

**HOME OF THE WILDCATS
STUDENT HANDBOOK & AGENDA
BOOK**

**Mr. David Stephens
Principal**

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Dan Haddow, Vice-Principal, 504 Coordinator
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Chad Stevens, Asst. Principal, Title IX Coordinator

<http://www.scsk12.org/>

or

<http://www.scsk12.org/SCS/high/Bolton/index.htm>

MESSAGE FROM THE PRINCIPAL

Welcome to Bolton High School. I am looking forward to another exciting and successful year working with the finest students and parents anywhere, along with our outstanding teachers and staff who strive to implement the best instructional practices and sincere care for our students.

I encourage every student to become involved with the diverse opportunities offered through Bolton's extra-curricular activities and clubs. Studies have shown that involved students enjoy school more, attend regularly, and make better academic grades, overall, than a non-involved student. So, get involved!

Included in this agenda book is information to help answer questions about the daily routine, structure, and expectations at Bolton High School. Please read this information carefully to become familiar with our policies and procedures in order to ensure a safe, orderly, and academically- focused learning community.

My administration, faculty, and staff are here to assist students and parents in any way we can. I look forward to seeing you at our Open House, as well as at our PTSA activities. Parents and students enjoy this school year and stay involved. I look forward to working with you this year.

Sincerely,
David Stephens
Principal

Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.

Lack of English language skills will not be a barrier to admission and participation in educational programs.

Adapted materials are available to persons with disabilities upon request. Contact 873-8150 ext. 247

Persons with concerns about non-discrimination are to contact Mr. Dan Haddow, 504 coordinator, or Mr. Chad Stevens, Title IX coordinator.

Bolton's Mission Statement

The guiding principle of Bolton High School is the development of the individual youth for a purposeful life. Our mission is to help students achieve their potentials and acquire the knowledge, skills and attitudes necessary to become productive citizens.

Belief Statements

1. Fostering a secure environment where instruction and learning are the primary focuses.
2. Developing students with vital skills in math, reading, research, technology, communication, and critical thinking necessary to become productive citizens.
3. Helping students form positive attitudes, positive characteristics, and mutual respect.
4. Assisting student development in leadership, creativity, and appreciation of the arts.
5. Instilling early in the student's high school career the belief that effort will find its own reward in academic achievements, social productivity, and real world success, and that pride, responsibility, accomplishment, and self-discipline are crucial elements in and out of the classroom environment.
6. Guiding students to practice healthy choices in nutrition, physical activity, and mental health.
7. Recognizing the reality of global communication and competition.
8. Instilling a sense of community and national pride within our school.

BHS CLUBS & ORGANIZATIONS

School sponsored activities, other than athletics, which involve students outside of their academic classes are considered extracurricular activities. A Club Fair is held at the beginning of the year where students who are interested in becoming involved can attain additional information (meeting time, membership requirements, dues, etc.) about each individual club. Participation in the following organizations offered at BHS is strongly encouraged.

Beta Club
Mock Trial Competition Team
Business Professionals Of America #1
Mu Alpha Theta
Business Professionals Of America #2
National Art Honor Society
Campus Life
Computer Club
National Art Junior Honor Society (9th)
Distributive Education Clubs Of America
National Honor Society French Club
Future Business Leaders Of America
SADD
Future Farmers Of America
Science Club/Science Olympiad
FCCLA Club #1
Spanish Club
FCCLA Club #2
Student Government Association (SGA)
FCCLA Club #3
Technology Student Association
Fellowship Of Christian Athletes
Thespians
Future Teachers Of America
Trap Team
Geography Society
VICA - Cosmetology / Automotive
German Club
Vocational Industrial Clubs of America
Gospel Choir
WordSmith / Creative Writing
HOSA
Knowledge Bowl Team
Key Club
Latin Club
La Raza

**Performance Groups &
Production Groups**

Band
Bridges (Literary Magazine)
BHS Live
Paw Print (Newspaper)
Chorus
The Wildcat (Yearbook)
Stagelight Theatre

BHS SPORTS

Fall

Boys' & Girls' Cross Country
Football
Boys' & Girls' Golf
Girls' Soccer
Volleyball
Trap Team

Winter

Boys' & Girls' Basketball
Boys' & Girls' Bowling
Cheerleading
Wrestling
Swimming

Spring

Baseball
Boys' Soccer
Boys' & Girls' Tennis
Boys' & Girls' Track
Softball

BELL SCHEDULES 2007-2008

Warning bells are not noted in this schedule.

