

HHS RULES AND PROCEDURES

**Created by the Holtville High School
Faculty and Staff**

PURPOSE

 EVERY STUDENT EMPOWERED  EVERY STUDENT SUCCEEDS 

@HOLTVILLEHS



#BRINGYOURBEST #RAISE THE BAR

#BULLDOGNATION20

Highest respect for our school,
ourselves, and others.

Hardest working school in the
nation.

Striving to love learning



BELL SCHEDULE

HOLTVILLE HIGH SCHOOL
HHS Block Bell Schedule
2020-21

Students will attend ECTC in 3 shifts

Period	Time	Minutes	Misc.
First Bell	7:35 - 7:40	5	
1st Block	7:40 - 9:10	90	1 st Shift ECTC Departs 7:40
Breakfast Flex*	9:10 - 9:35	25	1 st Shift ECTC Returns 9:30
2nd Block	9:35-11:05	90	2 nd Shift ECTC Departs 11:05
Transition (Break)	11:05 – 11:13	8	
3rd Block	11:13 – 12:43	90	
Bulldog Period**	12:43-1:35	52	2 nd Shift ECTC Returns 12:48 3 rd Shift Departs 1:15
4th Block	1:35 - 3:05	90	
Students Dismissed	3:05		ECTC Returns 2:56

COUNTY HANDBOOK FORMS

Students who have registered online will not have to fill out forms that were already filled out online.

The only additional forms that need to be completed are:

1. Residency Questionnaire
2. Health Assessment Record
3. HHS Student Handbook Rules Agreement

IMPORTANT REMINDERS

Schedule changes will be completed only for scheduling errors or changes deemed necessary by administration.

To request a schedule change, complete a schedule change request form on our school website.

As changes are completed, they will be reflected on the student's schedule in iNOW.

MASKS!

Students must wear masks while on campus per the Governor's order until further notice.

“Each employee, and each student in second grade or above, shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person from a different household.”

MASKS!

HHS has a mask for each student who needs one. If a student comes to campus without a mask after receiving one, the student will be required to sit in ISS to ensure that they will maintain 6ft from other students and staff.

SCHOOL ARRIVAL

Students will only be able to enter at the following locations beginning at 7:25 a.m. and must have temperature checked upon entering.

Main building – Either set of back doors; Car drop off should walk around to back doors using sidewalks.

Bandroom – Back door

History Building – Back door

Exterior classrooms – Classroom door

SCHOOL ARRIVAL

Fitness Center

Athletics - through doors facing new gym.

ECTC students - through doors facing main building.

Students should maintain 6 ft. distance from other students at all times.

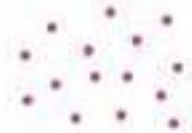
Per the Governor's order, all students must wear masks at all times while on school campus within 6ft of anyone from another household, except when eating during designated times.

MASKS CAN PROTECT OTHERS

Coarse
 $> 5 \mu\text{m}$



Fine
 $\leq 5 \mu\text{m}$



SCHOOL ARRIVAL

If a student registers a temperature above 100, staff member will call administration on cell who will have the student escorted by Mrs. Morgan or another available staff member to the sick waiting area.

Student will wait until screened by Nurse Phelps.

Students exhibiting symptoms of COVID-19 may be required to work virtually from home until next steps are determined.

HHS TARDY/CHECK-IN POLICY

Students who are tardy to first period must check in through the attendance office (new location in front of library) and have temperature screened prior to reporting to class.

Teachers should not admit students who arrive after 7:45 a.m. or have been marked absent without a pass from the attendance office.

For tardies to class and associated consequences, see EC Student Code of Conduct.

ATTENDANCE

A note is required for any absence to be considered excused, INCLUDING CHECK-OUTS. Notes should be turned in to the attendance secretary beside the library. (If no one is there, turn in to office as a back up.)

Students who would like to have absences excused that are not on the list of excused absences in the Elmore County Handbook **must get a Pre-approved absence form from the attendance office at least one week prior to the absence to have it approved by teachers and administration.** These will be excused on a case by case basis taking into account the reason for the trip, number of absences, and grades. Remember that all absences count against exemptions.

After 7 parent notes, students must provide a doctor's note for each absence that follows or absence will be counted unexcused.

Students who accumulate more than 4 unexcused absences in a class may be denied credit for the class.

MAKE-UP WORK

In the event of an excused absence, students should complete the corresponding Edgenuity assignment for the day as outlined in the teacher's lesson plans.

The teacher may deem the assignment done in class as necessary for adequate progress in the course and may elect to have the student also complete the in-class assignment.

It is recommended that Bulldog Period or Breakfast be utilized for individual student make-up work when necessary.

