Accessories:**

- Hats, caps, sweatbands, or other head covering will not be worn in building.
- No gang related clothing/items will be allowed.

### **SFHS Guidelines for Off-Campus Lunch Program**

The Off-Campus lunch program is a privilege offered to eligible 12<sup>th</sup> grade students who are in good academic standing (no grade below a 70%), have met a CCR indicator, have no more than four unexcused absences, have no more than six tardies in a semester, and have no out-of-school suspensions, must have a qualifying score in every category on the state administered ACT as a junior. The following requirements shall apply to all students leaving campus under this program. It is the sole responsibility of the undersigned student and parent/guardian to comply with the following program requirements:

1. Eligible students and their parent/guardian are required to complete the attached application/waiver and return it to school for administrative review.
2. Students must have an assigned parking tag and spot.
2. In order to leave campus for lunch, eligible students must be able to present their lunch pass to any administrator or staff member checking passes. Any violations regarding departure procedures may result in revocation of the student's lunch pass.
3. Students leaving campus for lunch are not permitted to bring food back on campus. This includes food for themselves or for other students.
4. The students and their parent/guardian are solely responsible for where the student goes for lunch. **SFHS is unable to monitor student conduct while off-campus and assumes NO responsibility or liability for any student activity, including accidents or injuries, occurring during the exercise of off-campus pass privileges.**
4. Student drivers are responsible for driving safely and **are not** allowed to have passengers when leaving campus for lunch. Any student who drives recklessly and/or provides transportation for other students during lunch may lose his/her pass and any parking privileges.
6. Tardiness or failure to return to class after lunch may result in the revocation of the lunch pass privilege.
7. Students with off-campus lunch privileges must remain in good academic, behavioral and attendance standing in order to maintain off-campus privileges. Those not meeting the criteria for this privilege will have the off-campus lunch privilege suspended or revoked.
8. Off-campus lunch is a privilege, not a right. If the privilege is revoked, there is no right of appeal.

9. Students that misplace their off-campus lunch sticker may purchase another one for \$10 **only once**. Students that misplace their pass for a second time will not be able to leave for lunch in the future. Students must have registered for and received permission to park on the SFHS campus in order to be eligible for off-campus lunch privileges.
10. Students shall comply with all applicable laws of the State of Alabama and all policies of the Baldwin County Public Schools.
11. Students may not leave if they are assigned to remediation/intervention.
12. Student driving pass must be on display at all times in the front dash of the car.
13. Replacement OCL stickers can only be purchased one time for \$10.
14. No check-outs via telephone or email once a student has left campus for lunch.
15. No student will be allowed to check-out prior to lunch without a parent being physically present to check them out.
16. There shall be no obligation on the part of the Board to monitor or supervise student transportation hereunder.
17. Students failing a course at the end of each quarter will have their off-campus privileges revoked until the following quarter.