Regular Bell Schedule

First Period - 7:00-8:00
Second Period - 8:06-9:01
Third Period - 9:07-10:02
Fourth Period - 10:08-11:59
Lunch Times - TBA
Fifth Period - 12:03-12:58
Sixth Period - 1:04-2:00

B Schedule: Club Day

First Period - 7:00-7:50

Second Period - 7:56-8:38

Third Period - 8:44-10:02

Clubs - 9:26-dismiss to clubs; others remain in
3rd Period

Club time - 9:32-10:02

Regular Afternoon Schedule

C Schedule: Afternoon Activity

Regular Morning Schedule until 11:57

Fifth Period - 12:03-12:41

Sixth Period - 12:47-1:25

Afternoon Activity - 1:30-2:00

D Schedule: Short Homeroom

First Period - 7:00-7:56

Homeroom - 8:01-8:16

Second Period - 8:21-9:09

Third Period - 9:14-10:02

**SHELBY COUNTY SCHOOLS
SCHOOL CALENDAR 2007-2008
FIRST SEMESTER 2007**

August 13

First Day Students

September 3

Labor Day

October 4

Parent Conferences (3:00-6:00 p.m.)

October 8 & 9

Fall Break (No Classes for Students)

October 12

Last Day 1st Nine Weeks

October 15

First Day 2nd Nine Weeks

November 12

Veteran's Day

November 21-23

Thanksgiving Break

December 19 & 20
First Semester Exams

December 20
Last Day 1st Semester

December 21-January 4
Christmas Break (Students)

SECOND SEMESTER 2008

January 7
First Day, 2nd Semester

January 21
Dr. Martin Luther King Day

February 18
President's Day

March 13
Parent Conferences (3:00-6:00 p.m.)

March 14
Last Day 3rd Nine Weeks

March 24
First Day of 4th Nine Weeks

March 17 - 21
Spring Break

May 22 & 23
Second Semester Exams

May 23
Last Day 2nd Semester

May 27- May 30
Systemwide Inclement Weather Make-up Days

The ending date may be extended or the school calendar may be altered due to inclement weather, energy crisis, or other special circumstances. If more than five (5) make-up days are necessary, the Board of Education will determine when additional make-up days will be scheduled.

BHS PTSA

Become a Member!

The most effective way for parents to become involved in school is to join the BHS PTSA. All members receive publications of the *BHS Wildcat News* newsletter. Included in the *BHS Wildcat News* are letters from the BHS administrators, helpful information on policies and procedures, additions to the school activity calendar, points of interest that pertain to each class, athletic calendars for the fall, winter, and, and spring sports, teacher highlights, and much more. Joining the BHS PTSA is a great way for the students and parents to stay informed of the current events and activities that are scheduled throughout the year.

PTSA WILDCAT NEWS

*A free subscription is included with every membership!
All monies donated to PTSA go to BHS and are tax deductible.*

GUIDANCE DEPARTMENT

The Guidance Department at Bolton High School serves the students, faculty, parents, and the community. Realizing that each student has individual needs and abilities, our efforts are designed to prepare a competent, responsible, self-reliant individual who can function to maximum potential. The guidance program seeks to assist all students to mature in self-understanding, responsibility, decision making, and the development of values.

Counselors meet with all grade level students for assistance with course scheduling and grade information, graduation requirements, career planning, college and scholarship applications, tutoring, study skills recommendations, and testing programs. All counselors are also available to discuss any academic and personal concerns.

ACADEMIC INFORMATION

Diplomas

A regular diploma will be awarded to students who complete graduation requirements. Students must also pass Gateway Exams in Algebra I, Biology, and English II to receive a regular diploma. Individual graduation requirements will be based on the chosen path. The choices are the University Path, the Technical Path, or the Combined Path.

Grade Classification Based on Earned Credits

Grade 9 - Any student that has less than 4 Units.

Grade 10 - 4 Credits – Students must pass English I to be promoted to the 10th grade.

Grade 11 - 9 Units – Students must pass English I & English II to be promoted to the 11th grade

Grade 12 - 14 Units – Students must pass English I, II & III to be promoted to the 12th grade.

