A Message from the Principal

Hello students, teachers, parents, and community members! I trust that everyone had a wonderful summer break and all are now ready to come back to school rejuvenated and ready to learn. The administrative team and school support staff have worked tirelessly to ensure that the school is ready for your return. We look forward to the opportunity to serve the Huntsville Junior High School community for another year.

As we move into year six of our digital curriculum usage there is still a great deal of excitement. This year we are honored and excited to have been chosen to participate in the Dynamic Learning Project. The Dynamic Learning Project partners our school with Google, Digital Promise, and EdTech. Our goal in participating in this program is to empower our teachers to engage and accelerate the learning of our students at HJHS through innovative technology. Our faculty is prepared to push our students to meet some of the highest expectations for teaching and learning in the state.

Throughout the upcoming year there is a great deal going on at Huntsville Junior High School. We have various athletic events, ceremonies, community events and gatherings, and we want you to be a part of it all. You can expect information to come to you via School Cast announcements, website updates, the PTA newsletter, “The Panther Prowl,” and through the various teachers’ and administrators’ Edmodo web pages. In order to receive this information, I would encourage each of you to ensure that you have logged into your School Cast account to update your information, that you sign up for the Panther Prowl (on the School website), use Edmodo and check your teachers sites regularly, and that you check the school website for updates. This will help us keep you informed of the initiatives going on in the school and across the district. This is going to be an exciting year and I look forward to working with each of you.

It is my job to ensure that our students are kept safe, properly educated, and well disciplined, and you can rest assured that I will execute my duties to their fullest extent. I look forward to an amazing year for Huntsville Junior High School! Make every day one such that you “can’t hide your panther pride!”

GO BIG RED!

*Stephanie Wieseman*
Principal, Huntsville Junior High School
Huntsville Junior High School Vision
In partnership with our families and community, HJHS is creating a culture of acceptance, compassion, and college and career readiness where everyone is a learner, everyone is a teacher, and everyone is a leader!

Huntsville Junior High School Mission
The mission of HJHS is to be a high performing community school that engages ALL students in exemplary teaching and innovative learning experiences that are rigorous, personalized, meaningful, innovative and memorable and take place in a safe, orderly environment.

Huntsville Junior High School Philosophy
- The foundation of our school is built upon positive, respectful relationships that foster community and inspire students to be responsible for their academic achievement and personal behavior.
- The school climate will be characterized by order, safety, discipline, and respect.
- The teachers will provide goal-oriented activities which include multicultural enrichment and the innovative use of technology.
- The teachers will use diverse techniques and activities to help each student learn at high levels.
- The teachers will maintain high expectations of the students and provide a positive, caring attitude toward students.
- The faculty will encourage parent-school interactions throughout the school year.

Huntsville Junior High School Values
- High and equitable standards for academics
- Parental and community support
- Disciplined and positive culture
- High school, college, and career readiness
- Innovative educational opportunities

SCHOOL HISTORY
Huntsville Junior High School is the oldest middle/Jr. High school in the Huntsville City Schools district. It was established during the 1954-55 school year, originally housed in what is now the Central Office of the district at the Annie Merts Center. The school was moved to its current location in the 1979-80 school year. The school site contains 17.6 acres. The building contains over 86,000 square feet of floor space, and was designed to serve 800 students. The following elementary schools feed into Huntsville Middle: Blossomwood, Jones Valley, Monte Sano, and Sonnie Hereford. Additionally, upon completing 8th grade, our students will matriculate to Huntsville High School.
# Faculty and Staff List

