Sheffield High School

STUDENT/PARENT HANDBOOK

2016 - 2017

Knights are Suited for Success - Now and in the Future

4315 Sheffield Avenue
Memphis, TN 38118
Phone 901-416-2370
Fax 901-416-2407

Mr. Anthony Frigo, Principal
Our Mission

Sheffield High School strives to be the benchmark of academic excellence in college preparatory education and career readiness through superior teaching of rigorous curricula.

Our Vision

We envision:
- rigorous, relevant, and real-world opportunities
- diverse culture
- creativity and respect
- authentic enthusiasm for learning
- strong community partnerships

Our Beliefs

Beliefs, which drive our mission and vision:
- Data-driven decision-making includes input from our parents, students, school staff, and the community. The education of our students must be a collaborative effort that is achieved through a partnership of mutual respect.
- Teachers, administrators, and support staff are compassionate, consistent, and competent, therefore, providing students with a safe environment conducive to learning.
- Data analysis along with ongoing professional development for school staff, technology, and the use of research-based teaching strategies allows our teachers to produce rigorous and engaging work for all students.
- Technology is an integral part of daily instruction in order to increase student interest in the learning process.
- School wide rules, policies, and procedures help foster a positive learning environment and focus on student achievement. Students are accountable for their actions and learning.
- Given appropriate work, support, and time, all students who put forth effort can meet the standards required by Shelby County Schools, the state of Tennessee, and No Child Left Behind.
- Our school provides a learning environment that accommodates students of all backgrounds, learning styles, ability levels and unique needs with the opportunity to succeed.
- Learning is a life-long process that occurs both inside and outside of the classroom.
- Graduation requirements are clearly communicated to school staff, parents, students and the community in order to equip every student with the tools necessary for success.
ARRIVAL AND DEPARTURE OF STUDENTS – The building will be open at 6:50 a.m. each morning for students to enter. Student(s) arriving before 6:50 a.m. must remain outside the building. Students arriving for breakfast may enter the cafeteria at 6:50 a.m. and must remain in there until 7:05 a.m. During inclement weather, students may enter the building at 7:00 a.m. and remain in an area designated by the administration. Students should be off campus by 3:30 p.m., unless under supervision of a faculty member. Please be aware that the safety of your child is at risk each time he/she is left unsupervised before and after school. We strongly urge parents to make arrangements for timely transportation of their child(ren).

ARRIVAL PROCEDURES AND CELL PHONE DROP OFF
- 9th and 10th grade will go through one line. 11th and 12th grade will go through one line.
- There will be 2 – 3 teachers collecting cell phone at each line.
- Students will voluntarily turn phones in which will be labeled and sorted by alphabet and grade. This will make for easy pick up in the afternoon.
- Students will then go through metal detectors. Staff members on screen duty will be looking for phones and weapons.
- Students will get their bags and uniform checked next.
- Students will report to cafeteria until 7:05.

DISMISSAL PROCEDURES AND CELL PHONE PICK UP
- **Bus riders** will dismiss from class 5 to 7 minutes early. Bus riders must show his/her bus card in order to be dismissed from class early. Cell phone pick up will take place in the cafeteria.
- Students must line up at the appropriate table labeled by grade and alphabet.
- Students must be in line, quiet and say their name loud the first time.

- **Remaining students** will report to cafeteria to pick up their phones at the regular dismissal bell.
- Students must line up at the appropriate table labeled by grade and alphabet.
- Students must be in line, quiet and say their name loud the first time.

All students must exit the building at dismissal. Only students returning with their coach or sponsor may re-enter the building.

TARDIES TO SCHOOL/TARDIES TO CLASS/CLASS CUTTING

Any time a student is not in class on time and ready for learning by the tardy bell, the learning process stagnates. On-time arrival to every class every day is our expectation for every student.