To be classified as a senior, the student must be enrolled in English IV and all subjects required meeting the graduation requirements. Students will not be promoted to the 12th grade unless they have earned 14 credits and

have met all English requirements. Students will only be allowed to participate in commencement exercises if they fulfill all graduation requirements by the graduation date. Summer graduates will not be allowed to participate in commencement exercises.

Grading Scale

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

Additional points are added to 9-week and semester exam grades for honors and advanced placement level course work as long as the average or exam grade is at or above a 70. Eight points will be awarded for advanced placement and four points for honors. Class rank is recalculated at the end of each semester through the end of 7th semester. Students are ranked on the 4-point system for all registered courses.

Course Selection

Course selection is an extremely important process. If you have questions or concerns, you should contact the appropriate grade level counselor. Students who register for honors and/or advanced placement courses must submit permission forms with appropriate signatures. Students will be held to the honors/AP contract for the school year. Courses will be selected yearly prior to spring break. The courses listed in the course catalog may not be offered each year, depending upon student registration.

Registration

Regular registration will take place each year according to the SCS school calendar. Students who fail to participate in the registration process will have their schedules dropped and be required to reregister for their classes. New students must provide proofs of residency and a copy of their last report card on the date of registration or register during the summer months. The summer hours for new students to register will be available on the Internet.

Adding & Dropping Classes

A request to drop an elective course does not constitute approval to drop that course. Final approval to add or drop will be granted only in very unusual circumstances at the discretion of the Vice-Principal or the Principal. Parents have until June 15th to request, in writing, schedule changes. After that date, no changes will be made, except in extenuating circumstances. The Tennessee Board of Education requires that all students be enrolled in five courses that will produce at least five credits toward graduation each school year, even if fewer credits are needed for graduation.

Report Cards

Report cards are issued at the end of each nine weeks during homeroom. The final report will be mailed to the home of the students. Grade Point Averages are calculated based on semester averages.

TESTING

End-of-Course Tests

The Tennessee State Board of Education mandates the end-of-course assessment in mathematics, science, English, and social studies. Students enrolled in the following courses will be required to take an end-of-course exam: Math Foundations II, Algebra I, Physical Science, Biology I, English 9, English 10, and U.S. History.

Gateway Exams

The Gateway tests are a requirement for students who were incoming freshmen at the beginning of the 2001-2002 school year and thereafter. The Gateway tests are end-of-course tests, which students must pass as part of the requirements for earning a high school diploma. The Gateway exams count 15% of the second semester average. The three courses, which require passing scores on the Gateway Exams, are English 10, Algebra I, and Biology.

TCAP Writing Assessment

This state mandated writing test is given to all juniors to ensure that they can communicate effectively in written form. The test counts as 15% of the 2nd semester average in English.

ACT

Registration packets are available in the Guidance Office, or register online at www.act.org

SAT

www.collegeboard.com

Graduation Assessment Requirements

Any student graduating with a Regular Education Diploma from a public school in Tennessee must:

- pass all three Gateway Tests (English II, Algebra I, and Biology I).
- earn the credits required for the graduation path selected by that student.

Diplomas will not be issued to Shelby County Schools' students who have not met these requirements. The only exceptions are for special education students who are exempted by an Individualized Education Plan (IEP).

Tennessee Minimum Graduation Requirements

University Path Requirements

COURSE	UNIT
English	4
Math (Alg. I & II and Geometry)	3
Science (must include Biology)	3
U.S. History	1
W. Geography or W. History	1
Economics	.5
U.S. Government	.5
Wellness	1

Fine Arts	1
Foreign Language*	2
Electives	3
TOTAL	20

Combination Path Requirements

COURSE	UNIT
English	4
Math (Alg. I & II and Geometry)	3
Science (must include Biology)	3
U. S. History	1
W. Geography or W. History	1
Economics	.5
U. S. Government	.5
Wellness	1
Fine Arts	1
Foreign Language*	2
Related Technical Area**	4
TOTAL	21

Technical Path Requirements

COURSE	UNIT
English	4
Math (Alg. I)	3
Science (must include Biology)	3
U. S. History	1
W. Geography or W. History	1
Economics	.5
U.S. Government	.5
Wellness	1
Electives	2
Related Technical Area**	4
Total	20

It is the responsibility of the parents and students to contact the college or university that they plan to attend to verify the minimum requirements for admission.

