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**2019 - 2020**

**Student/Parent Handbook**

**1910 Noble Street**

**Anniston, AL 36201**

Catalog and Student Handbook

Sharp-Dean School of Continuing Studies

1910 Noble Street, Anniston, AL 36201

Telephone Number: 256-238-0451

Fax Number: 256-238-0446

sharpdeanschool@cableone.net

**ANNOUNCEMENT**

 Sharp-Dean School of Continuing Studies will strive to do what this catalog / handbook states that it will do and will make every effort to inform students of any changes. The school has the right to change any provision appearing in this catalog without notifying a student individually.

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About Us

Sharp-Dean School of Continuing Studies, Inc. (SDSCS) is among the community of education professionals in the world. We are a non-profit private institution that conducts K-12 Secondary School. While our expertise is grounded in more that twenty-two years of work in school education, Sharp-Dean School is far from a typical K-12 school. Our goal isn’t to show that our educational institution is good enough; rather, our commitment is to ensure these school participants in education matters.

Combining the knowledge and expertise of our institution board of directors, the skills of management and staff, “and the passion of a grassroots movement for educational change” we serve hundreds as a trusted partner state-wide, and across the United States. In 1997, Sharp-Dean School of Continuing Studies was determined as an organization described in section 501 (c) (3) of the Internal Revenue Code, for the purpose of educating and graduating students with a high school diploma.

Our Focus

Vision

Be the creator of Education Matters for each learner.

Mission

Lead each student to higher academic performance to ensure that all successful learners are prepared for a competitive workforce/world.

Values

1. Aim High

 We are ambitious in our current environment as we work to be successful

1. Positive Reinforcement

We give praise and non-verbal communication to all learners (e.g., smile, nod, and thumbs up) social attention (e.g., a conversation, special time with the teacher or a peer to increase appropriate behavior). In the classroom one of the most valued behavior management tools is reinforcement delivery to increase appropriate behavior whereas negative reinforcement is the removal of an aversive event or condition, which also increases appropriate behavior.

1. Be courageous

We practice solutions that support our beliefs

1. Advance Potential

We are change agents in our creative work both individually and as a team. We persist for education matters

1. Be Tough

We are consistently determined in our missions

1. Establish Relationships

We extend and link our internal and external associates.

**CLASS SCHEDULE**

**2018 - 2019**

**MONDAY-FRIDAY**

Breakfast------------------------------------------------7:30a.m.-8:00a.m.

English------------------------------------------------8:05a.m.-8:55a.m.

Social Studies-----------------------------------------------9:00a.m.-9:50a.m.

Math-----------------------------------------------9:55a.m.-10:45a.m.

Science--------------------------------------------------10:50a.m.-11:40a.m.

**LUNCH BREAK………………………11:45a.m-12:15p.m.**

Elective 1----------------------------------------------------12:20p.m.-1:00p.m.

Elective 2-----------------------------------------------------1:05p.m.-1:45p.m.

Elective 3-----------------------------------------------------1:50p.m.-2:30p.m.

**School Calendar**

**FALL/SPRING/SUMMER SCHEDULE 2019 - 2020**

**BEGIN DATES END DATES**

AUGUST 5, 2019 - MAY 29, 2020

SEPTEMBER 2, 2019 - JUNE 12, 2020

OCTOBER 7, 2019 - JULY 31, 2020

NOVEMBER 4, 2019 - AUGUST 28, 2020

DECEMBER 2, 2019 - SEPTEMBER 25, 2020

**SPRING SCHEDULE 2019 -2020**

**BEGIN DATES END DATES**

JANURARY 7, 2019 - OCTOBER 30, 2020

FEBRUARY 4, 2019 - NOVEMBER 20, 2020

MARCH 4, 2019 - DECEMBER 18, 2020

APRIL 1, 2018 - JANUARY 31, 2020

**SUMMER SCHEDULE 2019 - 2020**

MAY 6, 2019 - FEBRUARY 28, 2020

JUNE 3, 2019 - MARCH 27, 2020

JULY 8, 2019 - APRIL 23, 2020

**HOURS OF OPERATION**

Monday – Friday: 8:00 A.M. – 3:30 P.M.

Wednesday: 8:00 A.M. – 12:00 P.M.

**HOLIDAY BREAK/ SCHOOL CLOSED**

JANUARY1 (NEY YEAR’S DAY)

JANUARY 21 (MARTIN LUTHER KING JR. DAY)

FEBRUARY 18 (PRESIDENT’S DAY)

MARCH 25 – 29 (SPRING BREAK)

MAY 27 (MEMORIAL DAY)

JULY 4 (INDEPENDENCE DAY)

SEPTEMBER 2 (LABOR DAY)

OCTOBER 14, (COLUMBUS DAY)

OCTOBER 21 – 25 (FALL BREAK)

NOVENMBER 11 (VETERANS DAY)

NOVEMBER 25 – 29 (THANKSGIVING HOLIDAY)

DECEMBER 23, 2018 – JANUARY 3, 2020 (CHRISTMAS HOLIDAY)

**STAFF / FACULTY/BOARD TRAINING**

October 5, 2018

January 4, 2019

April 5, 2019

July 5, 2019

October 4, 2019

**School Policies**

**Equal Opportunity in Education and Employment**

Sharp-Dean School of Continuing Studies is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or citizenship, or veteran status as provided by the law. SDSCS complies with all applicable nondiscrimination and affirmative action titles and sections of amendments of the Civil Rights Act of 1973, The Vietnam Era Veterans Readjustment Assistance Act of 1974, The Age Discrimination Act of 1975, The Immigration Reform and Control Act of 1986 and the Americans with Disabilities Act of 1990.