The behaviors listed below keep this expectation from being met.
- Tardiness to class
- Tardiness to school
- Being out of class without a hall pass/class cutting

Students arriving to class late are a disruption and this will not be tolerated at all. All students are expected to arrive to every class on time every day. The first class begins at 7:15.
These are our procedures for class transitions.

- Music will be played over the intercom. When the music goes off, students have one (1) minute to get to class.
- Teachers will close and lock their doors. Students should not be allowed to enter after the tardy bell.
- Monitors, administrators, and officers will sweep the halls for late students. These students will be placed in Supervised Study for the remainder of the period or day depending on progressive discipline steps.

The following progressive discipline steps will take place when a student is:

- Tardy to class
- Tardy to school
- Out of class without a hall pass/class cutting

1st time – remainder of period in Supervised Study
2nd time – remainder of period in Supervised Study
3rd time – remainder of period in Supervised Study
4th time – remainder of day in Supervised Study
5th time – remainder of day in Supervised Study plus Overnight.
6th time – remainder of day in Supervised Study plus 2 days ISS
7th time – remainder of day in Supervised Study plus 3 days ISS
8th time – remainder of day in Supervised Study plus 5 days ISS
9th time – remainder of day in Supervised Study plus 1 days OSS
10th time – remainder of day in Supervised Study plus 3 days OSS
11th time – remainder of day in Supervised Study plus 5 days OSS
12th time – remainder of day in Supervised Study plus 10 days OSS
13th time – remainder of day in Supervised Study plus Expulsion

**CLASS ATTENDANCE** – Students are expected to attend class as scheduled. Unexcused absences will affect a student’s course grade and conduct. **Suspensions are unexcused absences.** Work missed for excused or unexcused absences may be made up **within one (1) week after return to school. It is the responsibility of the student to contact the teacher concerning make-up work.**

**SCHOOL ATTENDANCE** – SCS views truancy as a community problem, therefore we will use intervention and collaboration in addressing this problem. One to two absences will result in a parent phone call. Three to four absences will result in a mandatory parent conference with administration. Five absences will result in a SART meeting. Ten absences will result in being reported to SCS Truancy Office and mandatory attendance at a District-wide SARB meeting. Fifteen absences will result in a referral to Juvenile Court and the District Attorney’s Office. Please refer to SCS Board of Education policy #6.200.
LEAVING SCHOOL – Students leaving school for any reason during the school day must be checked out through the attendance office prior to 1:45 p.m. by a parent or guardian of record, unless the student is enrolled in Work-Based Learning and is leaving during the last period of the day. Work-based learning must be approved by the Principal. Doctor and dental appointments require students to bring notes to the attendance office prior to attending class the next day. Doctor’s name should be on the note, along with the parent/guardian’s signature and telephone number. School personnel may confirm appointments. Students will be called from his/her class when parent or guardian of record arrives. Upon return, students must show dismissal slips for admission to classes missed. Students are responsible for obtaining and completing work missed in these situations. Parents/Guardians must come to the Main office to have their child dismissed. Dismissals will not be done via telephone or email.

SHEFFIELD HIGH SCHOOL DRESS CODE
(SCS POLICY #6021)

- Students are allowed to wear black, white or gold shirts with a collar.
- Students may wear a Sheffield t-shirt any day. Any other shirt must have a collar.
- If a hoody is worn, it must be a “Sheffield” hoody. No other hoody is allowed.
- Males and female students must wear navy, black or tan (khaki) bottoms such as capris, cargo, dress, or cropped pants.
- Students may also wear skirts and shorts but the length must pass the fingertip test.
- Pants with elastic bottoms are not part of the uniform.
- JOGGING PANTS ARE NOT ACCEPTABLE.
- JEANS AND SPANDEX ARE NOT ACCEPTABLE.
- Sagging pants will not be tolerated. Pants must be worn at the waist.
- Revealing clothing will not be tolerated. Female students must wear appropriate blouses or shirts that are modest, and not revealing. See-through blouses, see-through skirts, midriffs, tights, leggings, jeggings, denim material, jeans of any color, mini-skirts, mini-dresses, halters, and tube tops are not acceptable.
- Tights, leggings, jeggings WITH SPANDEX MATERIAL are not pants and are not acceptable.
- Sandals such as slides or flip-flops are not part of the uniform policy, and are not acceptable. The heel of the foot must be enclosed.
- NO HOODS OR HATS.
- Violators of the uniform policy will be disciplined accordingly.