VIRTUAL ENGAGEMENT

In the event of excused student absences, if students complete the Edgenuity assignment in the teacher's lesson plan for the day in its entirety, student attendance will be changed to "Virtual Engagement."

This will not count as an absence because the student participated in class virtually.

For more information, see the EC Blended Attendance Policy on the HHS website.

VIRTUAL ATTENDANCE

See the Elmore County Virtual and Blended attendance policy on our HHS website.

ATTENDANCE

Exemption Policy (Per Elmore County Code of Conduct)

- PE and Electives (except Career Prep) will administer exams at the teacher's discretion.

Exam and Exemption Policy

Grades

- A Average- No more than 2 excused absences
- B Average- No more than 1 excused absence
- C Average- No absences
- Any student who has skipped either a class period or a school day, been assigned to detention for five or more days, been suspended, or been assigned to ECAP will forfeit the opportunity to exempt any final examination regardless of grade average. **Three unexcused tardies** to class will forfeit exemption status in the class. School-authorized field trips, college days, and military absences (w/ proper documentation) do not count as absences against exemption.

HHS CHECK-IN/CHECK-OUT POLICY

No student may leave a class to check out without an office check out pass or having been called from the office over the intercom.

As a safety precaution, **parents must come to school in person to check students out** unless the student turns in a note by 9:30 a.m. for planned absences like doctor's appointments or other excusable reasons. The HHS Attendance Secretary will call to verify all notes turned in.

Students who get sick at school must see the nurse who will call a parent to check the student out, if necessary.

For a check-in or out to be excused, **students must turn in a parent note for documentation, even if the parent is present.**

STUDENT DEVICES

Students are encouraged to bring devices from home until we receive our next shipment of Chromebooks for use in class.

Acceptable devices would include laptops, Chromebooks, and tablets.

Phones will not provide students with all the functionality they need.

RESTROOMS

Students should use restroom during class changes and should ALWAYS WASH HANDS FOLLOWING A RESTROOM VISIT.

Students should use hand sanitizer whenever entering or leaving the classroom.

RESTROOMS

Take care to keep our restrooms clean and functioning.

Remember, all students must have an orange hall pass around their neck in order to leave the classroom to go to the restroom.

Only one student will be allowed out of the classroom at a time.

Restroom breaks should be taken at times that minimize instructional time missed.

BREAK

- There will be 8 minutes between 2nd and 3rd block for students to stop by the break stand.
- Remember to wear your mask and maintain distancing while in line for break.
- In order to continue enjoying break time, remember to keep the break area and the whole campus clean and free of litter.

BREAKFAST

Breakfast - Students will report to 2nd period classes by 9:15 and will have breakfast delivered to the classroom.

Breakfast for the next day will be ordered online the day before during breakfast time in 2nd period at

<https://elmoreco.nutrislice.com/menus-eula>

Breakfast will be provided without cost to every student!

LUNCH

Lunch – Students will order lunch online and will report to Advisory class by 12:45 where lunch will be delivered and eaten in the classroom.

One grade level per day will be allowed to eat in the cafeteria/corner café as long as social distancing guidelines are followed.

There will be no lunch deliveries allowed anytime during the day. A student who brings his/her lunch must bring it with them to school.

LUNCH PAYMENT

<http://www.myschoolbucks.com/> - Everyone is strongly encouraged to utilize this program for payment.

Students who wish to pay cash will be able to give lunch money to their 2nd period teacher.

CAFETERIA/CORNER CAFE SCHEDULE

Monday – Seniors

Tuesday – Juniors

Wednesday – Sophomores

Thursday – Freshmen

Friday – Rotate

Week 1–Seniors, Week 2–Juniors, Week 3–Sophomores,

Week 4–Freshmen

FOOD/DRINKS

Students are encouraged to drink water all day to maintain proper hydration.

Water fountains will be disabled, so students must bring their own clear water bottle.

Other food/drinks should be consumed only during breakfast, break, and lunch.

No outside food and drinks are allowed inside the cafeteria.

Students are not allowed to have food delivered to campus from any outside entity.

HALLWAYS

- No one is allowed in the hallway without an orange hall pass around his/her neck.
- Only one student will be allowed out of the room at a time.
- Students may only visit lockers during class changes.

HALLWAYS/CLASS CHANGES

- Students must wear facial coverings at all times in hallways.
- Students should walk on the right side of the hallway to avoid contact with other students and maintain 6 ft. distance from other students.
- Students should sanitize hands when entering or leaving the classroom.

PARENTS AND VISITORS

HHS will have a new secure entrance in the front center of the building. Parents or visitors will enter the glass doors and notify our attendance secretary of the purpose of the visit.

If parents are checking out a student, parents will wait in the foyer until the student comes out.