* The Foreign Language units must be in the same language.

STUDENT DRESS CODE

Shelby County Schools' students are expected to dress and appear in a manner that meets reasonable standards of health, cleanliness, and modesty. It should remain a matter of personal pride to maintain high standards of neatness and appropriateness of dress and appearance so as to reflect favorably upon yourself, your parents, and Shelby County Schools. All experiences during school years should be a part of a student's preparation to take his/her place in society as a mature responsible individual.

The responsibility for the appearance of the student begins with parents and the students themselves. Students' clothing, make-up, and hair styles should reflect neatness, cleanliness and self-respect to promote

learning and character development. A student who is not attired appropriately or exhibits grooming which is detrimental and/or disruptive to the school environment shall be asked to refrain from wearing the inappropriate attire in the future and shall be required to make arrangements for suitable or appropriate dress. The administration shall make the final determination.

Clothing that may distract students from the instructional program will not be worn on campus. Such clothing may contain but is not limited to Hooter shirts, Malcolm X, Rebel flag, It's a Specific Thing, Coed Naked, Sex Wax, Big Johnson, Drugs, Alcohol, and / or Tobacco Products, or any symbol or statement that may be insulting or degrading to another group. Inappropriate clothing also includes items that could not be worn by either sex, such as fish net tops, halter tops, and spandex tops or bottoms without a loose fitting top that covers the body appropriately. Bagging pants off the waist, long shirt tails below the hip pocket or short tops in combination with low rider pants that allow the underclothes or the midriff and/or thongs to show are not allowed on campus.

Clothing worn to school must not be unsafe, indecent, immodest, or inappropriate. Jewelry or accessories, such as grills, chains, large rings, spiked collars or bracelets, etc., that could be used as a weapon or that create a danger to/from the wearer are not to be worn.

Shirts, jackets, or any garment representing the name or emblem of a local social club, fraternity, sorority, society, or organization not recognized by the Bolton High School Student Government or school administration are unacceptable and are not to be worn.

Shirts, jackets, buttons, pins, hats, or any item, with obscene or questionable printing, pictures or inferences that portray graphic violence or defy authority are not to be worn.

Shirts that are considered offensive to other students, the Bolton High School Student Government, Faculty, or Administration are not to be worn.

Any symbol or slogan associated with or used by a "Hate Group" or "Illegal Activity" will not be worn on campus at any time.

Shirts are to be worn tucked in by both boys and girls at all times.

Sleeveless shirts must be factory bound at the shoulder and made to be worn in this style. Cut off sleeves on shirts or jackets worn over shirts with raw edges are not appropriate.

Tank tops, sleeveless undershirts, tube tops, bare backs, or halters are not appropriate school dress. Strapless dresses will not be permitted without jackets.

Jeans or trousers that are cut, ripped, or have holes are not appropriate school dress and are not to be worn (even if something is worn under them).

Shorts, skirts, dress or slits in dresses cannot be higher than four inches above the knee.

Shoes or sandals must be worn at all times. House-shoes, flip-flops and shower shoes are unacceptable.

Caps, hats, headbands, etc., are not to be worn or carried by male or female students in the building or on campus outside the parking/bus lots, unless the garment is required for a class assignment. Shirts or sweatshirts with hoods are not to be worn with the hood over the head in the building.

Sunglasses are not to be worn, in any fashion (on the head, around the neck, etc.) in the building.

No facial piercing, other than earrings, will be permitted. This includes, but is not limited to eyebrows, nose, lip, tongue, etc. Earrings must be of reasonable length and shape so as not to interfere with the safety of that student or other students.

When a student's appearance is considered to be detrimental to the educational process, that student will not be permitted to attend classes until properly attired.

When arrangements for correction in appearance or dress may not be accomplished, the student will be placed in a supervised area (ISS) to complete his/her school assignments apart from the regular school setting for the remainder of the day.

In the case of questionable dress or grooming that is not specifically covered in the Dress Code Policy #6205, the school administration will make the final decision which will be supported by the Superintendent and Board. Appropriate action will be taken and the parent will be contacted" (SCS Dress Code Policy revised 3/31/05).

Acceptable Dress

Pants must be of appropriate size and worn at the waist.

Belts must be worn if pants have belt loops.

Shirts must be tucked into clothing.