<table>
<thead>
<tr>
<th>Principal</th>
<th>Administrative Assistant</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Wieseman</td>
<td>Sheri Smith</td>
<td>Elena Andreotti, ELA</td>
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<tr>
<td></td>
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<td>Thomas Archer, ETA &amp; Cyber Security</td>
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<thead>
<tr>
<th>Assistant Principals</th>
<th>System Operator</th>
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<tbody>
<tr>
<td>Carlita Collins</td>
<td>Sonja Michael</td>
<td>Rebecca Barnes, Science</td>
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<tr>
<td>Evelyn Coffey</td>
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<td>Alice Chaney, PE</td>
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<td></td>
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<td>Kevin Cleckler, Band</td>
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<table>
<thead>
<tr>
<th>Clerical Assistant</th>
<th></th>
<th>David Coker, ELA</th>
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| Counselor                  |                          |                                             |
|                            | Ricky Presnell           | Tim Cole, PE                                |
| Sarah Spear                |                          | Whitney Collins, ELA                        |

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<thead>
<tr>
<th>Nurse</th>
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<tbody>
<tr>
<td></td>
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<td>Stephanie Didier, Math</td>
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<thead>
<tr>
<th>Media Specialist</th>
<th>Trisha Sadler</th>
<th>Jennifer Dill, History</th>
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<tbody>
<tr>
<td>Cherryl Walker</td>
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<td>Lamar Gibson, PE</td>
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<thead>
<tr>
<th>Security</th>
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<th>Shanna Graves, Art</th>
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<thead>
<tr>
<th>Instruction and Technology Coach</th>
<th>Hartis Lowman</th>
<th>Kwesi Jackson, Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Miller</td>
<td>Velda Wilburn</td>
<td>Staci Jamison, Social Studies</td>
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<tr>
<td></td>
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<td>Jacque Jones, PLTW</td>
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<table>
<thead>
<tr>
<th>Custodians</th>
<th>Sirlinda Lattimore, Math</th>
<th></th>
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<tbody>
<tr>
<td>Brenda Logan</td>
<td>Erin Lott, Science</td>
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<tr>
<td>Ventura Veliz</td>
<td>Ashley Paludan, Math</td>
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<tr>
<td></td>
<td>Jessica Rikard, Choir</td>
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<thead>
<tr>
<th>Cafeteria</th>
<th>Tamara Robbins, ESOL</th>
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<tbody>
<tr>
<td>Janet Sharp</td>
<td>Tracy Sears, Science</td>
<td>Anita Thomas, PLTW &amp; Career Readiness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wenda Vidrios, ELA</td>
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<tr>
<td></td>
<td></td>
<td>Calandra Williams, Collaborative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stephania Wilson, Collaborative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lauren Woltjen, Math</td>
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### Regular Bell Schedule

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Mon, Tues, Thurs, Fri</th>
<th>Class Period</th>
<th>Wednesday (Advisory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 - 8:57</td>
<td>1</td>
<td>8:00 - 8:48</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advisory</td>
<td>8:52 - 9:17</td>
</tr>
<tr>
<td>3</td>
<td>9:57 - 10:49</td>
<td>3</td>
<td>10:13 - 11:01</td>
</tr>
<tr>
<td>4/Lunch</td>
<td>10:53 - 12:12</td>
<td>4/Lunch</td>
<td>11:05 - 12:24</td>
</tr>
<tr>
<td>5</td>
<td>12:16 - 1:08</td>
<td>5</td>
<td>12:28 - 1:16</td>
</tr>
<tr>
<td>6</td>
<td>1:12 - 2:04</td>
<td>6</td>
<td>1:20 - 2:08</td>
</tr>
<tr>
<td>7</td>
<td>2:08 - 3:00</td>
<td>7</td>
<td>2:12 - 3:00</td>
</tr>
</tbody>
</table>

### Activity Bell Schedules

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Afternoon Activity</th>
<th>Class Period</th>
<th>Morning Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 – 8:57</td>
<td>1</td>
<td>8:00 – 8:47</td>
</tr>
<tr>
<td>2</td>
<td>9:01 – 9:53</td>
<td>Activity</td>
<td>8:47 – 9:17</td>
</tr>
<tr>
<td>4/Lunch</td>
<td>10:53 – 12:12</td>
<td>3</td>
<td>10:07 – 10:49</td>
</tr>
<tr>
<td>6</td>
<td>1:02 – 1:44</td>
<td>5</td>
<td>12:16 – 1:08</td>
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<tr>
<td>7</td>
<td>1:48 – 2:30</td>
<td>6</td>
<td>1:12 – 2:04</td>
</tr>
<tr>
<td>Activity</td>
<td>2:30 – 3:00</td>
<td>7</td>
<td>2:08 – 3:00</td>
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### Half-Day Bell Schedules

