

# HEWITT TRUSSVILLE HIGH SCHOOL



## **Student - Parent Handbook 2019-2020**

**Principal: Tim Salem**

### **HTHS Vision**

Educators, staff, parents, and the community will work together to help students move forward on a positive path toward college and career readiness.

### **HTHS Mission**

The Mission of Hewitt Trussville High School is to educate all students using high standards in a safe, nurturing environment fostering academic and career competencies that prepare them to be productive citizens.

This handbook does not restate all or override the rules and regulations outlined in the Trussville City Schools Student Code of Conduct. The intent of the handbook is to clarify how certain policies relate to HTHS and provide additional information for parents and students. It is important that you are familiar with both the HTHS Student Handbook and the TCS Code of Conduct.

## General Information

**HTHS Office Hours:** 7:30 am – 3:45 pm Monday - Friday

**Address:** 6450 Husky Parkway, Trussville, AL 35173

### Telephone Numbers

|                              |                             |
|------------------------------|-----------------------------|
| <u>Office</u>                | <u>228-4000</u>             |
| <u>Attendance Office</u>     | <u>228-4015</u>             |
| <u>Clinic/School Nurse</u>   | <u>228-4023</u>             |
| <u>Counseling Department</u> | <u>228-4040 or 228-4026</u> |
| <u>Transcripts/Registrar</u> | <u>228-4030</u>             |
| <u>Bookkeeper</u>            | <u>228-4017 or 228-4018</u> |
| <u>Field House</u>           | <u>228-4135 or 228-4190</u> |

**Website:** <https://www.trussvillecityschools.com/site/Default.aspx?PageID=17>

## Visitors & Volunteers

All visitors should report first to the office for permission to visit and to obtain a visitor's badge. No student visitors are allowed. Our school encourages parent involvement in the office, library, or classroom as guest speakers, etc. If you are interested, please call the school to find an area of service that will fit your interests and time. All volunteers must report to the main office to obtain a visitor's badge.

## Grade Level Contacts

| Grade        | Administrator   | Counselor   |
|--------------|---|---|
| Freshmen     | Corey Hall<br>228-4012<br><a href="mailto:Corey.hall@trussvillecityschools.com">Corey.hall@trussvillecityschools.com</a>  | Amy Cane<br>228-4020<br><a href="mailto:Amy.cane@trussvillecityschools.com">Amy.cane@trussvillecityschools.com</a>                      |
| Sophomores   | Dawn Kilgore<br>228-4084<br><a href="mailto:Dawn.kilgore@trussvillecityschools.com">Dawn.kilgore@trussvillecityschools.com</a>  | Laura Stalls<br>228-4044<br><a href="mailto:Laura.stalls@trussvillecityschools.com">Laura.stalls@trussvillecityschools.com</a>          |
| Juniors      | Barry Allphin<br>228-4011<br><a href="mailto:Barry.allphin@trussvillecityschools.com">Barry.allphin@trussvillecityschools.com</a>   | Heather Winship<br>228-4019<br><a href="mailto:Heather.winship@trussvillecityschools.com">Heather.winship@trussvillecityschools.com</a> |
| Seniors      | Joy Young<br>228-4029<br><a href="mailto:Joy.young@trussvillecityschools.com">Joy.young@trussvillecityschools.com</a>   | Leta McGehee<br>228-4103<br><a href="mailto:Leta.mcgehee@trussvillecityschools.com">Leta.mcgehee@trussvillecityschools.com</a>          |
| All Students | 12 month Counselor and Graduation Coach<br>Leta McGehee<br>228-4103<br><a href="mailto:Leta.mcgehee@trussvillecityschools.com">Leta.mcgehee@trussvillecityschools.com</a> |   |

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## THE SCHOOL DAY

Hewitt-Trussville High School is a closed campus, which means that students may not leave school without first obtaining permission and signing out through the attendance office. A student is considered "in school" once he/she is on school grounds. Supervision of students begins at 7:45 am in the PE Gym. The library will be open to students at 7:45 am if they need to study or have access to a school computer or printer. Pre-approval is not required for students to take advantage of the early opening of the library. Students are not allowed to stay in automobiles after arriving at school.

If a student does not ride the bus in the afternoon, parents are expected to make arrangements for their child to leave school as soon as school is dismissed. Unless participating in a supervised afternoon sport or activity, students should leave campus by 3:45 pm (2:15 pm on early dismissal Thursdays). Parents are expected to make transportation arrangements for students who participate in after-school activities.