Progressive Discipline for Uniform Violations
1. Correct uniform or spend 1 day in Supervised Study.
2. Correct uniform or receive an overnight.
3. Correct uniform or receive 1 day of OSS.
4. Correct uniform or receive 3 days of OSS.
5. Correct uniform or receive 5 days of OSS.
6. Correct uniform or receive 10 days of OSS.
7. Correct uniform or receive Expulsion.
SCS POLICY #6024 – CELL PHONES AND PERSONAL COMMUNICATION DEVICES

The increase in use of cell phones and personal communication devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time.

Therefore, all students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day.

For the purpose of this policy, possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials.

Phones will be taken up each morning and returned to students at dismissal.

- For students who refuse to hand over a phone at the entrance. Contact parent via phone and give one warning only. If student still refuses to turn in phone, 1\textsuperscript{st} time – spend the day in Supervised Study plus 5 days ISS 2\textsuperscript{nd} time – spend the day in Supervised Study plus 10 days ISS 3\textsuperscript{rd} time – spend the day in Supervised Study plus 3 days OSS 4\textsuperscript{th} time – spend the day in Supervised Study plus 5 days OSS 5\textsuperscript{th} time – spend the day in Supervised Study plus 10 days OSS 6\textsuperscript{th} time – spend the day in Supervised Study plus Expulsion

If phone is seen or heard during the school day, this means the student knowingly and willingly did not turn in his/her phone at the entrance. This is considered refusal to turn in the phone. The teacher will ask for the student to be escorted to Supervised Study. The aforementioned progressive discipline steps will be followed.

CAFETERIA PROCEDURES

1. Students are to enter the cafeteria in an orderly fashion, sit down, and wait for their section to be called. That would be Section A, B or C.
2. Students must line up in a straight line and once served, sit down in the same section.
3. Each student is responsible for cleaning trash off their table before dismissal. Garbage cans will be brought to each table for disposal of trash.
4. Once seated, students must remain seated until dismissed.
5. Students will be dismissed by section. Cafeteria monitors will tell each group when it is time for them to dismiss.
6. Students will use the East stairs only when leaving the cafeteria.
Sheffield Knights are suited for success – now and in the future!

A student who is on his or her way to college and/or career is focused and strives for the following:

- As and Bs in all subjects
- Es and Ss in conduct
- No more than 5 absences

Your readiness for college and career reveals itself in your grades, conduct and attendance.
Sheffield Knights are suited for success – now and in the future!

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**Sheffield High School**

11th Grade College & Career Checklist

- Complete your 5-year plan.
- Complete your college and career project through your English class.
- Make sure you and your parent(s) attend the meeting about ACT.
- Complete a FAFSA caster to see how much financial aid may be available for you.
- Begin working on college application essays.
- Start putting together a resume.
- Visit and tour local colleges.
- Learn about one of your teacher’s college or university and his/her experiences.
- See the counselor to sign up for an enrichment program on a college campus in the summer. Some of these are out of town and are usually free.
- Volunteer for at least one community service project. Be sure to keep documentation or evidence that you did this.
- Make sure you and your parent(s) attend a workshop to learn about getting funds for college.