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Release @ 11:30</th>
<th>Release @ 12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 - 8:25</td>
<td>8:00 - 8:30</td>
</tr>
<tr>
<td>HR/Advisory</td>
<td>8:28 - 8:33</td>
<td>8:33 - 8:38</td>
</tr>
<tr>
<td>2</td>
<td>8:36 - 9:01</td>
<td>8:41 - 9:11</td>
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<tr>
<td>3</td>
<td>9:04 - 9:29</td>
<td>9:14 - 9:44</td>
</tr>
<tr>
<td>5</td>
<td>10:00 - 10:25</td>
<td>10:20 - 10:50</td>
</tr>
<tr>
<td>7/Lunch</td>
<td>10:58 - 11:30</td>
<td>11:28 - 12:00</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>July 26-28 (Wed - Fri)</td>
<td>HCS Teacher In-service Training</td>
<td></td>
</tr>
<tr>
<td>July 31 (Monday)</td>
<td>Teacher Institute</td>
<td></td>
</tr>
<tr>
<td>August 1 (Tuesday)</td>
<td>Teacher Work Day</td>
<td></td>
</tr>
<tr>
<td>August 2 (Wednesday)</td>
<td>First Student Day</td>
<td></td>
</tr>
<tr>
<td>August 15 (Tuesday)</td>
<td>PTA Open House</td>
<td></td>
</tr>
<tr>
<td>September 4 (Monday)</td>
<td>Labor Day Holiday</td>
<td></td>
</tr>
<tr>
<td>September 22 (Friday)</td>
<td>½ Day for Students</td>
<td></td>
</tr>
</tbody>
</table>

**Fall Break: October 2 through October 6**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 25 (Wed)</td>
<td>½ Day for Students</td>
</tr>
<tr>
<td>November 9 (Thursday)</td>
<td>Veterans' Program</td>
</tr>
<tr>
<td>November 10 (Friday)</td>
<td>Veterans’ Day Holiday</td>
</tr>
<tr>
<td>November 20-24 (M-F)</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 15 (Friday)</td>
<td>End First Semester (Full Day)</td>
</tr>
</tbody>
</table>

**Winter Break Students: December 18 through January 2**

**Winter Break Teachers: December 18 through January 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2 (Tuesday)</td>
<td>Teacher Workday</td>
</tr>
<tr>
<td>January 3 (Tuesday)</td>
<td>Students Return</td>
</tr>
<tr>
<td>January 6-9</td>
<td>STAR Testing, BM 2</td>
</tr>
<tr>
<td>January 15 (Monday)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>February 7 (Wed)</td>
<td>½ Day for Students</td>
</tr>
<tr>
<td>February 16 (Friday)</td>
<td>Possible Snow Day</td>
</tr>
<tr>
<td>February 19 (Monday)</td>
<td>Possible Snow Day</td>
</tr>
<tr>
<td>March 2 (Friday)</td>
<td>½ Day for Students</td>
</tr>
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</table>

**Spring Break: March 26 through March 30**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 9 (Thursday)</td>
<td>ACCESS for ELL</td>
</tr>
<tr>
<td>April 13-17</td>
<td>STAR Testing,</td>
</tr>
<tr>
<td>May 4 – 8</td>
<td></td>
</tr>
<tr>
<td>May 15 – 19</td>
<td>Laptop Computer Collection</td>
</tr>
<tr>
<td>May 23 &amp; 24(Wed&amp;Thurs)</td>
<td>Awards Day Ceremonies</td>
</tr>
<tr>
<td>May 24 (Thursday)</td>
<td>Last Student Day (Full Day)</td>
</tr>
<tr>
<td>May 25 (Friday)</td>
<td>Teacher Work Day</td>
</tr>
</tbody>
</table>
**Instructional Time**
The faculty and staff at Huntsville Junior High School is committed to providing rigorous, challenging, grade appropriate classes at all levels that meet and exceed state standards for instruction. Regular classes and honors classes are both designed to prepare students for high school work and be a strong foundation for college and career readiness.