Waist length sweaters and appropriate sized jackets can be worn inside the school for warmth, as long as an appropriate shirt is tucked underneath.

(The above are not all inclusive.)

Unacceptable Dress

Short shorts or spandex shorts

Shorts, skirts, dresses, or slits in dresses more than four inches above the knee

Tight tops, pants, or dresses

Bareback or bare midriff tops, shirts, or dresses

Low-cut apparel, tank tops, tube tops, spaghetti straps, or mesh shirts

Any transparent, torn, or ripped clothing

Facial jewelry (including tongue piercing)

Any clothing that pictures or advertises substances that are illegal by law for minors, that are violent, profane, or suggestive in nature, or indicates gang activity and involvement, or derogatory remarks of an ethnic nature.

Pants worn below waist.

Shower shoes

(The above are not all inclusive.)

GENERAL INFORMATION

Agenda Book

Included in this *BHS Agenda Book* is the student handbook. Within this handbook is pertinent information in relation to attendance and discipline policies, guidance department information, as well as helpful information regarding general policies and procedures. Every BHS student must pay a \$5.00 fee to receive an agenda book at the beginning of the 2007-2008 school year. They are responsible for it at all times. The students will be expected to maintain it throughout the school year for use as a hall pass in addition to utilizing it as an assignment notebook. If students should lose the agenda book, they will be responsible for reporting to their grade level administrator's office and purchasing a new one for the price of \$5.00.

Distribution of Materials

Pamphlets, flyers, or posters may not be distributed or posted on school property without approval of the administration.

Hall Pass Policy

Included in this student handbook are hall passes that are to be used by the student/owner of this handbook. This agenda book will serve as a student's pass. Upon requesting a pass to a given destination within the building, the student must present their agenda book to a BHS faculty member for approval. The faculty member, not the student, is responsible for filling out the time, date, and destination. No other hall pass is to be used.

Honor Roll

To achieve "Principal's Honor Roll," a student must maintain an A average (93 and above). For "Faculty Honor Roll" the student must have no grades lower than a B (85-92). Conduct grades should be no lower than a S for all honor rolls.

Honors Diploma

Students eligible for the Honors Diploma must be enrolled in courses to provide a minimum of: Three (3) honors credits; or two (2) AP courses; or two (2) honors and one (1) AP credit each year during the four (4) years of high school.

Lockers

The annual locker fee is \$5.00. Replacement locks are \$10.00. Upon receipt, the student will be assigned a locker by a school official and issued a lock with a combination. The students are required to keep the school lock rented on their locker at all times. Students are not permitted to share lockers. Lockers assigned to the students are the property of Shelby County Schools and are subject to search by school personnel at any time. The school is not responsible for the contents of the locker. Failure to follow locker procedures will result in loss of locker privileges.

Lost and Found Items

Items that are lost and found are taken to a designated secured area in the Plant Manager's Office in the main building where they can be reclaimed by the owner upon verification. Smaller items such as keys, jewelry, billfolds, etc., are sometimes taken to the main office.

Medication

Medications or pills of any kind are prohibited without written permission of parents/guardians and must be delivered by parents/guardians to be secured in the attendance office for distribution by a trained school official only (SCS policy # 6405).

Over-the-counter medication may not be administered at the school; approval must be attained through the principal and/or school nurse.

Phones or Mobile Communication Devices

Telephones in offices are for school business. The attendance secretary will call parents if a student becomes ill. It will not be possible to contact students each time a parent calls with a message.

Cell phones, beepers, or other mobile communication are to be turned completely off and are not to be used during the school day.

Such devices that are heard, seen, or found carry the following consequences: First offense: confiscated for parent pickup and student will be issued a warning. Second offense: confiscation and will result in an in-school suspension. Third offense: will result in out-of-school suspension.

Searches of Persons and Property

In accordance with Tennessee State Law as it relates to student conduct, lockers and other storage areas, containers, book bags, and packages brought onto the campus by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons, including any property which is or is not properly in the possession of the student, including stolen property. Vehicles parked on school property by students or visitors are subject to search.

School Jurisdiction

In compliance with Shelby County Schools Policy, the school's authority to discipline is not confined to the school grounds or to the time school is in session. Disciplinary action may occur as a result of misconduct that occurs beyond our campus, such as at the bus stop, in the parking lots, athletic contests, and school-sponsored activities, as long as it occurs within a school event, atmosphere, or environment.

