

HEWITT TRUSSVILLE HIGH SCHOOL



Student - Parent Handbook 2022-2023

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-Parent 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/HTHS>

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	Jared Meads 228-4011 jared.meads@trussvillecityschools.com	Laura Stalls 228-4044 Laura.stalls@trussvillecityschools.com
Sophomores	Dawn Kilgore 228-4084 Dawn.kilgore@trussvillecityschools.com	Heather Winship 228-4019 Heather.winship@trussvillecityschools.com
Juniors	Joy Young 228-4029 Joy.young@trussvillecityschools.com	Melanie McGee 228-4103 Melanie.mcgee@trussvillecityschools.com
Seniors	Corey Hall 228-4012 Corey.hall@trussvillecityschools.com	Amy Cane 228-4020 Amy.cane@trussvillecityschools.com

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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.

THE SCHOOL DAY

Hewitt-Trussville High School is a closed campus, which means that students may not leave the school campus during school hours (including Husky Hour) without first obtaining permission and signing out through the attendance office. A student is considered “in school” once he/she is on school grounds. Students are not allowed to stay in automobiles after arriving at school. Supervision of students begins at 7:25 am in the PE Gym. The library will be open to students at 7:45 am for students who need to study or need access to a printer. Pre-approval is not required for students to take advantage of the early opening of the library.

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.

Extracurricular Activity Participation: Students who participate in after school extracurricular activities are expected to be present for school in order to be eligible to participate in any after-school activity i.e. practices, performances and competitive events unless there is a documented appointment or the student is virtual/homeschool. Note that checking in for athletic periods only does not constitute being present for school.

School Attendance and Student Drivers: Student drivers, ages 16-19 years of age, with ten (10) consecutive or fifteen (15) or more cumulative unexcused absences in a single school semester will be reported to the Department of Public Safety for license revocation.

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

CHECKING IN/CHECKING OUT

Students must attend school for 51% of the school day to be counted present 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. In the event a parent/approved emergency contact cannot be present for check-in/check-out the parent may call the attendance clerk who will verify identification to approve the check-in/check-out.

Students are not permitted to leave school for any reason without a parent checking them out through the attendance office. 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.

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 2021-22 School Year

Unexcused tardies to school and unexcused checkouts both result in a loss of valuable instructional time for the student.

Consequences for Tardies to School + Unexcused Checkouts	
3	<ul style="list-style-type: none"> ✓ Class I disciplinary offense recorded ✓ Student notified via warning letter
6	<ul style="list-style-type: none"> ✓ Second Class I disciplinary offense recorded ✓ Class I consequence assigned ✓ Administrator contacts parent/guardian
9	<ul style="list-style-type: none"> ✓ Third Class I disciplinary offense recorded ✓ Class I consequence assigned ✓ Administrator contacts parent/guardian
12	<ul style="list-style-type: none"> ✓ Fourth Class I disciplinary offense recorded ✓ Class I consequence assigned ✓ Administrator contacts parent/guardian
15	<ul style="list-style-type: none"> ✓ Fifth Class II disciplinary offense recorded ✓ Class I consequence assigned ✓ Administrator contacts parent/guardian

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 to arrange make up times/dates with each teacher. 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 may 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.

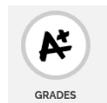
COLLEGE VISITS FOR JUNIORS AND SENIORS

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 list is posted online on the HTHS website. 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 should be made out to Hewitt-Trussville High School. Checks returned for insufficient funds are subject to a return check fee.