## SCHOOL ATTENDANCE AND ABSENCES

State law requires that every child enrolled in school regardless of age, comply with the Alabama Compulsory School Law. Prompt and regular attendance in school is critical to a student's educational development. Unless your child is ill, please see that he/she attends school every day and is not checked out before dismissal. We urge parents to make routine doctor and dental appointments after school hours.

Absences must be explained (Excerpt from Title 16, Code of Alabama 16-28-15.) Every parent, guardian or other person having control or charge of any child required to attend public school, private school, denominational school or parochial school shall, as soon as practical, explain the cause of any absence of the child under his control which was without permission of the teacher. Failure to furnish such explanation shall be admissible as evidence of such child being truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child.

Every student who is absent from school must present the school with a written explanation for the absence within 3 days of returning to school. A parent may request from the principal permission for a student to be absent prior to the date of the absence. Any student who is absent and who did not receive permission before the absence, must submit a written explanation of the absence from the parent, guardian, or other person having control of the student to school officials upon the student's return to school. The principal will have the opportunity to review the written permission request or the written explanation for the absence to determine whether the absence shall be excused or unexcused. The following are considered permissible reasons to have an absence excused:

- Student illness, physician or dental appointment;
- Inclement weather which makes it dangerous for students to attend school as determined by the superintendent of education regarding emergency closings (ref. BOE Policy A-10);
- Legal quarantine;
- Death in the immediate family (obituary notice from local paper may be required);
- Emergency condition as determined by the principal or superintendent of education;
- Absence to observe traditional religious holidays, of a local, national, or international origin when written verification is received by the student's minister or religious leader.

Any absence not falling into the categories listed above or otherwise excused by the principal, superintendent, or her designee will be unexcused. However, 6 parental excuses may be used per school year for any reason.

**Parent Excuses:** A parent may provide an excuse for 6 absences within one school year according to the following conditions:

- A parent may not use more than three parent excuses on consecutive school days.
- A student must be enrolled prior to December 1st to receive 6 parent excuses in a school year.
- A student who enrolls on or after December 1st receives only 3 parent excuses for the remainder of the school year.

These parent excuses may only cover one full day absence from school per excuse. Parents will be notified at various intervals in writing via U.S. mail to the last known address on file at the school when students have excessive absences. Additionally, parents are encouraged to monitor their child’s attendance and tardiness through the Student Information System. Contact the local school for additional information regarding the Student Information System. Parents are encouraged to make all dental, medical or other appointments for their child after regular school hours, on Saturday or when school is not in session. Additionally, parents are encouraged to schedule family vacations when school is not in session. Absences due to vacation will be recorded as unexcused if you have exhausted your 6 parent excuses for the school year.

After a student has had 6 days of absences in one school year accompanied by a parent written excuse, the parent is then required to provide a physician’s excuse for future absences to be excused.

Written excuses and physician excuses for absences should be sent to the office within three days of the absence. A physician’s excuse must be the original, not a copy. Excuses must be dated, reason for absence given, and then signed by the parent, guardian, or physician.

**Athletes/Extracurricular Activities:** Students must be currently enrolled in Trussville City Schools to tryout or participate in extracurricular activities. Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activity, he/she must be present in school on the day of the activity. If the activity is to be held on a Saturday, then the student must attend school on the preceding Friday.

See the TCS Code of Student Conduct for additional information concerning attendance, parent excuses, etc.

## CHECKING IN/CHECKING OUT

Students must attend school for 50.99% of the school day to be counted present for the day.

The chart below indicates the time of the day that the 50.99% is reached in the bell schedules:

|             |                               |           |          |
|-------------|-------------------------------|-----------|----------|
| <b>Day</b>  | Monday,<br>Tuesday,<br>Friday | Wednesday | Thursday |
| <b>Time</b> | 11:40 am                      | 11:40 am  | 12:05 pm |

\*Students checking in after 11:40 am or checking out prior to 11:40 am on a Monday, Tuesday, Friday bell schedule will be counted as absent for the day.

\*Students checking in after 11:40 am or checking out prior to 11:40 am on a Wednesday bell schedule will be counted as absent for the day.

\*Students checking in after 12:05 pm or checking out prior to 12:05 pm on a Thursday bell schedule will be counted as absent for the day.

Students requesting to check out for illness or injury should see the school nurse to contact a parent. A parent or other adult (over 18 years of age) listed on the student's emergency sheet must come to the school to check in or check out a student. **Students are not permitted to leave school for any reason without a parent checking them out through the attendance office. Parental permission by note or phone call does not allow a student to leave campus.** Please make sure that your emergency list is up to date.

If a parent checks out a student for a medical appointment, the student may use the doctor's return to school form to check back in to school without a parent. If a student checks out of school, he/she must always check back in through the attendance office immediately upon return to the school campus. A parent must check the student back in unless the student has a "return to school" form from the doctor's office.