Student Injury

In the event a student is accidentally injured at school, he/she or the parents should be certain that the Principal is notified immediately.

Anyone waiting for a ride home after an accident should wait in the attendance office.

An accident report should be completed by the teacher on all accidents and filed in the main office.

School Resource Officer

A School Resource Officer has been assigned to work with the faculty, staff, students, and community members to ensure a safe school environment. The officer is available during the day to assist with matters that may require police intervention.

Student Parking

Student parking on campus is a privilege, not a right. Parking rules must be followed by students to maintain this privilege. Students are encouraged to carpool due to the limited availability of parking spaces. All students who park on campus must have purchased a valid hangtag from the school, and the hangtag must be displayed on the rearview mirror. Hangtags can only be used by the student who purchased the tag. Allowing other students to use your hangtag will result in loss of parking privilege. Students must park in designated parking spaces. Students are reminded that smoking, loud music, foul language, squealing tires, or disruptive behavior will not be tolerated. Pedestrians have the right-of-way at all times.

Textbooks

It is the student's responsibility to keep up with the textbooks issued by Bolton High School. Students must write their name inside the front cover of each textbook. Textbooks will be turned back in to the teachers on an announced day at the end of the school year. Students not following the proper procedures will be responsible for the cost of any missing and/or damaged textbooks. Students are recommended to keep their textbooks covered at all times.

Visitors on Campus

No visitors will be permitted on campus unless they have specific business to conduct. Parents, former students, or others who have business with a teacher, counselor, or administrator must check in through the Main Office. Teachers may be seen only during their planning time. A visitor's badge is required while in the building.

Withdraw from School

To withdraw from school, it is necessary for the student to turn in all textbooks to the Guidance office and request a withdrawal form. If the necessary procedures are not followed, grades and pertinent information will not be released.

DISCIPLINARY POLICIES

All students are expected to conduct themselves at all times in a manner befitting themselves, their home, school, and community. Students are expected to adhere to all school rules and to follow the instructions of the administration, faculty members, bus drivers, and other school staff. Failure to do so will result in disciplinary action by the school administration.

In-School Suspension

When students are placed in ISS, they will report to the designated room for the dates assigned by the administration. Students will be monitored in ISS and are expected to work on assignments the entire day.

While in ISS, students are able to earn grades toward their academic credit. If a student fails to follow the ISS rules, an out-of-school suspension will be assigned for the remainder of the days assigned in ISS.

When a student has been assigned an excessive number of days of in-school suspension within the school year, any additional incidents that warrant ISS will result in alternative forms of discipline (out-of-school suspension

or alternative school).

Short-Term Suspension

Out-of-school suspension for ten or fewer days is considered short-term. Fighting on campus, possession of tobacco and/or drug paraphernalia (rolling papers, pipes, etc.) are examples of infractions that will result in an automatic suspension. OSS includes all extra-curricular events, i.e., athletics, dances, plays, etc.

Any student sent to the discipline office for inappropriate behavior and does not report promptly will receive OSS.

Long-Term Suspension

Out-of-school suspension for eleven or more days is considered long-term. According to state laws and zero tolerance, anyone who has drugs in his or her possession will be arrested and suspended for 180 days. Anyone who has a firearm in his or her possession, vehicle, and/or locker, either at school or at a school sponsored activity, will be arrested and suspended for 180 days. Anyone who physically assaults any school employee will be arrested and suspended for 180 days. Any threat (verbal, written, or suggested) of violence to a school employee or student will be taken seriously and severe disciplinary action will follow. Being under the influence of alcohol/drugs or in the possession of alcohol/drugs while at school or a school sponsored activity is also a long term suspendable offense.

Friday School

Friday detention from 2:15-4:15 is assigned to students for excessive tardiness and for dress code violations. Failure to attend Friday School will result in two days of OSS. Friday School is held in the study hall. Students are to work for the full two hours and abide by the Friday School rules handed to them. Removal from Friday School results in two days' OSS.

Areas Off Limit for Students

After arriving at school, students should not be in parking lot areas (unless student has an authorized pass signed by an administrator). Students should not be in vehicles parked on campus.

Students are not allowed in any room set aside for staff only (teacher work areas or other offices).