PARENTS AND VISITORS

Per ALSDE due to COVID concerns, parents and visitors will not be allowed in the building except under extenuating circumstances.

Under certain circumstances, only 1 parent per child will be allowed in the building and will be required to wash or sanitize hands and have temperature checked prior to entering and wear a mask while in the building.

Meetings and parent-teacher conferences are encouraged to be conducted via phone or zoom.

CO-OP/EARLY RELEASE

All Co-op and Early Release(ER) students must sign out at the Attendance Office before leaving each day.

Co-op and ER students are encouraged to stay for Bulldog Period, especially on Advisory Days. If students choose to leave, students must be off campus by 12:45 p.m. except on Advisory days and may not return to campus.

Any student who does not have Rules/Procedures signed by Monday may not leave without checking out.

ANNOUNCEMENTS

Announcements will be made over the intercom **at 9:15 a.m.**

Additionally, please subscribe to our HHS Announcement Remind group to receive all new announcements on your phone.

HHS ANNOUNCEMENT REMIND GROUP

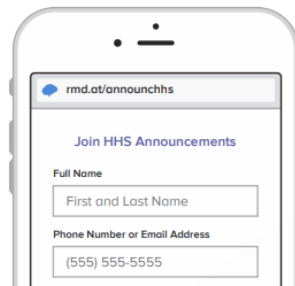
Pick a way to receive messages for HHS Announcements:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/annouchhs

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



The image shows a smartphone screen displaying a web browser with the URL rmd.at/annouchhs. The page content includes the heading "Join HHS Announcements", a "Full Name" field with the placeholder text "First and Last Name", and a "Phone Number or Email Address" field with the placeholder text "(555) 555-5555".

B If you don't have a smartphone, get text notifications.

Text the message @annouchhs to the number 81010.

If you're having trouble with 81010, try texting @annouchhs to (334) 246-5064.

* Standard text message rates apply.



The image shows a smartphone screen displaying a text message input field. The "To" field contains the number "81010" and the "Message" field contains the text "@annouchhs".

Don't have a mobile phone? Go to rmd.at/annouchhs on a desktop computer to sign up for email notifications.

SCHEDULE CHANGES

- If you have an urgent need for a schedule change (i.e.- incorrect core class, Band, Athletics, etc) you will need to fill out a schedule change form on our school website.
- Any schedule changes submitted after the first week of the 1st semester (Aug. 10) will be assessed a fee of \$25 to complete the schedule change.

PARKING

All students must park in spots designated on parking permit. Permits can be purchased from Mrs. Clark-Allen for \$25. These funds help us maintain and improve our campus, including parking lots. Students must have a schedule to show in order to purchase.

Front parking lot will only be for Co-op/Early Release parking.

Exit car immediately after parking.

All vehicles must remain in assigned space until school is dismissed (unless checking out or co-op student).

Any vehicle not in assigned space or parked without a permit will be booted. A \$35 fee will be charged for removal.

Students are not allowed to return to parking lot until dismissed from school unless a written pass is obtained from the office.

TECH CENTER STUDENTS / ALTERNATIVE PROGRAM STUDENTS

Go through Fitness Center lobby for temperature check.

Wait for bus **outside the fitness center next to bus parking lot.**

Students who miss the bus for their shift at ECTC will go to the ISS room until their next class.

DRESS CODE HIGHLIGHTS

1. Shoulders covered.(no sleeveless tops, tank tops,etc.)
2. No hats in the building.
3. *NEW – Shorts, skirts, etc. must be no shorter than fingertip length.
4. No holes in pants above the knee that reveal skin or undergarments.
5. Tights & leggings do not really count as wearing anything, so anything over them must be appropriate length for dresses, shorts, etc. (No shorter than fingertip length.)
6. No pajamas, blankets, or bedroom shoes.
7. No Headphones. If headphones are being worn, they will be confiscated.
8. Exhaustive list in Elmore County Code of Conduct.

*We want to represent HHS well, demonstrating pride and excellence in everything, including the way we dress.

CELL PHONES

Phones are valuable tools that students may utilize for instructional purposes **only when given permission by the teacher. Phones should not be out unless explicitly directed by a teacher to take it out for educational use.**

Any student who is using, looking at, etc. his/her phone without permission may result in the phone being “pouched” and the student must see Mrs. Connor after the last bell rings at 3:03 to have it unlocked. Any further infractions may warrant an office referral.

CELL PHONES

If a phone violation occurs during a test, the phone may be “pouched” and the punishment for plagiarism/cheating will be administered.

Any student who tampers with, damages, or does not return a pouch **will be assessed a \$25 fee** to cover the cost of the pouch.

CELL PHONES

Any Class II Offense involving using a cell phone inappropriately to record other students, send/view/take explicit pictures, etc. will result in an office referral and disciplined according to the EC Code of Conduct.