For convenience, it is recommended that a parent come to school to sign the checkout form the afternoon prior to the checkout day (after 2:30 pm) or the morning of the checkout day (before 8:10 am). The student may then go by the attendance window and pick up a check-out slip that will allow the student to leave class at the time indicated on the slip. It is the student's responsibility to show the pass to his/her teacher at the beginning of class so that he/she may quietly leave class at the appropriate time. This will prevent disturbing instructional time to call for the student. Filling out the checkout form in advance and obtaining a pass to leave class will prevent parents from having to wait.

## **TARDIES**

**Tardies to Periods 2-7:** Students must be inside the classroom when the tardy bell stops ringing; otherwise, the student is marked tardy to class. Tardies to class will be counted by each individual teacher who will refer the student to the appropriate grade level administrator for disciplinary measures as necessary.

**Tardies to School:** Students must be in their first period class when the tardy bell rings at 8:10 am each morning. If a student is tardy to school, he/she must check in at the attendance window.

Students may only check in by themselves until 8:30 am. After this time, parents will be called and may be required to come to the school to check in the student.

See the tables on the following pages for consequences of accumulated tardies to school added to unexcused checkouts.

## HTHS Unexcused Tardy to School/Unexcused Checkout Policy 2019-20 School Year

*Unexcused tardies to school and unexcused checkouts both result in a loss of valuable instructional time for the student. Unexcused tardies to school and unexcused checkouts **will be added together** when determining consequences.*

| <b>Consequences for Tardies to School + Unexcused Checkouts</b>                      |  |
|--|--|
| <b>3</b>   | <ul style="list-style-type: none"> <li>✓ Class I disciplinary offense recorded</li> <li>✓ Student notified</li> </ul>  |
| <b>6</b>   | <ul style="list-style-type: none"> <li>✓ Class I disciplinary offense recorded</li> <li>✓ Husky Hour detention or work detail for 1 week and/or student parking permit suspended for 1 week</li> <li>✓ Administrator contacts parent/guardian</li> </ul>   |
| <b>9</b>   | <ul style="list-style-type: none"> <li>✓ Class I disciplinary offense recorded</li> <li>✓ Husky Hour detention or work detail for 2 weeks and/or student parking permit suspended for 2 weeks</li> <li>✓ Administrator contacts parent/guardian</li> </ul> |
| <b>12</b>  | <ul style="list-style-type: none"> <li>✓ Class I disciplinary offense recorded</li> <li>✓ Husky Hour detention or work detail for 3 weeks and/or student parking permit suspended for 3 weeks</li> <li>✓ Administrator contacts parent/guardian</li> </ul> |
| <b>15</b>  | <ul style="list-style-type: none"> <li>✓ Class II disciplinary offense and disciplinary action</li> <li>✓ Student parking permit suspended for the duration of the semester</li> <li>✓ Administrator contacts parent/guardian</li> </ul>                   |
| <b>Parking on campus while permit is suspended will result in a Class II offense</b> |  |

## MAKE-UP WORK

A student shall have the opportunity to make up assignments or examinations which occurred during an absence. Makeup work should be completed as soon as possible, generally allowing two days for each day's absence. It shall be the responsibility of the student or student's parent/guardian to arrange with each teacher what, when and where to make up any missed assignments or examinations due to the absence. A teacher or principal may require the student to make up missed assignments or examinations after school hours. In this event, advance notice will be given to the student to allow for personal transportation to be arranged.

It is the student's and parent's/guardian's responsibility to make arrangements for, and to ensure that all assignments and examinations are completed within a reasonable timeframe. If a student is absent from school for more than three (3) consecutive school days, arrangements should be made by the student or parent/guardian to pick-up any assignments, books or other necessary materials to complete the assignments. A timeframe for makeup work due to extended absences must be approved by the principal or his/her designee. These assignments should be returned to the school within the time period approved by the principal or his/her designee.

## HALL PASSES

Students must be in their assigned places unless they have teacher or administrator permission to be in another place. Students who are outside of class during class time should have a hall pass. Students may not go to their vehicles or leave school grounds for any reason without permission from the administration.

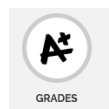
## COLLEGE VISITS FOR JUNIORS AND SENIORS

Approval for excused absences for qualified college visits must be obtained from the principal in advance of the visit. No more than *two excused absences for college visits by seniors* will be given for scholarship interviews or other college related visits that cannot be scheduled outside of the school session. No more than *three excused absences for college visits by juniors* will be given for scholarship interviews or other college related visits that cannot be scheduled outside of the school session. More than one college visit in the same week is not permitted. Upon returning to school, student must present proof of college visit from an admissions official. Military processing and testing will be excused as well upon prior approval from a counselor

## FEES

The Board of Education has authorized the collection of fees for designated classes. A copy of the fee schedule is posted online. All fees should be paid by the end of the first two weeks of school (or of the new semester if applicable).