ACCESSING GRADES FROM PowerSchool

Students and parents/guardians can log on to our school website <https://www.trussvillecityschools.com/HTHS> , and click on the **A+ Grades** icon on the bottom of the main page to check grades. If you need assistance logging into the PowerSchool portal, please contact the HTHS Registrar, Lauren Cooley at 228-4030 via email lauren.cooley@trussvillecityschools.com

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://www.trussvillecityschools.com/HTHS>

COUNSELING DEPARTMENT

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

HTHS Counseling Main Line		228-4040
Lauren Cooley	Registrar	228-4030
Beth Martin	Guidance Secretary	228-4026
Laura Stalls	Freshman Counselor	228-4044
Heather Winship	Sophomore Counselor	228-4019
Melanie McGee	Junior Counselor	228-4103
Amy Cane	Senior Counselor	228-4020

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://www.trussvillecityschools.com/Domain/164>

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 CHANGES

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 Transcript - The permanent transcript contains identifying student information, semester grades and units of credit, attendance. This document 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, 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. This folder is kept for 5 years beyond the student's graduation date.

PUPIL WITHDRAWAL

When transferring to another school, a withdrawal form must be obtained from the registrar's office. All textbooks must be returned to the appropriate teachers, library books and Chromebook returned to the library and any fines or charges cleared.

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 3:30 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 visiting during class time should provide a pass from their teacher and check in at the front desk.

HUSKY HOUR

The library media center is open every day during Husky Hour. Students visiting the library during this time are asked to keep the library environment conducive to school work and study. Printing and check-out services are available during this time. Absolutely no food (including food in lunch boxes or bags) is permitted in the library during Husky Hour.

WRITING CENTER

The writing center is located inside the library behind our Fiction section. Mrs. Coleman, our AP language teacher, staffs the writing center most days during Husky Hours and is available to assist students with writing assignments throughout the school year.

CHECKING OUT ITEMS

Books 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 other items for checkout, such as games and STEM kits. We also have a limited number of graphing calculators for long-term checkout for students who may not own one.

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. 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 student contact emails monthly. Overdue and fine notices are sent to parent emails once per semester. All fines and lost books should be cleared by the end of each year.

SCHOOL-ISSUED CHROMEBOOKS

Each student will be issued a Chromebook and charger through their Homeroom on the first day of school. This Chromebook is assigned to that student in our inventory system and will be labeled with their name. Students will use the same device each year that they are enrolled at Hewitt-Trussville High School. Students are expected to bring their school-issued device to school each day and use it for work conducted at school.

CHROMEBOOK BREAKAGE

If a student's Chromebook requires repairs, they should bring it to the Library Media Center. The library staff will take their Chromebook and request a repair from our technology support team. The student will be given a loaner Chromebook to use while their device is being repaired. Their assigned device will be returned to them once the repair is complete. In a case of intentional breakage, a student will be referred to their grade-level administrator and may be asked to pay for the cost of the repair.

CHROMEBOOK & CHARGER LOSS

In a case of a lost Chromebook, a student should inform their teacher or their grade-level administrator. In a case of a lost charger, the student should report the loss to the library to receive a replacement. The student may be asked to pay for the cost of a Chromebook or charger replacement. In a case of a stolen Chromebook or charger, a student should inform their grade-level administrator immediately so that they can determine the best course of action.

SCHOOL SUPPLIES

Needed supplies may include paper, pencils, notebooks, workbooks, and other supplies as designated by the teacher. Students should always come to each class with the textbooks and supplies necessary to do all class work as assigned.

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 Trussville City Board of Education. It is the responsibility of the student to keep up with any issued textbooks. Lost or damaged books will result in a fee. Prices and payment for lost textbooks may be handled in the bookkeeper's office.

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. Parking rules and procedures:

1. All motorized vehicles must have a current Hewitt-Trussville High School parking decal to park on school grounds.
2. Decals must be clearly displayed.
3. Students may park in their assigned spot only. Students not parked in their assigned spot will be subject to a fine and/or disciplinary action according to the student/parent handbook.
4. Students may not park in spaces marked for handicapped drivers without seeing the school nurse for an appropriate handicapped tag. Students who park in a handicapped spot without authorization are subject to fines according to Alabama law (see below).

Section 32-6-233.1

Unauthorized use of parking places.

