

# SYLVAN HILLS



**HIGH SCHOOL** **PROCEDURES MANUAL**  
**2020-2021**

## **Main Campus (10-12)**

**Mr. Tracy Allen**  
Principal

**Mr. Chris Sierra**  
Assistant Principal

**Mrs. Teresa Thomas**  
Assistant Principal

**Ms. Charlotte Wallace**  
Assistant Principal

**Ms. Quyni Williams**  
Assistant Principal

484 Bear Paw Road • Sherwood, AR 72120 • 501.833.1100

## **North Campus (9)**

**Mr. Yvone L. West**  
Principal

**Mrs. Leslie Ireland**  
Assistant Principal

10020 Bamboo Lane • Sherwood, AR 72120 • 501.833.1170

# **“Home of the Bears”**

**COVID 19 DISCLAIMER** - Due to the coronavirus pandemic and the impact it has had on the education of PCSSD students, PCSSD reserves the right to amend, alter, modify, or supplement the rules and regulations contained herein in its sole discretion and with or without prior notice in order to assure the safety of PCSSD students and staff, to facilitate the appropriate education of PCSSD students, and to comply with directives and guidance issued by state and federal government officials.

**BEFORE SCHOOL:** Seniors and juniors will eat in the Building 12 cafeteria, and sophomores will eat in the Building 1 cafeteria. If students are not eating breakfast, they need to report to their first period classroom. **All hallways are closed until the first bell rings each morning unless the student is going to the main office to get an ID badge or reporting to the Supplemental Instructional Program (SIP).** Students coming from the parking lot or buses are to immediately report to their designated area.

**PCSSD MASK POLICY** - Students will wear masks at all times with the exception of eating lunch. If a student refuses to wear a mask:

- The student will be provided with a mask.
- The parent will be contacted and informed that masks are required.
- If the student refuses again, they will be transferred to the digital option.

**STUDENT IDENTIFICATION BADGES** - ALL STUDENTS MUST WEAR IDENTIFICATION BADGES AT ALL TIMES DURING THE SCHOOL DAY. **Students will not be allowed in the classroom without an ID.** The ID badges must be worn around the neck on a school-issued lanyard and must be visible. Students are not to mutilate ID badges, i.e. cutting, chewing, taping, painting, adding decorations, or stickers, etc. If the name, photo, and color strips are not visible, the student will need to purchase a new ID immediately. The cost of the ID badge is \$3, and the cost of the lanyard is \$2 (\$5 for both after the initial process has been issued). **Students who do not display their ID badge around their necks are subject to a D-HALL at any time.**

•Temporary ID badges can be bought from 8:15 A.M. until the first bell rings for \$1. Any student wishing to purchase temporary ID badges after the first bell rings will result in a tardy and the disciplinary actions that follow. It must be attached to upper outer garments where it can be seen at all times. Students who do not obtain an ID badge will be assigned to ISS (In-School-Suspension) for that day and will stay all day.

**DETENTION (D-HALL)** - Detention will be during each lunch. Students must report to the designated area by the bell that will ring 4 minutes after the start of lunch. Students must bring work with them to detention hall. Students will remain in detention to be dismissed the last 10 minutes to eat lunch. If a student is absent from school or checks in after 1<sup>st</sup> lunch starts, the student must attend d-hall on the next school day that the student is present. **Students will not be called in to be reassigned.** If the student is at school and fails to attend D-hall on the assigned scheduled day, the student will be assigned one (1) day of In-School Suspension (ISS).

**TARDY POLICY** - Students who are tardy for the school day for such reasons as oversleeping, missing the bus, or being transported late by private vehicles will be given an **unexcused** tardy. A parent signature does NOT mean that the student is excused. **Students must check in with the office when they arrive on campus any time after the first tardy bell.** Failure to check in with the office will result in an automatic unexcused tardy. **The following course of action will be taken when students are tardy to class:**

- **1<sup>st</sup> - 2nd tardy** - Student will be assigned 1 day of Detention Hall.
- **3<sup>rd</sup> - 4th tardy** - Student will be assigned 1 day of In-School Suspension (ISS).
- **5<sup>th</sup> - 7th tardy** - Student will be assigned to 2 days of ISS and referral to Counseling Services.
- **8th tardy** - Student will be assigned to 2 days of ISS and referral to Pupil Services.

**PCSSD DRESS CODE POLICY** - Expectations for student dress are clearly outlined in the PCSSD dress code policy identified below. It is understood; however, that building principals have the discretion to determine “a mode of dress that disrupts the educational process.” While it is impossible to identify all modes of dress that might be considered disruptive, it is the intent of PCSSD to provide parents and students as much clarity as possible regarding proper attire.

**Examples of Expected Dress in Secondary Schools:**

The following items are examples of what PCSSD believes is needed to ensure order and consistency:

1. **No sagging.**
2. **Sleeveless tops are not permitted for male or female students.**
3. **Pants, jeans, or shorts with tears or fraying ABOVE the knee must have clothing underneath. No skin can be shown.**
4. **Leggings, spandex, jeggings, tights, yoga pants, or any other similar tight fitting bottoms MUST be covered with a dress, skirt, shorts or shirt that is no shorter than ID length from the knee.**
5. **Any shorts, dresses, or skirts worn with or without leggings must be no shorter than ID length from the knee.**
6. **Revealing clothing (transparent, midriff, holes, backless, or low cut blouses) is not acceptable.**
7. **Sleepwear or pajamas are not acceptable.**
8. **Shoes are required to be worn at all times.**
9. **Spike jewelry, chains, and hair picks are not permitted.**
10. **Head coverings and sunglasses must be taken off upon entering the school and left in the lockers. Medical exceptions require written approval from a school administrator.**

**CONSEQUENCES FOR DRESS CODE**

**1<sup>st</sup> offense** – a written warning, parent conference, and documentation of the violation, and the student must correct the violation before attending any classes.