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**Sheffield High School**

12th Grade College & Career Checklist

- Complete 1 college application each week.
- Apply for one scholarship each month.
- Complete 4-year college plan.
- Attend the Southern Heritage Classic college fair.
- Make sure you and your parent attend the fall information session on graduation requirements.
- Get one of your teachers or mentors to review your resume.
- Get one of your teachers or mentors to review your essay.
- Attend Financial Aid Day at Sheffield.
- Attend Career and College Fair at Sheffield.
- Attend your one-on-one meeting with the Counselor.
- Complete your income taxes in January if you have a job.
- Participate in College Spirit Week.
- Attend Spring information session on graduation requirements.
- Attend College Signing Day.

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A student who is on his or her way to college and/or career is focused and strives for the following:

- As and Bs in all subjects
- Es and Ss in conduct
- No more than 5 absences

Your readiness for college and career reveals itself in your grades, conduct and attendance.
Four (4) reasons I should make Honor Roll

- Students who make Honor Roll 1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} Quarter will go on a field trip to St. Louis in May. The trip will include a fun-filled day at Six Flags and dinner at Lambert’s – \textit{Home of the Throwed Rolls}.

- Students who make Honor Roll will receive a medal or trophy each time he/she makes Honor Roll.

- Students who make Honor Roll will go on a field trip to the movies each time he/she makes Honor Roll.

- Making Honor Roll is a sure sign that I am on my way to college or a career of my choice!!
GRADING SYSTEM

A ............... 93-100
B ............... 85-92
C ............... 75-84
D ............... 70-74
F ............... Below 70

The Grade Point Average (GPA) is computed for each senior by using the semester grades earned in grades 9 through 12. Each semester letter grade receives a numerical value as shown on the Quality Points Scale. These values are then added together and divided by the total number of grades used.

Quality Points Scale

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard (4)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Enriched (6)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Adv. Placement</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
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NOTE: MANY COLLEGES AND UNIVERSITIES RECALCULATE YOUR GPA BASED ON A 4.0 SCALE REGARDLESS OF THE QUALITY POINTS SCALE SHOWN ABOVE.

Honor Roll

Principal's List: Student has all A’s, no N’s or U’s in conduct.

First Honor Roll: Student has a GPA of 3.6 or above, with no N’s or U’s in conduct. No D’s or F’s.

Second Honor Roll: Student has GPA of 3.0 to 3.599 with no N’s or U’s in conduct. No D’s or F’s.

Citizenship Honor Roll: Student has all E’s in conduct including homeroom.

Perfect Attendance: Student maintains perfect attendance for the entire nine weeks, including homeroom. School-sponsored field trips are not counted as absences.

PROGRESS REPORT – Progress reports will be issued at the mid-term of each nine-week grading period. A copy of the progress report will be kept on file in the Guidance Office.

TRANSCRIPTS – Students are given a copy of his/her transcript at the end of each semester. Students should monitor their accumulation of credits to be certain he/she is on track to graduate on time.

LIBRARY – The library will be open from 7:15 AM until 3:45 PM each school day. Sheffield High School library consists of many volumes of fiction and nonfiction books that may be used for class assignments or reading pleasure. Current periodicals, computers, electronics resources and calculators are obtainable for check out. Sheffield High School Library (OPAC) electronic card catalog is accessible online.
Students may check out books for a two-week period and calculators can be checked out the entire school year with a parental permission form on file. Students are expected to return all items borrowed from the library. Failure to return items will result in parents having to pay the designated replacement price. Restitution for lost items must be made: (1) before new textbooks are issued or (2) report cards or diplomas issued, or (3) before processing a transfer.

**AUTOMOBILES** – Students who drive to school must complete a vehicle registration form to be kept on file in the Attendance Office. A parking hangtag will be issued at the cost of $5.00. The parking hangtag must hang from the rear view mirror at all times when on the campus of Sheffield High School. Students are allowed to park **ONLY** in the student parking lot. After arriving on campus, students are not permitted to sit in or lounge around in their vehicles. Students that arrive after 7:30 must report to the attendance office to check-in. Reckless driving, exceeding 15 MPH, illegal parking and loud music are **PROHIBITED**. Parking violations will be subject to the following action:

1. **1st Violation** – Warning
2. **2nd Violation** – Parent Conference
3. **3rd Violation** – ISS
4. **4th Violation** – Revoked parking privilege for remainder of the school year

**SMOKING** – Smoking and the use of any other tobacco product is prohibited in the school buildings and on the grounds of all Shelby County Schools at all times, including but not limited to school activities, athletic games, dances, etc. Violation of this infraction will result in an out of school suspension.