- (a) It shall be unlawful for any person who does not have a distinctive special long-term access or long-term disability access license plate or placard or temporary disability placard as provided in Section 32-6-231, or who is not transporting a passenger who has a distinctive special long-term access or long-term disability access license plate or placard or temporary disability placard as provided in Section 32-6-231, to park a motor vehicle in a parking place designated for individuals with disabilities at any place of public accommodation, any business or legal entity engaged in interstate commerce or which is subject to any federal or state laws requiring access by individuals with disabilities, any amusement facility or resort or any other place to which the general public is invited or solicited, even though located on private property. Upon conviction, notwithstanding any other penalty provision which may be authorized or employed, the person shall be fined a minimum of fifty dollars (\$50) for the first offense, a minimum of two hundred dollars (\$200) for the second offense, and a minimum of five hundred dollars (\$500) for the third or any subsequent offense.
5. Upon arrival to school, students are to park cars in their designated spot, leave their vehicle, and enter the building immediately.
6. Private insurance is required. HTHS will not accept responsibility for any damage to or theft from automobiles.
7. If any vehicle or tag information changes within the school year students have five (5) school days to update this form in the main office.
8. Decals may not be purchased for another student's vehicle.
9. Decals may not be sold or given to another student.
10. Vehicles on school grounds without a parking decal may be subject to disciplinary action and/or fines.
11. Students are prohibited from parking in visitor, faculty, or other restricted areas at all times.
12. Violations will result in revocation of parking permit for a designated period of time.
13. Student vehicles may be searched if there are reasonable grounds to do so.
14. Students who use their vehicle to assist others in breaking school rules will be assigned the same disciplinary penalty as those who break the rules.
15. Students who opt out of drug testing forfeit their parking privilege and the decal.
16. Students whose parking privileges are revoked will not be allowed to drive on campus.

Parking permit fee is \$40.00 (\$5.00 drug testing fee also required). No refunds will be made of the parking permit fee.

PERSONAL ITEMS

Students must keep all money, valuables such as air pods, iPhones and purses with them at all times.

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.

DELIVERIES

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. There is a drop off table in the HTHS entrance area for item drop offs. Parents are then encouraged to notify their student via text message of the drop off. The school will accept no business deliveries for any student i.e. flowers, food, etc. 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 through My School Bucks. My School Bucks 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 Departments, 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 foods may not be delivered to students under any circumstances. This includes restaurant foods dropped off by parents, friends or family members; door dash deliveries; restaurant deliveries, etc. Non-compliance is a violation of the federal lunch program guidelines and could jeopardize the receipt of program monies by our lunchroom.

FIELD TRIPS

Field trips may 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; most parents sign a blanket field trip permission form when registering their student for school in the summer.

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. Late arrival or 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 the 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. 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.

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 by students upon entering the building. Administrators will use their discretion in determining if clothing or accessories are inappropriate for the school environment.

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.

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 AIRPODS/HEADPHONES/EARBUDS

Wireless communication devices/cell phones, airpods/headphones/earbuds must be put away during classroom time unless used for supervised classroom instruction. Teachers may require students to place cell phones in a classroom cell phone caddy during the class period.

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 airpods/headphones/earbuds 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 search and seizure policy also applies at school sponsored activities away from the 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.

In School Detention

In school detention will be used as a disciplinary consequence for students at Hewitt-Trussville High School. Contingent upon the nature and repetitiveness of the offense, students may be placed in ISD for a day or days, part of a day or the duration of a school day 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 or tests, etc. The intervention takes place during Husky Hour and lasts for 30 minutes, leaving the student adequate time to eat lunch. Teachers/counselors may make this assignment verbally or they may give the student written notification of required attendance.

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 Academies

If a student fails to attend a teacher/counselor/administrator assigned academic intervention day, the appropriate grade level assistant principal will be notified. The assistant principal will then assign the student Husky Hour academic detention, morning detention, ISD or other consequence for not attending assigned teacher academic intervention.

Husky Hour Academic Detention: Husky Hour Academic Detention is a punitive assignment for students who fail to comply with academic intervention assignments. This detention is for the full Husky Hour time. Students eat in the detention room while they work on their assignments.

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

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 chronic illnesses such as 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, Calamine lotion, antibiotic ointment, 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.**