CO-OP/EARLY RELEASE

Junior Co-op/ER students who did not benchmark on the Pre-ACT and Seniors who did not benchmark on the ACT will be required to participate in remediation from 1:00 – 1:30 p.m., so they will only be able to Co-op/ER 4th block.

CO-OP/EARLY RELEASE

Any Co-op/ER student who is failing a class or who fails a test will be assigned tutoring or Structured Learning during Bulldog Period and must attend, regardless of job obligations until the student is passing.

Failure to attend tutoring/SL will result in a referral for skipping.

Students assigned to ISS must attend all day, regardless of job obligations.

EXTRACURRICULAR ACTIVITY ATTENDANCE

Students may periodically be excused from school to attend and support extracurricular activities (Ex. Area/State Playoff Events).

**In order to be excused, students must have a C or higher in classes that will be missed and no more than 5 absences total.

A parent note and ticket must be turned in to the attendance secretary after the event in order to be excused for the absence.

COMPUTER LABS

Students will have a printer available in the media center to print information for classes. The Media Center will be open daily during Bulldog Period.

Students will not be allowed to print excessive or recreational materials.

PLAGIARISM

1st Offense

Conference with student.

9th & 10th Graders: Student will receive a 0 until the assignment is re-written. Must be re-written within 1 week of being notified. 70 is the highest grade possible.

11th & 12th Graders: Will receive a 0 with no opportunity to re-write.

Parent will be notified.

2nd Offense

Student will receive a zero with no opportunity to make-up

CHEATING

Cheating on a test or non-research based assignment will result in a student receiving a 0 with no opportunity to make up the assignment.

Student will also receive a step on a Behavior Management Form.

Just a reminder that giving or receiving an unfair advantage on any form of academic work to include use of an electronic device to send/receive this kind of information.

STUDENT AIDES

Students will be responsible for obtaining a rubric every 4 weeks from Mrs. Pratt. Must have it completed by the teacher or a grade of zero will be earned.

Same attendance rules as any other course. May be denied credit for excessive absences per the Elmore County Code of Conduct.

AFTERNOON DISMISSAL

Buses/Car Pick-Up

Quick locker visit if necessary and straight out to buses or out front for pick up.

Drivers

Quick locker visit if necessary and straight out to parking lot.

Students in lower lot must wait until buses are clear and gate is opened to exit parking lot and go out the bus road behind HES.

RECENT POLICIES AFFECTING GPA

STUDENT AIDES

STUDENTS TAKING THIS COURSE ARE ASSIGNED TO HELP A SPECIFIC TEACHER, ADMINISTRATOR, OR STAFF MEMBER WITH A VARIETY OF TASKS AS RUNNING ERRANDS, MAKING BULLETIN BOARDS, AND OTHER ROUTINE CLASSROOM TASKS.

CREDIT = $\frac{1}{2}$ 9 WEEKS CREDIT = 1 18 WEEKS

- Classes designated with an “aide” descriptor will count as a graduation credit AND calculate into grade point average.
- Aide credit will not count toward Valedictorian and Salutatorian
- Must be Junior or Senior UNLESS permission of administration

ADVANCED PLACEMENT

- Each student who elects to take an AP course will earn +1 quality point provided the student takes the AP exam for that course in May.
- Students will receive an additional +.20 quality point if a qualifying score is received on the AP Exam.
- A student who successfully completes an AP course but who does not take the AP exam will earn +.20 quality points for the course just as any other advanced or honors course.

SIGNATURE PAGE

All students must return the HHS Student Handbook Agreement to Advisory teacher by Friday. Students who have not returned the handbook will not be able to participate in Bulldog Period until returned.



Holtville High School

10425 Holtville Road Destoville, Alabama 36022
Office: (334) 569-3034 Fax: (334) 569-1013

Kyle Futral
Principal

Mark McGhee
Assistant Principal

HHS Student Handbook Agreement

After carefully reading the contents of the 2018-2019 Holtville High School Student Handbook (can be found at www.elmoreco.com/hhs), please sign the verification statement below and return by Friday, August 10, 2018.

I have read and understand all the contents of the 2018-2019 Holtville High School Student Handbook. I understand that I will not be provided with a paper copy of the handbook, but the entire handbook can be accessed at www.elmoreco.com/hhs. I understand that if I do not have access to the internet, I may obtain a paper of the Holtville High School Student Handbook in the Holtville High School Office. By signing this signature page, I am acknowledging that my child is subject to all pertinent discipline for violations of the Student Handbook. My child is aware that he/she is responsible for his/her conduct at all times.

Parent/Guardian Printed Name

Parent/Guardian Signature

Student's Printed Name

Student's Signature

Date