At lunchtime, all instructional buildings are off limits. Students must remain in the cafeteria. Food or drink is not allowed to be carried out of the cafeteria for any reason.

Loitering behind or between buildings, in restrooms, in hallways, and on stairways is not permitted.

Students are NOT to be in any building, including gyms, after 2:15, unless they are under the direct supervision of a coach or faculty member and participating in a school activity such as tutoring, drama, band, athletic practice, cheerleading, etc.

Students who are sick may not loiter in a restroom. Illness should be reported to the attendance office for parent contact.

Banned Items

Students should not have the following items (list is not all-inclusive) at school:

Hats, caps, visors, head scarves, bandannas, do rags, sweat bands, metal hair picks, beepers, cell phones, pagers, headsets, CD or MP3 players, radios, video games, cameras, video recorders, cigarettes, lighters, matches, tobacco products, alcoholic beverages, inhalants, water guns, spray cans, mace, explosive devices, fireworks of any type, weapons (guns/knives) or any look alike weapons, bats, screwdrivers, box cutters, chains, playing cards, dice, yo yos, laser pointers, water balloons, or any other novelty item disruptive to school. All of these items will be confiscated, and the school will not be responsible for such confiscated items. Possession of weapons, drugs, alcohol, mace, disabling sprays, aerosol cans, fireworks, or stink bombs will result in immediate OSS.

Food and Beverages

Students selling, consuming, or possessing food, candy or drinks, outside the cafeteria will have such items confiscated and may be issued cafeteria duty or in-school suspension.

Fighting

Students who engage in fights at school will be subject to out-of-school suspension, juvenile court summons, and anger management classes upon readmission. Parents are notified of the incident and are required to check the student out of school for the remainder of the day. Fighting violations are cumulative while enrolled at Bolton High School.

Penalties for fighting include but are not limited to the following:

- 1st offense:** 3 to 10 days OSS / juvenile summons for disorderly conduct / possible transport to juvenile authority.
- 2nd offense:** 5 to 10 days OSS / juvenile summons for disorderly conduct / possible transport to juvenile authority.
- 3rd offense:** Long term suspension / recommendation to Alternative School / summons and possible transport to juvenile authority.

Students found guilty of an unprovoked assault or attack on another student will be arrested, transported to jail, and issued a long-term suspension.

Any student who intimidates or threatens violence against another individual will be subject to disciplinary action up to and including arrest.

Disagreement with a Staff Member

Students are expected to cooperate fully with any personnel assigned to Bolton High School. The staff includes principals, teachers, teacher assistants, substitute teachers, student teachers, custodians, cafeteria workers, secretaries, bus drivers, and all other school support personnel. If a student disagrees with a staff member or feels the staff member is wrong, do not argue with the adult in charge, but discuss the issue with an administrator. Problems may be easily averted this way and consequences for arguing or insubordination could be avoided.

Gang Involvement & Other Non-SCS Organizations

Organizations which operate outside the jurisdiction of the Shelby County Schools will not be allowed to function on school property or at school sponsored events. Gang activity (wearing colors, bandanas, flashing hand signs, gang writing, etc.), sororities, fraternities, and other organizations are not allowed in the Shelby County Schools system (SCS Policy 6505). Students who are involved in these activities at school may receive OSS or expulsion.

Hazing of Other Students

Hazing is defined as follows: To initiate or inflict harm or pain on other students because of their grade level, age, or group affiliation. Hazing or checking of other students is prohibited. Immediately report actions of this type to a school administrator. Shelby County Harassment policy & procedures will be followed.

Profanity

The use of profanity on the school campus will not be tolerated. Students using profanity will be assigned in-school suspension or out-of-school suspension. In matters of opinion regarding language, the judgment of teachers and/or administrators will prevail.

Public Display of Affection

Public displays of affection at school are inappropriate and detrimental to an atmosphere conducive to learning. This type of behavior is not permitted. Parents will be contacted and disciplinary action will result if this conduct persists.

Tobacco Products

In accordance with state laws and the Board of Education policies, the use or possession of any tobacco products at school, whether smoking, chewing, or dipping will not be permitted on campus or in the parking areas. Violation of this rule will result in suspension and/or a juvenile court summons being issued.

Vandalism

Any student found to be defacing or vandalizing school property or the personal property of others will be responsible for the cost of repair or replacement. If a reward for information is offered and the information leads to the student being found guilty, then the guilty student must pay the reward before being readmitted to school.