**Americans with Disabilities Act (ADA)**

The American with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his/her disability. The school/college strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the school/college or lower the academic standards of the school/college.

**EATING IN SCHOOL BUILDING**

No eating or drinking is permitted in the school building except in the break room

**Cheating Policy**

Any student caught cheating; receiving or providing materials information, talking, or aiding in any form will receive a zero on thatmaterial.

**DRUG-FREE ENVIRONMENT**

Sharp-Dean School of Continuing Studies is a drug-free facility. This means that all illegal drugs, alcohol, and/or controlled substances are strictly prohibited on any property belonging to Sharp-Dean School of Continuing Studies. Appropriate disciplinary action may result from such behavior.

**EXPULSION**

A student may be expelled for conduct detrimental, damaging, dangerous, abusive, or disruptive to the educational process at the Sharp Dean School. Only enrolled or properly authorized students are permitted on the school grounds during the school day. Students who encourage disruptive non-students to come on campus will be subject to suspension or expelled from school. **Expulsions occur only at the discretion of the Board of Education.**

**EXTRA ASSISTANCE**

The job of the teacher is to assist the student. A student who has difficulty understanding should ask for clarification. If a student needs extra help, he/she should go to the teacher after class to arrange for assistance or to take advantage of after school tutors. Tutoring is offered at the Sharp Dean School on selected days. It is the job of the teacher to assist the student.

**SUSPENSION**

 A student may be suspended under conditions prescribed by the administrator. Every effort is made by the Sharp Dean School staff to resolve problems without suspension. However, if theconduct or violation of rules is of a serious matter, the student will be removed from property.

**TARDINESS TO SCHOOL AND CLASSES**

Tardiness is not permitted unless caused by a teacher, office personnel, or other valid reasons. The student should bring with him or her a pass from the individual explaining the reason or reasons. After a student is tardy three times to any class or to school, a referral will be sent to the parent by the student.

**TELEPHONE USE POLICY**

Telephones are installed for official business purposes. Teachers will give no passes out to use the telephone during class time. Students must ask for permission for emergency telephone usage. Parents are encouraged not to call the school to speak to students, or to leave messages, except in the case of emergencies. Parents or guardians, who wish to speak to a teacher, or an administrator, may call the school office and leave a message. The call will be returned at a more reasonable time.

**DRESS CODE**

You are required to exercise good judgment in grooming and dress. It is expected that each student be respectful and courteous to other students by not wearing revealing or inappropriate clothing.

**ATTENDANCE**

Students may attend classes on-site at Sharp-Dean School or receive correspondence.

**HOMEWORK**

Homework is necessary for students to succeed in class and is given by teachers

**MAKE-UP WORK**

The day the student returns to school with an excused absent**,** it is their responsibility to make arrangements with the teacher to make up the work that was missed on the days absent.

**PARENT CONFERENCES**

Parental conferences are encouraged and may be arranged by a staff member

**SCHOOL CLOSING**

The school will be closed for inclimate weather if conditions are too hazardous. If the school is in operating hours the school will decide if the school will stay open or close.

**SIGN IN/OUT PROCEDURE**

Everyone **must sign in and out** when entering or leaving the building no exceptions.

**Registration & Admission Procedures**

**Registration**

You can register at anytime. Call the office at 256-238-0451 to request a registration form, or walk-in to register. For your convenience you may also **E-Mail: sharpdeanschool@cableone.net**. FAX completed registration form to 256-238-0446, or mail to Sharp-Dean School of Continuing Studies, 1910 Noble Street, Anniston, AL 36201. You may request a catalog listing of all courses to be offered and schedule. Our hours are Monday – Friday 8:00 A.M. to 2:30 P.M.

**Admission**

1. A completed admission application (available from the Admissions Office)

2. Required transcripts from school or college.

**\*\*\* After completing the registration process, a student must pay tuition fees in the Sharp-Dean School of Continuing Studies Business Office\*\*\***

**Check Writing Procedure**

All clients must have the following identification when writing a check:

* Driver’s License/ Non-Driver’s License ID & SS#
* Current Address
* Current phone Number/ Work number

**Returned Check Fee**

If a check was returned because of insufficient funds, the student will be charged $30.00 for each returned check.