Online payment is available via a link on the TCS website. Checks may be made out to Hewitt-Trussville High School or to Hewitt-Trussville High School lunchroom. Checks returned for insufficient funds are forwarded to Nexcheck who will contact parents to schedule repayment.



## ACCESSING GRADES FROM INOW

Students and parents/guardians can log on to our school website <https://bit.ly/2MfpjOv>, and click on the **A+ Grades** icon on the bottom of the main page to check grades.



## CONFERENCES

Parents are encouraged to discuss with the teacher any questions or problems which might affect the student's performance. The teacher may sometimes request a conference with the parents. When this is necessary, please make every effort to attend. Conferences may be requested by contacting your student's teachers. Contact information is location on the HTHS website: <https://bit.ly/2ZcLzMi>

## COUNSELING DEPARTMENT

Students at Hewitt-Trussville High School are served by four grade level counselors, a career coach, a graduation coach and a registrar and guidance secretary.

| HTHS Counseling Main Line |  | 228-4040 |
|---------------------------|--|----------|
| Lauren Cooley             | Registrar  | 228-4030 |
| Jada Majors               | Guidance Secretary                                     | 228-4026 |
| Amy Cane                  | Freshman Counselor                                     | 228-4020 |
| Laura Stalls              | Sophomore Counselor                                    | 228-4044 |
| Heather Winship           | Junior Counselor                                       | 228-4019 |
| Leta McGehee              | Senior Counselor, 12 month Counselor, Graduation Coach | 228-4103 |
| Jill Prince               | Career Coach   | 228-4043 |

The counseling program provides:

- Counseling services for students, teachers, and parents
- Guidance through both individual and group conferences
- Assistance in orientation of new students
- Assistance to students in selection of subjects and scheduling classes
- Administration of standardized tests and inventories for determining students' aptitudes, abilities, interests. Referrals are also made for individual tests.
- Occupational information, career information, interest inventories and job assistance
- College information, scholarship information, and financial aid information
- Information about armed services, vocational and technical schools
- Review of Permanent Record Cards
- Student withdrawals

If there are questions about the student's progress and/or credits, the appropriate counselor should be contacted.

Information on ACT, SAT, PSAT, WorkKeys, AP and additional standardized on-campus and off-campus testing information may be obtained in the counselors' offices. Testing dates as well as registration information may be obtained from the counselors. The HTHS Counseling website is: <https://bit.ly/2LGc9ug>

## **EXCEPTIONAL EDUCATION SERVICES**

Exceptional Education services are provided for students who meet eligibility requirements. For more information, parents can contact the appropriate grade level guidance counselor.

## **STUDENT INFORMATION**

Be sure to inform the school of any change in important information such as a change of address, telephone number, emergency phone number, place of work, and work/cell phone number for parent.

## **PERMANENT RECORDS OF STUDENTS**

The following records are maintained in the counseling offices:

Permanent Record Card - The permanent record card contains identifying student information, semester grades and units of credit, attendance, citizenship grades, and the student's interests and activities. This card may be viewed by the student and/or parents upon request.

Test Card - The test card contains scores from standardized group tests, standardized readiness tests, ACT, SAT, and PSAT scores. This card may be viewed by the student and/or parents upon request.

Cumulative Folder - The cumulative folder contains subject selection sheets, standardized test printouts, conference notes, information forwarded from any school which was previously attended, and any other pertinent information. This information may be reviewed by the parents upon request or by students who are eighteen years or older.

## **PUPIL WITHDRAWAL**

When transferring to another school, a withdrawal form must be obtained from the office, all textbooks returned to the appropriate teachers, library books returned to the library, and any fines or charges cleared. Grade transcripts will not be sent to another school until these requirements are met.

## **LIBRARY MEDIA CENTER**

The library media center provides opportunities for students to engage in many different types of learning activities and offer resources and spaces for learning and collaboration. Students are expected to cooperate with the library staff and abide by all school-wide and system-wide rules and regulations while in the library media center.

### **HOURS**

The library media center opens at 7:45 am and closes to students at 3:45 pm every day. On Thursdays, the library closes to students at 2:00 pm for staff meetings. If extra time is needed to work on school assignments, arrangements can be made with the media specialist. Students using the library should sign in on the Chromebooks at the desk upon entering.