Instructional time is very important for students and we ask that if you need to drop off an item to a student, please leave it in the office and our office staff will get it to your child. If you wish to conference with your child’s teacher please schedule an appointment, either with the teacher directly, or through the counselor. You will not be able to speak to teachers during their class time. Whenever possible, appointments for your students should be scheduled around instructional time.

Parents and other family members are an integral part of our school community. We encourage you to become an active participant in our school. However, due to confidentiality precautions, we do not allow parents to enter classrooms during instructional time. Your adherence to this is appreciated.

**Schedules**
If a parent does not agree with his/her child’s academic class placement on the verification sheets in the spring, parents may write a letter to the principal, requesting a change in placement. Letters must be received by June 15 and should include important data and information to justify the over-ride.

As often as possible, decisions about which classes to take should be made carefully during the pre-registration process. If during the course of the school year, a student/parent has concerns about academic progress in a class, then the teacher and counselor will work with the student and parent to determine best placement. NO CHANGES IN PLACEMENTS WILL BE MADE once the school year begins (except for school errors).

**School Safety**
For the safety and security of our students, faculty and staff, all visitors are required to stop by the front office, sign in and wear a visitor’s badge while in the building. Persons entering the building will be required to show valid identification and will be logged in through the Raptor System in the office.
ARRIVAL PROCEDURES
Students should not arrive prior to 7:30 a.m. All students should enter the school through the main entrance. Students arriving before 7:30 will wait in the cafeteria. At 7:30 and until 7:45, students will report to the gym. The first bell rings at 7:45, and students should make their way to 1st period. School begins promptly at 8:00 a.m. Students arriving after 8:00 am to school are tardy and must have a parent enter the building with them and sign-in with the student in the main office.

ATHLETICS
The Alabama High School Athletic Association allows 7th and 8th grade students to participate in the following school supported and sanctioned sports: cheerleading, volleyball, football, basketball and track. For more information regarding sports, see the appropriate coach or Coach Cole, who also serves as the school’s Athletic Director.

ATTENDANCE
Prompt, regular attendance is essential to a student’s success in school. Students enrolled in the Huntsville City School System in kindergarten through grade twelve are expected to attend school every day. All students are expected to abide by all state laws and school regulations regarding school attendance as well as other state laws and regulations regarding education.

Parents/guardians and students should make every effort to see that a student is present every day that school is in session. Absences disrupt the continuity of instruction. Students must be in attendance until 11:30 a.m., in order to be counted present. Doctor and other appointments should be made outside school hours whenever possible.
Absences
If a homeroom teacher has not received a written note or email from the parent/guardian explaining the student’s absence within two days after the student has returned to school, the student will be recorded as unexcused. Excuses that are brought to the teacher after the two-day grace period are unacceptable and the absence/s will remain unexcused.
According to HCS policy, absences may be excused for the following reasons:
- Student is sick, with parent note (Up to 10 per academic year)
- Student is sick, with doctor’s note
- Inclement weather
- Legal quarantine
- Death in the immediate family (Mother, Father or Sibling)
- Legal requirements (Court Appearances)
When a student has an excused absence, the teachers will provide an opportunity for the student to make up missed assignments and/or tests. It is up to the student to go to the teacher to request missed work. Class syllabi and classroom teachers will explain individual class procedures and expectations. Class assignments will be posted on STI grades on-line. It is the student’s responsibility to check for work and return it within the time frame. In most cases, if an assignment is given before an absence, the assignment is expected to be completed and turned in at the time it is due, or before that time. **Teachers are not obligated to allow students to make up assignments/tests when absences are unexcused.**