Willful, Persistent Misconduct

Willful, persistent violation of school rules or conduct interfering with the educational process may result in a student being suspended 10 to 45 days (or more) with a possible referral to the alternative school.

Zero Tolerance: Long Term Suspension

Zero tolerance is adhered to for weapons, illegal drugs, and assault and battery. All laws which prohibit gambling, fighting, and possession of weapons are in effect at school. In accordance with the guidelines established by Shelby County Schools, offenses such as

possession/use of drugs, alcohol, tobacco products; assault on any school personnel; or any gang activity or violence will result in long term out-of-school suspension.

ATTENDANCE POLICIES & PROCEDURES

Regular attendance and promptness are essential to a sound education. It is the student's responsibility to maintain regular, quality attendance habits. Unexcused absences and cutting class (truancy) do not meet this responsibility.

Absences: Student Admit Slips

Students should see their first period teacher for an admit slip, either excused or unexcused. This decision should be based upon the Shelby County Board of Education Policy Regarding Student Absences, Board Policy #6108.

Shelby County Board of Education Policy # 6108

Only the following reasons will be considered excused absences or tardies.

1. Illness of student
2. Death or serious illness in the student's immediate family
3. Special and recognized religious holidays regularly observed by persons of like faith
4. Legal court summons not as the result of the student's misconduct
5. Extenuating circumstances as approved by the principal

All other absences or tardies shall be regarded as unexcused.

Parent Note Required for Absences

Whenever a student is absent from school, that student should bring a note from a parent or legal guardian explaining the absence. All notes must contain the following:

Explanation of the absence

Be dated

Include the dates of the absence(s)

Provide a home/work telephone number

Must be signed by the parent or legal guardian

Notes must be submitted within two days of the student's return to school to be excused.

If a student fails to return to school with a written note from parent/guardian, the teacher will issue a student admit slip that states "No Note" and be marked "Unexcused."

The student may have another day to bring a note if he/she failed to do so on the first day back. At that time, the teacher will write another note on the student admit slip stating it replaced the first one.

The student's responsibility is to take the admit slip to each class that was not attended and give it to the teacher to be signed.

Checking Out of School (Dismissal from class to check-out)

Prior to first period, the student will bring his/her note for checking-out to the attendance office.

The student will be notified and return to the attendance office at the proper time.

If the attendance office has been able to verify the note, the student will be permitted to check-out at the stated time. Otherwise, the student will be sent back to class with a note explaining his/her return.

The preferred method for checking-out is for a parent/guardian to come to the attendance office. Photo ID's may be requested. No phone check-outs will be allowed unless prior written consent is obtained or other exigent circumstances.

Only parents/guardians or other persons on the demographic screen may come to the attendance office to check-out students. Photo ID may be required.

Any student who arrives late or has a valid reason to leave early must use the proper check-in/out procedures or be subject to disciplinary action.

In cases of student illness on campus, a parent/legal guardian may check-out the student. If possible, the student should let the teacher know about the illness.

Make-up Work for Excused Absences

Students have the number of days absent to make up missed assignments for excused absences, the exception being long-term assignments (research paper, project, etc.) or extended illness.

A student may only go to a teacher's room for make-up work with the teacher's permission during the teacher's planning period or before school or after school.

If the teacher has given permission for a student to leave study hall, a note from the teacher must be given to the study hall teacher.

The students will remain with the teacher in the classroom until the period is concluded. A GRADE OF ZERO SHOULD BE GIVEN FOR WORK NORMALLY GRADED IF A STUDENT HAS AN UNEXCUSED ABSENCE.

Tardies to Class

Excessive tardies to class will result in disciplinary actions.

Driver's License

Students should sign up in the Attendance Office for their "Certification of Compulsory School Attendance" prior to getting their driver's license. The attendance certification is good for thirty days from the date that appears on the certificate. Procedurally, students sign up for this in the Attendance Office and return after one working day to pick up their printed copy/certificate. State law requires that students who miss ten consecutive days of school and who are not passing at least three classes will lose their driver's license. Students who do not meet the above criteria will not be eligible for taking the test to obtain a driver's license.

College Visits

Seniors are allowed two college visit days. A college visit permission form must be picked up from the Guidance Office one week prior to the visit.