**REFUND POLICY**

**Any student who has pre-registered and paid but does not wish to attend must notify the Registrar’s Office prior to the first day of class to receive a full refund. Refund for any student withdrawal after the first day will be according to date of withdrawal.**

 **List of High School Courses for Grades 9 - 12**

**Math Grades 9 – 12**

* **ALGEBRA IA & IB**
* **ALGEBRA I**
* **GEOMETRY**
* **ALGEBRAIC CONNECTIONS**
* **ALGEBRA II AND TRIGONOMETRY**
* **PRECALCULUS**
* **CALCULUS**
* **GENERAL MATHEMATICS**
* **CONSUMER MATHEMATICS**

**English Grades 9 – 12**

* **ENGLISH 9**
* **HONORS ENGLISH 9**
* **ENGLISH 10**
* **HONORS ENGLISH 10**
* **ENGLISH 11**
* **Advanced placement English 11**
* **ENGLISH 12**
* **BLACK LITERATURE**
* **MASS MEDIA**
* **SPEECH I**
* **DRAMA**
* **LIBRARY SCIENCE**

**Science Grades 9 – 12**

* **PHYSICAL SCIENCE**
* **BIOLOGY**
* **CHEMISTRY**
* **PHYSICS**
* **ANATOMY AND PHYSIOLOGY**
* **EARTH & SPACE SCIENCE**
* **ENVIRONMENTAL SCIENCE**
* **ADVANCED PLACEMENT BIOLOGY**

**Health**

**Social Studies Grades 9 - 12**

* **WORLD HISTORY AND GEOGRAPHY**
* **U.S. HISTORY AND GEOGRAPHY**
* **ADVANCED PLACEMENT U.S. HISTORY AND GEOGRAPHY**
* **AMERICAN GOVERNMENT**
* **ADVANCED PLACEMENT GOVERNMENT**
* **ECONOMICS**

**Foreign Language**

* **EXPLORATORY SPANISH**
* **SPANISH I**

**Faculty and Staff**

**Dr. Rosetta S. Dean** Counselor, Adjunct Professor

Traditional/Non-Traditional

On Campus/Distance Learning/Independent Learning

**Dr. Ricardo L. Dean, Sr.**

*Language Specialist (Spanish)*

*Adjunct Instructor*

**Mr. Ricardo L. Dean, Jr.** *Basic Skills Assessment*

**Mrs. Sherry McGhee** *Adjunct Instructor*

**Ms. Mildred Woods** *High School Instructor*

**Mrs. Maggie Patterson**, Adjunct Instructor, Child Development

**Business Office**

**Mr. James Greene**, CPA\*(Off-Site Business Owner)

Retainer Service

**Mrs. Johnnie Pratt** *Executive Secretary (Volunteer)*

**Mr. Ricardo L. Dean, Jr.** *Records Department*

**Benitra Mckinney** *Office Assistant*

**Dezaray Dean** Office Assistant

**Erica DeRamus** *Computer Technician (As-Needed)*

***\*\*Other faculty and staff assigned as needed\*\****

**SHARP-DEAN SCHOOL ADVISORY BOARD**

**Rosetta Sharp-Dean, President/Chairman**

**Ricardo L. Dean, Sr., Vice President/Treasurer**

**Johnnie M. Pratt, Secretary**

**Army Daniel, Jr., Member**

**Sherry Baxter, Member**

**Charlotte Nealy, Member**

**Linda Kinlaw, Member**

**MEDICATION AUTHORIZATION FORM**

**TO ALL PARENTS:**

 **If your child/children are taking any kind of medication, whether it is non-prescription or prescription drugs, SDSCS will need the consent of the parent before any student will be allowed to have any types of drugs on SDSCS property. Please fill out the bottom of the form and return it to SDSCS, so that we may keep this form in your child/ children file. While physically in attendance, ALL medicine will be kept in a cabinet on SDSCS property, which will include your child/children name on it.**

**----------------------------------------------------------------------**

**I (parent name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission to take (name of medicine) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Any additional medicine or change of medicine must be reported to school administration/ nurse.**

**\*\*NOTE: COMPLETE THIS FORM ONLY IF APPLICABLE\*\***

**LEAVING THE CAMPUS**

**TO ALL PARENTS:**

**Due to the great number of students at SDSCS, we are asking all parents to sign a consent form allowing your child/children to leave campus to obtain lunch at a nearby restaurant. If we do not have a consent form in your child/children file, he or she may remain on campus for lunch. If you would like for your child/children to leave campus for lunch, please sign, date, and return the consent form at the bottom of this page immediately. Thank you for your cooperation.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I (parent name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will allow my child/children\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission to leave SDSCS during his /her lunchtime.**

 **I (parent name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do not give my child/children\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission to leave SDSCS during his /her lunchtime.**

**\*\*NOTE: COMPLETE THIS FORM ONLY IF APPLICABLE\*\***

**ACKNOWLEDGEMENT PAGE**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RELATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CELL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parents and students are required to sign and date this form, stating that they have read Sharp Dean School of Continuing Studies handbook.**

**I (parent/guardian name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the rules and requirements of our responsibilities to SDSCS in the student handbook.**