## HUSKY HOUR

The library media center is open every day during Husky Hour. Clubs may reserve a side of the library or the conference room for meetings. Printing and check-out services are also available during this time. *Absolutely no food (including food in lunch boxes or bags) is permitted in the library during Husky Hour.*

## CHECKING OUT BOOKS

Materials are checked out for three weeks and may be renewed as many times as you like. See library staff for instructions on renewing items online. The library also has a small number of graphing calculators and Chromebooks for short-term checkout by students. **ALL MATERIALS MUST BE CHECKED OUT BEFORE THEY ARE TAKEN FROM THE LIBRARY MEDIA CENTER.**

## COPIES AND PRINTING

Students may print and make copies in the library media center. Color copies/printing cost \$0.25 per page. Black and white copies/printing cost \$0.10 per page.

## FINES AND LOST ITEMS

We do not charge late fees on books. Fines on Chromebooks and calculators are \$1.00 per day. Students assume full responsibility for all materials checked out in their names and shall pay for any damage or loss. Overdue and fine notices go out to parents contact emails. Students receive overdue and fine notices in their Husky Homeroom twice per semester. All fines and lost books should be cleared by the end of each year.

## SCHOOL SUPPLIES

Needed supplies may include paper, pencils, notebooks, workbooks, and other supplies as designated by the teacher. Each teacher provides a list of needed supplies on their website. Students should always come to each class with the textbooks and supplies necessary to do all class work as assigned. The Red Zone School Store stocks most common school supplies and is open every day during Husky Hour.

## STUDENT INSURANCE

School insurance may be obtained in the fall of each year. The administration suggests that this be considered unless other adequate insurance coverage is in effect.

## TEXTBOOKS

All textbooks are the property of the State and the City Board of Education. The student's name and year will be written inside the front cover. No other writing should be done in or on textbooks. It is the responsibility of the student to keep up with his/her books. Lost or damaged books will result in a fee. Prices and payment for lost textbooks may be handled in the bookkeeper's office. Textbooks which have been paid for and are later located should be turned in to the office. Refunds will be made.

## LOCKERS

Personal lockers are provided for storage of books, notebooks, and lunches. Lockers are provided for student convenience, and THE STUDENT, NOT THE SCHOOL, IS RESPONSIBLE FOR ITEMS LOST OR STOLEN FROM THEM. Students must keep their lockers locked, not inform other students of their combination, not make marks on locks to indicate the combination, and not allow other people to use their lockers. Broken or inoperative lockers are to be reported to the office. Students may not share lockers. Only one student per locker is allowed. To change lockers, approval must be secured from the office. Changing of lockers without permission is a disciplinary violation, and appropriate disciplinary action will be taken.

No stickers, decals, etc. may be placed on the outside of lockers. Only items that can be easily removed without damage to the locker may be placed on the inside. Students will be responsible for paying for any damage they do to their locker or to any other locker. Locker maintenance fee is \$5.00 per locker. No part of this fee is refundable once the locker has been issued to a student. The administration reserves the right to search lockers at any time. Band and P.E. lockers may also be rented. The same rules as above apply to lockers in those areas.

## TRANSPORTATION

Students or parents should check the TCS website for information and bus routes. Rules for bus behavior are found in the Trussville City Board of Education Code of Student Conduct. These rules also apply to students who are transported on field trips. All transportation calls need to be made at least 30 minutes prior to the end of the school day. Please limit these calls to emergencies only.

## PARKING

**Parking at HTHS is a privilege.** The policies on parking listed below will be followed:

- All students who drive must have a valid parking permit and a valid Alabama driver's license for the current school year.
- All students who drive must agree to and pay for random drug testing.
- The parking decal must be clearly displayed in the designated place at all times when the car is on school grounds.
- Students are required to park in the space assigned to them.
- Students who park their vehicles on campus or at other school functions must submit their vehicle to a search by school officials.
- Safety precautions and directions of school officials must be obeyed at all times.
- The student must only park in areas designated for students and must not park in areas designated for faculty or other specially designated spaces including visitor parking.
- Each student who drives to school at any time during the school year must have his/her own parking permit. Permits may not be shared by students.
- Students must exit their vehicle upon arriving at school. No loitering in or around vehicles is allowed.
- Students are not to go into the parking area at any time except to park their vehicles in the morning and to leave in the afternoon. If an emergency should occur that requires a student to go to his/her car during the day, a pass must be secured from an administrator or the front desk receptionist.
- Students who fail to abide by any of the parking policies may have their campus parking privilege revoked.
- Please refer to the HTHS Tardy Policy for information regarding suspension of parking permit due to tardies.
- The school administration may revoke parking privileges for violating other school rules.