**LOCKERS**

All students will be given a locker.

1. Students must not give their combination to anyone else. No sharing.
2. Students assigned to a locker may NOT switch lockers without the prior approval of a teacher or administrator.
3. It is the responsibility of students to keep lockers clean and orderly. Food is not allowed in lockers.
4. All lockers are the property of the school and are assigned to students for their use for approved purposes only. Lockers are subject to be searched for inappropriate items at any time.
5. **Students are encouraged to bring a lock from home to ensure items are safely stored. SCS employees are not responsible for stolen contents in lockers.**

**Locker Times**

7:05 – 7:10

Before lunch during 5\textsuperscript{th} period

At dismissal
**FOOD AND BEVERAGE** - All food and beverages must be consumed in the cafeteria. The sale of any food item, except cafeteria food, **MUST** be **AFTER** school hours. At no time will a student be allowed to sell any item for personal gain. Violators’ items will be confiscated and disposal is determined by administration.

**CAFETERIA** – All students must eat lunch in the cafeteria. All students are expected to remain in the cafeteria during their lunch period unless directed by administration. You must have written permission from the administration or a teacher in order to leave the cafeteria area during lunch. Each student is expected to clean his or her own table. Trash receptacles are available throughout the cafeteria. Students may purchase items in the cafeteria during lunch or they may bring their lunch from home. Per SCS nutrition policy, **no other outside food may be brought into the cafeteria**.

**CAFETERIA EXPECTATIONS**
- Enter in an orderly fashion and have a seat.
- When your area is called, get in line to proceed through the serving area.
- Get everything you need prior to sitting back down.
- Remain seated.
- Trash cans will be rolled around to your table.
- Place all trash in the trash can.
- When the bell rings, remain seated.
- Exit when your group is called.

**LEAVING CAMPUS FOR LUNCH** – Students are not permitted to leave campus for lunch. Students leaving campus without permission will receive disciplinary actions, subject to an out of school suspension.

**WITHDRAWAL OF STUDENTS** – If a student relocates out of Sheffield’s district and must withdraw from Sheffield High School, the proper paperwork must be completed in the Attendance Office. All paperwork must be completed and submitted before the withdrawal is deemed official.

**RECEIVING CALLS** – The office will not call students from class to answer the telephone. **Only true emergency messages will be delivered.** Parents are urged to limit calls to those of an emergency nature. After school arrangements are not considered an emergency. Students should secure transportation home before arriving to school.
**HALLS** – With the exception of passing classes, students must have a hall pass with the signature of their teacher indicating the reason for being out of class. Students in the hall without a signed hall pass will be considered as cutting class and will receive the penalty associated with class cutting.

**CAMPUSS VISITATIONS** – All visitors must check in with the main office upon their arrival on campus to obtain a visitor’s badge. Anyone not checking in could be considered trespassing and subject to being arrested.

**STUDENT DELIVERIES** – Delivery of non-school related materials to students is prohibited; i.e., flowers, balloons, etc. Any approved delivery must be delivered to the main office.

**TEXTBOOKS** – Students are responsible for textbooks issued to them. Lost textbooks are governed by the Board of Education policy #6029, which, in part, states that any lost or damaged book must be paid for by the student, parent, or guardian. Any new book must be replaced at 100% of the replacement price. Any used book at 75% of replacement price. Restitution must be made: (1) before new textbooks are issued or (2) report cards or diplomas issued, or (3) before processing a transfer.