Alabama has a compulsory attendance law, which is outlined in the Huntsville City School System Handbook. HCS principals have no discretion to offer excuses beyond those listed above.
ABSENCES DUE TO SCHOOL SPONSORED / AUTHORIZED ACTIVITIES

Students who participate in school-sponsored or school-authorized activities and are thereby absent from school or class will not be counted absent from school for this purpose. Students are expected to make up all missed work, and should be given the same opportunities as those afforded students with excused absences. Prior to departure the absent student must go to each teacher at least three days prior to the intended absence in order to ensure that s/he has all classwork and homework prior to missing class(es). Absences due to these activities should not be indicated on report cards or cumulative folders, but may be indicated in teacher grade books with the proper coding to indicate the absence was due to such activities. HJHS students will not be dismissed early from school for sports practices or events at the high school. Students who are eligible to participate on a high school athletic team will be excused as needed on the day of the game or match. Prior notice must be provided to the principal by parents or coaches from the high school.

Individual Field Trip Authorization Forms

If a student is participating in an organized activity or event which requires the student to miss days from school, the parent can request the days be counted as a field trip not an absence. The Individual Field Authorization Form is available on the HCS website and in our office. The parent must complete the form 4 weeks in advance and provide documentation of how the event/activity supports an Alabama College and Career Ready Standard(s). Once the parent submits the request, the HCS administration will approve/deny the request.

SCHOOL TARDIES

Students arriving after 8:00 a.m. must come to the front office to check in, where they will be given a check-in pass. Students arriving after 8:00 must be accompanied to the office by a parent. Students who do not follow this rule will be subject to disciplinary action. Tardies are marked excused ONLY when the student/parent provides a note from a physician or the court system upon check in. Other tardies are not excused. Unexcused tardies are considered as students having overslept, parents having car trouble, students missing the school bus, etc. Excused tardies are considered as a doctor or dentist appointment, or a court date. Our goal is to have students in their first period class by 8:00 a.m.
When students are checked out prior to 11:30, a note excusing that check out must be sent to school within two days in order for it to be excused. The only exception to this procedure is when a student is checked out through the clinic, meaning the nurse has determined the student should not remain at school.

**TRUANCY AND EARLY WARNING PROGRAM**

Huntsville City School policy requires schools to refer students to Pupil Services for the following reasons:

- Student has three or more unexcused absences
- Student has more than ten excused absences, excluding absences excused by a doctor.
- Student has ten or more unexcused tardies.
- Student is repeatedly checked out of school early.

The Early Warning Program is designed to reduce truancy and share information with parents concerning the compulsory school attendance laws and school board policies. **Please refer to the Huntsville City Schools Student-Parent Handbook for a more thorough explanation of attendance requirements.** Parents will receive a letter from the school after the first unexcused absence, as a reminder of the attendance policy.
PHILOSOPHY OF DISCIPLINE

The administrators of HJHS advocate the following principles concerning students, their needs and their behavior.

1. Students need a supportive, structured environment conducive to learning.
2. Students need expectations that are challenging, yet developmentally appropriate.
3. All behavior, appropriate and inappropriate, has a purpose.
4. Self-control can be taught and learned in a positive way.
5. Students need to experience the natural consequences of their own behavior.
6. Students need to have effective role models.
7. Students need to be treated fairly and with respect.
8. Students respond to positive reinforcement.
9. Students need choices and the freedom to be responsible.
10. Good teaching and good discipline are interdependent.