Parking permit fee is \$35.00 (\$15.00 drug testing fee also required). No refunds will be made of the parking permit fee.

## **PERSONAL ITEMS**

Students must keep all money, valuables, and purses with them at all times. Any item that is confiscated by school officials must be claimed and picked up by the parent of the student before school or after school. Cell phones and other items taken up by school personnel will not be returned during the school day. Students may be permitted to have drinks with covers or lids in the classroom at the discretion of the teacher.

## **LOST AND FOUND**

All students should safeguard their books, articles of clothing, etc. at all times. All removable items of clothing, notebooks, etc. should be clearly labeled with the student's name. The school "Lost and Found" may be checked during lunch or before/after school. The "Lost and Found" area is located in the main office. Any items which are found should be turned in to the office immediately.

## **TELEPHONE, MESSAGES, AND DELIVERIES**

The telephone in the office is for the purpose of conducting necessary school business. Students will not be permitted to use the office telephone except under emergency situations. Students needing to use a phone for illness should report to the clinic.

Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person unless the situation is deemed as an emergency by the principal or assistant principal.

Naturally, there are emergencies which arise from time to time which necessitate a message to or from a parent or the delivery of an item to a student. The school is happy to cooperate with the delivery of emergency messages only. After school arrangements are not considered an emergency, so please make these arrangements before school.

Parent/guardians who leave items (such as lunch money, forgotten assignments, athletic equipment, uniforms, etc.) for students should note that the student will not be called to the office to pick up the item and these items will not be delivered to the student. The school will accept no outside deliveries for any student. Arrangements for medication or health related items should be made with the school nurse.

## **LUNCHROOM**

The lunchroom uses a computerized check out procedure. Students must memorize their 6 digit student number to make check out run smooth. Parents can pre-pay for school meals at [www.PayPAMS.com](http://www.PayPAMS.com). Pay PAMS offers the following options:

- Pay for a child's meals via the internet
- Schedule automatic payments based on account balance
- View cafeteria purchases on-line
- Receive e-mail notification of balance status.

Visit the [www.trussvillecityschools](http://www.trussvillecityschools) Support Services, Child Nutrition Program to receive instructions on setting up an account. Please take advantage of this convenient service.

Lunches may be prepaid in the lunchroom each morning from 7:30 until 8:10. If paying by check, be sure to include the student lunch number on the check. Cash payment may also be made in the lunch line each day. The school is not financially able to provide students with lunch charges. Applications for free or reduced priced lunches will be given to each student at the beginning of school or when the student is registered later in the year. Parents will be notified by letter whether or not the application is approved. Only one application is required for each family. The application must be completely filled out. If a student is determined to be eligible for free/reduced price lunches, the school must be notified of change in family size or change in income as indicated on the acceptance letter.

Students will also have access to vending machines that provide drinks and snacks that meet the USDA Smart Snacks in Schools regulations. In order to access, students must enter their birthday and 6 digit student number. Please encourage your student to NOT share this information with other students. Purchases at the vending machine will be withdrawn from their student lunch balance.

**Restaurant fast foods may not be brought into the school by anyone under any circumstances.** This is a violation of the Federal Lunch Program guidelines and could jeopardize the receipt of the program monies by our lunchroom.

## **FIELD TRIPS**

Occasionally, field trips will be arranged to supplement the curricular program of the school. Parents will be informed of the time, place, purposes, cost, and any special arrangements for such trips. Students must have written permission from parents for field trips. All school rules of behavior are in effect during field trips. Only students of the class(es) involved and approved chaperones may go on field trips. Board policy does not allow other students or preschool children to attend field trips even if they go in a separate car. Students will not be allowed to participate in field trips without approval from the teacher of the courses they will miss. Students are responsible for making up any class work missed due to a field trip. Work that is due on the day of the field trip needs to be turned in to the teacher prior to the field trip. A "Permission to Travel" form must be signed by the parent before a student will be allowed to go on a field trip.

## **ASSEMBLY / PEP RALLY**

Assemblies and Pep Rallies are a part of the school program. Early dismissal in place of assembly attendance is not allowed. Seating arrangements will be under the supervision of the principal. Students are expected to be orderly and courteous in going to and from assembly as well as during the assembly. Backpacks are not allowed in the assembly. Except for students participating in the assembly, all students are required to meet the regular dress code during an assembly. Anyone who comes to the podium during the assembly must receive full attention. Appropriate behavior is expected from all students. Misbehavior may result in removal from the assembly and/or from future assemblies. Other disciplinary action may also be taken.