**PARENT TEACHER STUDENT ASSOCIATION (PTSA)** – Sheffield High School’s Parent Teacher Student Association (PTSA) seeks the involvement of all parents, teachers and students. Through regularly scheduled meetings, parents are kept abreast of school news and community events.

**ORGANIZATIONS – OTHER THAN SCHOOL-SPONSORED** – Sheffield High School does not sanction high school fraternities and sororities. Any wearing of paraphernalia will be dealt with accordingly. Membership is not regulated through Sheffield High, therefore activities and functions are not allowed on school campus.
Knights are expected to demonstrate the 5 Ps. These are school-wide expectations.

**Prompt**
**Prepared**
**Polite**
**Productive**
**Pride**

**Being Prompt, Prepared, Polite, Productive, and showing Pride in the Classroom**

- Arrive on time – before the tardy bell.
- Have all materials out and ready.
- Know emergency procedures and take practice seriously.
- Respect self, others and learning.
- Follow directions.
- Ask before borrowing. Return it.
- Pull your weight when doing group work.
- Be an active learner – buy in.
- Take advantage of classroom resources.
- Make no excuses.
- Learn with “college” in mind.
- Take care of your learning area. Keep it neat and orderly.
- Help others when needed.
- Be patient and have an open mind.
- Strive for greatness.
- Be honest.
- Smile.

**Being Prompt, Prepared, Polite, Productive, and showing Pride in the Hallway**

- Walk swiftly.
- Keep track of time.
- Walk directly to destination.
- Pay attention to the bulletin boards.
- Get necessary class materials from your locker.
- Use appropriate language.
- Follow the dress code.
• Maintain orderly behavior.
• Honor others’ personal space.
• Be patient.
• Avoid unnecessary socializing.
• Have positive conversation.
• No horse playing.
• Keep hands, feet and objects to self.
• Place trash in the appropriate area.
• No graffiti.
• Display positive body language.
• Smile.

**Being Prompt, Prepared, Polite, Productive, and showing Pride in the Restroom.**

• No graffiti.
• Display positive body language.
• In and out quickly.
• Keep track of time.
• Use before school and between classes.
• Take care of personal needs and wash hands with soap and water.
• Flush.
• Keep track of your belongings and leave others’ alone.
• Honor privacy.
• Avoid unnecessary socializing.
• Have positive conversation.
• No horse playing.
• Keep hands, feet and objects to self.
• Report problems.
• Clean up after yourself.

**Being Prompt, Prepared, Polite, Productive, and showing Pride at an Assembly.**

• Enter at the appropriate time; no gathering in the hallway.
• Be attentive.
• Ask appropriate questions.
• Respect the speaker and performers. Be supportive of peers.
• No food or beverage.
• Avoid unnecessary socializing.
• Take advantage of what the speaker offers.
• No horse playing.
• Keep hands, feet and objects to self.
• Participate appropriately.
• Have an open mind.

**Being Prompt, Prepared, Polite, Productive, and showing Pride in the Cafeteria.**

• Arrive on time - before the tardy bell.
• Get everything you need from the serving line the first time.
• Sit down, eat and clean up.
• Eat healthy food.
• Respect peers and staff.
• Leave the table and floor clean for the next group.
• Use proper table manners.
• Monitor volume.
• Avoid unnecessary socializing.
• Sit with someone new and introduce yourself.
• No horse playing. Keep hands, feet and objects to self.
• Clean up after yourself.
• Enter and exit in an orderly fashion.

**POLICIES GOVERNING STUDENT BEHAVIOR**

**Self-discipline** is one of the basic educational objectives of the Shelby County School System. When students have difficulty in abiding by the rules and regulations as set by the Board of Education and local school unit, appropriate methods of correction to this misbehavior will be used. A copy of the SCS Board’s “Policies Governing Students Behavior” is located in the Principal and/or Assistant Principal’s office, in the library, and on the district website. Due process procedures will be followed in all discipline cases.