**2<sup>nd</sup> - 3<sup>rd</sup> offense** – 1 day in school suspension (ISS)

**4<sup>th</sup> - 6<sup>th</sup> offense** – 2 days in school suspension (ISS)

**7<sup>th</sup> offense** – 2 days in school suspension (ISS) and referral to Pupil Services

If a student chooses not to correct the violation of the dress code, the student will be sent to in-school suspension.

**BOOK BAG/BACKPACKS/PURSES/SLING BACKPACKS/ATHLETIC BAGS** - Students may only bring clear or mesh book bags or backpacks in class. Athletic bags are not allowed in the classroom. Purses, wristlets, and wallets of any size must be kept in book bag or backpack.

**CONSEQUENCES FOR BAG VIOLATIONS**

**1<sup>st</sup> offense** – a written warning, parent conference, and documentation of the violation

**2<sup>nd</sup>** - Detention hall

**3<sup>rd</sup> & ongoing offense** - In school suspension (ISS) and/or work detail

**CHECKING IN OR OUT:** All students leaving campus must always check out through the office. Check out of a student must be made by a parent or someone approved to check the student out. Students who are not of legal age

are not allowed to check themselves out. Parents may call to check out students at the time of checkout if the student drives. Students will not be called to the office to check out until the parent arrives to pick them up. **Students may not be checked out by notes.**

**NO TELEPHONE CHECKOUTS MAY BE DONE FROM THE BEGINNING OF THE FIRST LUNCH UNTIL THE END OF THE LAST LUNCH. NO EXCEPTIONS!** If a student does need to be checked out during lunch, the parent must come into the office and check the student out.

- **CLASSES WILL NOT BE CALLED AFTER 3:55 P.M. TO CHECK OUT STUDENTS.**
- Signing a student in or out or telephoning the school is not considered documentation for an excused absence and will not take the place of the required documentation.
- In order to participate in extracurricular activities, the student must be present or virtually present for at least 4 periods the day of the activity

**SCHEDULING CLASSES** - Student schedules for the school year are determined by a student's request in the previous spring. It is not possible to make changes later in the semester. Students should include the alternate class request in the order they want the classes in case it becomes necessary to select a class for the "alternate" list. **ALL schedule changes must be in writing and approved by the principal.**

**MAKE UP WORK** - If a student is going to be absent more than five (5) days, the parent may call the office and request work for a student on the 5<sup>th</sup> day absence. Teachers must be given at least 24 hours to prepare assignments.

**SEMESTER TESTS** - If semester tests cannot be taken at the regular time, the parent must put the request in writing to the principal. The student must have approval of the principal BEFORE the test is missed. **STUDENTS WILL NOT BE ALLOWED TO CHECK-OUT DURING SEMESTER TESTS. NO EXCEPTIONS.**

**LUNCH:** Seniors and juniors will eat in the Building 12 cafeteria or Building 12 courtyard. Sophomore students will eat in the Building 1 cafeteria or Building 1 patio.

**The parking lot is off limits during the school day.** Students are not to use their cars as a place to hold books and other belongings that are needed during the school day.

**LUNCH POLICY** - Students may bring sack lunches from home, or they may eat in the cafeteria. Food or drinks from outside restaurants are not allowed at any time.

- Students should enter the cafeteria in an orderly manner and get in one of the lunch lines. Students should be in a single-file line and face the front of the line. Students may not walk up to other students who are in line for ANY reason. Cutting in the lunch line will result in the student being sent to the end of the line. Students are to remain seated while in the cafeteria.

**DISMISSAL PROCEDURES** - Car riders and student drivers will be released at the dismissal bell. They should immediately leave campus. Bus riders will remain in their 7th period classroom until their bus numbers have been called over the intercom.

**STUDENT FEE** - All students will pay a \$20.00 student fee.

**ELEVATOR:** The elevator is off limits to students at all times unless the student has an elevator pass.

**GIFT DELIVERY** - In order to minimize disruption of the school day, no deliveries of flowers, balloons, or other gifts will be accepted for students.

**ITEMS NOT ALLOWED** - Students may not have toys, stuffed animals, blankets, etc. (anything that has no educational purpose) at any time.

**TELEPHONE USE** - The office telephone is for school business purposes only. Students may use the student phone in the office only if they are ill or have administrative permission. **Students will not be called to the telephone.** Messages to students will not be delivered unless it is an emergency that has been verified by an administrator. Please make sure that students know transportation plans and other necessary information before they arrive at school.

**VISITORS** - **ALL VISITORS MUST REPORT IMMEDIATELY TO THE OFFICE TO OBTAIN A VISITOR'S PASS.** A visitor is anyone not currently enrolled at Sylvan Hills High School. A valid driver's license or government ID must be scanned and approved before given a pass. This pass must be attached to outer garments where it can be seen at all times. Students are not to bring children on campus during the school day.

•Former students may not stop by to visit because this disrupts the educational process. **Because of possible interference or distraction, students who are not enrolled at SHHS are not allowed in the classrooms, cafeteria, gyms, parking lot, or any area of PCSSD property during the school day.**