## **POLICIES AND PROCEDURES**

### **STATEMENT OF THE TRUSSVILLE CITY BOARD OF EDUCATION**

The Trussville City Board of Education does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in programs, activities, or employment.

### **TRUSSVILLE CITY BOARD OF EDUCATION CODE OF STUDENT CONDUCT**

Rules of behavior at Hewitt-Trussville High School will follow the Code of Student Conduct adopted by the Trussville City Board of Education. This document also includes rules for school bus behavior. In addition to rules

for conduct and bus behavior, the Code of Student Conduct also includes the consequences if a student breaks the rules. The consequences outlined in this document will be strictly followed.

## **DRESS CODE**

HTHS students are expected to dress appropriately for the school learning environment. Students are asked to wear day clothing in the way it is designed to be worn and that appropriately covers their person. Shirts and tops should be full coverage. Clothing should not include words, symbols, pictures etc. that are offensive or in any way inappropriate for the high school environment. Hats of any kind including hoodies should be removed when students enter the building.

Book bags, back packs and athletic bags must be placed in student lockers or a designated area and remain there throughout the school day unless approval is given by the school nurse for medical reasons. Administrators will use their discretion in determining if clothing or accessories are inappropriate for the school environment.

*Nonconformity to the dress code is a Class I offense.*

## **TOBACCO FREE ENVIRONMENT**

Trussville City Board of Education Policy states, "All buildings operated by the Board, and all spaces within them, are officially designated smoke-free environments. Smoking and other tobacco use are prohibited on campus grounds and on buses at all times. This policy applies to each employee, student, and visitor."

## **UNAUTHORIZED USE OF WIRELESS COMMUNICATION DEVICES/CELL PHONES AND EARPHONES/HEADPHONES/EARBUDS**

Wireless communication devices/cell phones, earphones/earbuds/headphones must be put away during classroom time unless used for supervised classroom instruction. A cell phone may be confiscated if used inappropriately. Confiscated devices may be retrieved at the end of the school day. Unauthorized use of cell phones is addressed in the TCS Student Code of Conduct. Students are also asked to refrain from the use of earphones/earbuds/headphones during class changes for safety reasons.

## **GUN-FREE AND DRUG-FREE SCHOOL ZONE LAWS**

The Crime Control Act of 1990, signed into federal law on November 29, 1990 by President George Bush, contains Title XVII, the Gun-Free School Zones Act. The act prohibits the possession or discharge of a firearm on or within 1,000 feet from private, parochial, or public school grounds. Another federal law creates Drug-Free School Zones. Section 860 of the Controlled Substances Act (Title 21, United States Code) provides that those caught distributing, possessing with intent to distribute, or manufacturing a controlled substance within these 1,000-foot parameters face enhanced federal criminal penalties of imprisonment and fines.

## **DRUG TESTING PROGRAM**

All students wishing to have parking privileges or wishing to participate in any extracurricular activity must consent to the drug testing program. The complete TCS Drug Testing Policy and consent form may be found on the school website.

## **SEARCH AND SEIZURE**

The principal, assistant principals, or authorized school officials may conduct a search and seizure. Searches and seizures apply to school property, school lockers, private automobiles, and the student. This also applies to school sponsored activities away from our school campus.

## **ENFORCEMENT ASSISTANCE**

In special circumstances, including the occurrence or the threatened occurrence of severe disruptive behavior, a principal or his designee may seek assistance from law enforcement officers.

## **DUE PROCESS**

Students are accorded Due Process under Trussville City Board of Education Policy. In cases where disciplinary action is taken, school administrators will:

- (1) Investigate the charges against the student,
- (2) Explain the charges and supporting facts to the student,
- (3) Give the student an opportunity to present his side fully and fairly.

## **ISD (In School Detention)**

In school detention will be used as a disciplinary consequence for students at Hewitt-Trussville High School. Students may be placed in ISD for part of the day or the duration of the school day. Contingent upon the nature and repetitiveness of the offense, students can be placed in the ISD setting for multiple days for a single infraction at the administrator's discretion.

## **Husky Hour Academic Intervention & Detention**

**Husky Hour Academic Intervention:** This academic intervention time is assigned by the teacher as needed for students who need extra help, are missing assignments, missed a test, etc. It takes place during Husky Hour and lasts for 30 minutes, still leaving the student adequate time to eat lunch. Teachers may make this assignment verbally or they may give the student a completed Husky Hour Academic Intervention assignment form.

Each core academic subject is assigned a day of the week for intervention so that students are not required to be in two places at once. If a student is required to report to an elective subject on the same day as their core academic subject, the core subject will take precedence.