**Mandatory Parent Conferences** will be issued at the discretion of the Principal or Assistant Principal and can only be cleared following a personal conference with the parent or legal guardian of the pupil involved. All class time missed due to a mandatory parent conference is unexcused.

**In-School Suspension (ISS)** can be issued at the discretion of the Principal or Assistant Principal up to ten days and can be cleared following a personal conference with the parent or legal guardian of the pupil involved. Suspensions from 1 to 10 days may be appealed to the Head principal. Any suspension 11 or more days may be appealed to Student Services. During the period of ISS, the student will be isolated from the normal school climate. All assignments completed during ISS will be graded by issuing teacher. Students will not be allowed to return to class until all assignments are complete.

**Out of School Suspensions** will be issued at the discretion of the Principal or Assistant Principal and can only be cleared following a personal conference with the parent or legal guardian of the pupil involved. All class time missed due to a suspension is unexcused. Suspensions from 1-10 days may be appealed to the Head principal. Any suspension 11 or more days must be appealed to Student Services. Parents and legal guardians have 5 days to appeal long-term suspensions.
Action taken for misconduct and not following school rules will include but not be limited to one or more of the following:

- Verbal Warning
- Counsel with Student
- Model Behavior, Isolation/Change Seating, Review Expectations
- Communicate with Parent via Phone or Conference
- Referral to Counselor for Plan of Success
- Referral to Counselor for Mandatory Parent Conference
- Referral to Counselor for Group Intervention
- Referral to Counselor for Mental Health Services or Social Worker Assistance
- Supervised Study
- In-School Suspension
- Out of School Suspension

**REWARDS** – A reward will be given through Trust Pays to any person for information leading to proof of another person’s involvement in vandalism, theft, destruction of school property, possession, selling, or use of drugs and/or alcohol, and information concerning students with weapons or any criminal act.

**BEHAVIOR INCENTIVES**

The school’s Positive Behavior Intervention and Support (PBIS) Team is planning the following activities to promote positive behavior throughout the year.

- There will be monthly student activities. Only students who receive no behavior infractions, including cell phone violations, tardies to school or tardies to class will qualify to participate.

- A fight-free incentive is also being implemented. Reaching certain goals allow students to stray away from the uniform based on given guidelines. Students will be teemed and will earn rewards based on their grade and gender. 9th grade girls are a team; 9th grade boys are a team; 10th grade girls are a team; 10th grade boys are a team; 11th grade girls are a team; 11th grade boys are a team; 12th grade girls are a team, and 12th grade boys are a team.

  - 10 Days – Jeans Day
  - 20 Days – Jeans Day
  - 30 Days – Jeans Day
  - 45 Days – Jeans Day
  - 65 Days – Out of Uniform
  - 90 Days – 2 Days Out of Uniform

The reward gets a little better as the number of fight-free days increase. When there is a fight, the number of accumulated fight-free days goes back to zero (0).

*Jeans cannot have rips, holes, or tears. Any wording or pictures on clothing must be appropriate for school. All uniform violators will be disciplined.*
FOR YOUR INFORMATION

Main Office................................................................. 416-2370
Principal................................................................. Mr. Frigo
9th & 10th Grade Assistant Principal ................................. Mrs. Monix
11th and 12th Grade Assistant Principal ......................... Ms. Oduyoye
Professional Learning Coach........................................... Ms. Long
Librarian/Media Specialist.............................................. Ms. Johnson
Bilingual Mentor........................................................ Ms. Villegas
9th and 10th Grade Guidance Counselor ......................... Mrs. Zimuto
11th and 12th Grade Guidance Counselor ....................... Ms. Williams
Family Engagement Specialist ................................. Ms. Barnes
Financial Secretary.................................................... Mrs. Roby
General Office Secretary – Main Office......................... Ms. Generette
SMS/Attendance Secretary............................................ Ms. Salisbury
Records Secretary ..................................................... Ms. Garrett
Security................................................................. Officer Billingsley
                   Officer Yancey

The Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.