



Administration

Mr. Tracy Allen
Principal

Mrs. Kelly DeVun
Assistant Principal

Mr. Timothy Hopson
Assistant Principal

Mr. Chris Sierra
Assistant Principal

Ms. Charlotte Wallace
Assistant Principal

“Home of the Bears”

HEALTH & SAFETY 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 - All sophomores coming from the parking lot or buses are to immediately report to the Building 1 cafeteria. All juniors and seniors coming from the parking lot or buses are to immediately report to the Building 12 cafeteria. Students will have the option to eat breakfast at this time. **All hallways are closed until the first bell rings each morning.** Students are not permitted to loiter out of designated areas. Students must show a pass in order to go to a teacher's room prior to the bell.

STUDENT IDENTIFICATION BADGES - ALL STUDENTS ARE REQUIRED TO WEAR AN ID BADGE THROUGHOUT THE SCHOOL DAY. **Students will not be allowed in the classroom without an ID.** The ID badges are to be visibly worn around the neck on a grade appropriate, school-issued lanyard. Students are not to mutilate ID's by cutting, chewing, taping, marking, or adding decoration or stickers to the badge. 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. **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 obtained in the cafeteria from 8:15 A.M. until the first bell rings up to five (5) times throughout the school year with no disciplinary consequence. On the 6th offense, the student will be charged \$5 for a replacement ID and lanyard and placed in ISS for the day. The student may pay \$5 at the time or be charged to his/her account.
- Any student needing to obtain a temporary ID badge after the first bell rings will result in a D-Hall.
- The temporary ID badge must be attached to upper outer garments where it can be seen at all times.
- Any student in possession of or wearing a lanyard that is not their grade level will be subject to a d-hall and progressive disciplinary actions.
 - Seniors - Black lanyard
 - Juniors - Gray lanyard
 - Sophomores - Blue lanyard

DETENTION (D-HALL) - Detention will be during the student's lunch shift. Students must report to the designated area by the bell. Students must bring work with them to D-Hall. **If a student is absent from school or checks in after 1st 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:

- **1st- 2nd tardy** - Student will be assigned 1 day of Detention Hall by teacher.
- **3rd- 4th tardy** - Student will be assigned 1 day of In-School Suspension (ISS) by administration.
- **5th- 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 and/or indecent, 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. Sagging will not be permitted.
2. Pants, jeans, or shorts with tears or fraying mid thigh and above must have clothing underneath.
3. Any shorts, dresses, or skirts worn without leggings must not be any shorter than mid-thigh.
4. Revealing clothing (transparent, midriff/crop top, holes, backless, low cut blouses, spaghetti straps, tank tops) is not acceptable.
5. Shoes are required to be worn at all times.
6. Students may not wear clothing, outerwear, bandannas, pins, symbols, or insignia of prohibited organizations or street gangs while at school or at any school-related activity.
7. Students may not wear clothing or any other accessory which displays logos or words (expressed or implied) that refer to drugs, alcohol, tobacco, vulgarity, profanity, sex, discrimination or ethnic slurs.
8. Spike jewelry, chains, and hair picks are not permitted.
9. Bonnets and sunglasses must be taken off upon entering the school. Medical exceptions require written approval from a school administrator.
10. Hats worn must be facing forward.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- 1st offense – a verbal warning and the student must correct the violation before attending any classes.
- 2nd offense - Detention Hall and the student must correct the violation before attending any classes.
- 3rd offense – 1-day in-school suspension (ISS)
- 4th - 5th offense – 2 days in-school suspension (ISS)
- 6th 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.

BACKPACKS/PURSES/SLING BACKPACKS/ATHLETIC BAGS - Students may only bring backpacks to class. Athletic bags are not allowed in the classroom. Please see your coach to determine where athletic bags are to be stored. Purses, wristlets, and wallets of any size must be kept in a backpack.

CONSEQUENCES FOR BAG VIOLATIONS

- **1st offense** – verbal warning
- **2nd offense** - D-hall
- **3rd & ongoing offense** - In-school suspension (ISS) and/or work detail

CHECKING IN OR OUT: All students leaving campus must check out through the office. Students may only be checked out by a parent/guardian or those listed on their eSchool account. Students will be called to the office for checkout when their parent arrives at the school. If the student is a driver, the parent may call the office to check the student out.

- Students may not be checked out during lunch unless the parent/guardian is present to sign the student out.
- Students may not be checked out after 3:40 PM without approval from an administrator.
- In order to participate in extracurricular activities, the student must be present for at least 4 periods on the day of the activity.

SCHEDULING CLASSES - Student schedules for the school year are determined by a student's request from 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 absent, the parent and/or student should make contact with the individual teacher(s). It is the student's responsibility to monitor any missed assignments through the use of Schoology.

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.**

PARKING - All students must purchase a parking pass to park if you drive. **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.

DRIVING - Any student that is found to be driving recklessly while on school property may be subject to loss of driving privileges.

LUNCH POLICY - Students will eat in the Building 12 cafeteria or Building 12 courtyard. 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.** DoorDash, GrubHub, and/or any other food delivery services are not permitted.

- Students may not leave campus for lunch. The only exception are those students that have earned one of the double-lunch incentives. Evidence of eligibility must be provided on a daily basis. No food is to be brought back on campus. Eligible students may not take non-eligible students to lunch. Any violation could result in a loss of privileges.
- Students should enter the cafeteria in an orderly manner and proceed to one of the lunch lines. Students may not walk up to other students who are in line to cut in front of other students. 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 - Students will be dismissed by their teacher at the end of the day. Student drivers should immediately leave campus upon release. Only students who ride the bus should be in the bus loading area during dismissal. Students out of designated area will be assigned detention hall.

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

ELEVATOR: The elevator is off limits to students unless the student has an elevator pass/approved lanyard issued by the school nurse. Riding the elevator without the proper pass will result in a detention.

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 - Cell phones/earbuds are not to be used during instructional time. 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.
- To avoid a disruption in the educational process, former students may not visit the campus or grounds during the day without permission from the principal.