Monday – History and Fine Arts  
Tuesday – Math and PE, Health, Driver's Ed  
Wednesday – Science and World Languages  
Thursday – No intervention, this is Husky Homeroom day  
Friday – English and Academics

If a student fails to attend a teacher assigned academic intervention day, the teacher will notify the appropriate grade level assistant principal. The assistant principal will then assign the student Husky Hour Academic Detention as a consequence for not attending assigned teacher intervention.

**Husky Hour Academic Detention:** Husky Hour Academic Detention is a punitive assignment for students who fail to comply with a teacher's request that they attend academic intervention. Detention takes place in Room A227 and is monitored by Mr. Jeff Schrupp. Students have approximately 15 minutes at the beginning of Husky Hour to



pick up their lunch, a Chromebook if needed and study materials before they report to the detention room. Students eat in the detention room while they work on their assignments for the remainder of Husky Hour.

## **SCHOOL NURSE/CLINIC**

Students must see the school nurse for illness or injury at school. Students are required to check out for:

- Vomiting or Diarrhea
- Fever of 100 or higher
- Suspected contagious infection
- Head Lice

The school nurse may sometimes excuse check outs for other situations including:

- Sign/symptoms of acute illness or infection
- Personal/emotional matters requiring assistance outside of school
- Other situations that are deemed necessary using professional nursing judgment

The school nurse is also responsible for classroom health care plans and emergency plans for students with medical conditions as well as promoting the health and safety of all students. **It is very important to inform the school nurse about any chronic conditions such as diabetes, asthma, seizure disorder, serious allergy, or any other serious medical condition so that an appropriate health care plan can be established.**

### **Medication at School**

The provisions of the Alabama Board of Nursing, the Alabama State Department of Education, and the Trussville City Board of Education policy regarding students taking medication at school are as follow:

1. If the student has prescription medication that needs to be taken at school, the doctor must complete and sign the Prescriber/Parent authorization form. Any change in dosage or time given will require new authorization from the doctor.
2. The Prescriber/Parent authorization form must be completed and signed by the parent for over the counter (non-prescription) medication. Parents must provide over the counter medicines such as Tylenol, Motrin, Benadryl, etc. There are no stock medicines kept in the clinic.
3. Over the counter (non-prescription) medication that is needed for longer than a two week time period may require a doctor's signature on the medication form.
4. Over the counter medication that is to be given outside the recommended guidelines on the label will require a doctor's signature. (For example, giving medication to a student who is below the recommended safe age for that medication or exceeding the recommended dosing).
5. Any medication that is administered at school must be in the original container. Medication cannot be accepted in Ziploc bags, envelopes, Saran Wrap, alternate medicine bottles, etc. If you do not wish to leave a full container at school, you must open the container in front of the nurse and take out the extra medication. Medication for school must be in its original container with the original label.
6. Students are only permitted to carry emergency medications for asthma, diabetes, and serious allergies with the proper authorization form on file. Students are not permitted to transport other medications to or from school. Parents/Guardians must be responsible for bringing and picking up all other medications. This includes both prescription and non-prescription medicines. Students caught transporting medication without authorization may be subject to disciplinary action.
7. Liquid medications must be precisely measured. Parents must provide a calibrated medicine cup, spoon, or syringe. Silverware or plastic spoons cannot be used.
8. School personnel can treat cuts, scrapes, bug bits, bumps, etc. with soap, water, Band-Aids, and ice bags only.

## ACCIDENTS/MEDICAL EMERGENCIES

Every accident or medical emergency in the school building, on the school grounds, at any practice session, or at any athletic event sponsored by the school must be reported as soon as possible to the person in charge, the school nurse, and the school office. Local EMS services will be utilized for medical emergencies as necessary.

## EMERGENCY WARNINGS

### Fire Alarm

The signal for a fire alarm is a series of bell signals followed by a spoken warning. Students shall leave the building quickly and orderly according to directions for the room. Students must remain with their classes while outside.

### Tornado Alarm

The signal for a tornado warning is an announcement. Students will go to the designated place as instructed by the teacher and remain until the "All Clear" is sounded. It is important for students to leave all belongings in the classroom during a tornado warning. Loose objects can be extremely dangerous during a tornado. Proper positions for students will be given by the teacher.

## INCLEMENT WEATHER

In case of inclement weather, please be on alert for notification from the school regarding early dismissal. If school must be dismissed early due to bad weather, the Mass Notification system will be activated as well as announcements made through local media. Regular bus routes will be followed unless other information is given by the Mass Notification message or the local media. **If our area is under a tornado warning, students will not be dismissed from school or be allowed to be checked out of school until the warning has been lifted.**