Students will be expected to meet the behavior expectations described in the HCS Behavior Learning Guide (BLG). The BLG outlines not only the expected behaviors but also the interventions and consequences when behavior expectations are not met. This document can be found on the desktop of the student laptop and on the HCS website. The HJHS Faculty and Staff will utilize the HCS Behavior Learning Guide to determine the level of interventions and consequences for behaviors that fail to meet HCS expectations.
We expect all students to understand and obey classroom procedures and rules. We are a school that promotes Positive Behavior Intervention and Supports (PBIS). All students will be taught the expectations for behavior that will promote learning and create a safe environment for our school community. Our Panther PRIDE expectations are not only taught in the classroom they are posted throughout the building to encourage students. The following list includes examples of our Panther PRIDE expectations:

- Be in class, seated, when the bell rings.
- Be respectful of adults and peers.
- Turn in assignments by the due date.
- Laptops should be charged and in the case.
- Behavior which is disruptive to the educational environment will not be allowed, which can include but not limited to dress code.
- Eating or chewing gum in class is not allowed.
- Be prepared every day.
- Upon arriving in the morning, students should report to their designated areas. Students will not be allowed to roam freely throughout the building. When dismissed, students will have plenty of time to go to their lockers and report to first period.
- Students are to walk calmly, on the right side of the hallway, from room to room and avoid yelling or making loud noises in the halls, classrooms, and cafeteria. Teacher stairwells are prohibited; unless needed for an emergency exit of the building.
- Students are not to buy, sell, or trade items with other students during the school day.
- Students are to leave items such as playing cards, iPods, cell phones, mp3 players, toys, and hobby items at home. These items can be confiscated and returned later if appropriate, usually to the parent/guardian at the end of the school year.
- **IF Cell phones are brought to school, they should be left in student lockers during the day.** Only with permission from a teacher for instructional purposes will student cell phone use be permitted. If a student has a cell phone collected after warnings, then the parent may be required to pick up the cell phone in the office. The school will not be held responsible for confiscated items or stolen cell phones at school.
- Students should not go to the gym area or gym dressing rooms at any time
except the period in which they are scheduled for that class.

- Students will not be excused from any class to use the office telephone unless a teacher has provided permission and a pass.
- Students who are out of class during the class period are required to have a pass from the teacher.
- Hats are not allowed at school and may be confiscated.
- Students should behave courteously in the restrooms and keep the restrooms neat and clean. Please inform faculty and staff immediately of any unsafe or unclean condition.
- Do not loiter in the restroom.
- In the cafeteria, students enter and exit at the designated doors and eat quietly, use good table manners, pick up trash, and exit quietly. It is the responsibility of the students to keep the tables clean and leave them in good order after each meal.
- When school is dismissed students clear the building immediately. They cannot re-enter the building without a parent or other adult accompanying them. Students should never cross the street unless using the overhead walkway and should not return once on the other side. Teacher parking lot should not be used as area of exit by any students during normal dismissal procedures.
- HJHS is a closed campus. Once students arrive on campus, they are expected to remain on campus for the remainder of the day unless checked out in the office by a parent or guardian.
- **Once on campus students may not leave without being checked out by a legal guardian or his/her guarantee.**
- After school events are extensions of the school program and student behavior should be in accordance with all school policies. It is recommended that parents accompany students who come to the school campus for night meetings or athletic events. **Students who want to attend these events must leave campus and come back at the appropriate time.**
  
  Parents should pick up a student who wants to leave an after-school event function early. Administrators, teachers, and parents supervise these after-school activities. Parents need to make sure to pick up their children no later than the designated time. **If students are not picked up within 15 minutes of the conclusion of an event, they will forfeit their right to attend future school sponsored events.**
- Students are expected to organize their school materials and supplies and
to arrive at school well prepared. In the event a parent/guardian must deliver an item to school, it is the student’s responsibility to check with the school office for the item during breaks or lunch. Due to the interruption of the instructional program, students will not be called to the office to pick up items.

**BUS CODE OF CONDUCT**
The bus is an extension of the school and it is expected that proper behavior will prevail. The bus driver is in charge on the bus, and his/her instructions are to be obeyed. The bus driver will report conduct violations to the Director of Transportation of Huntsville City Schools, and students can be suspended from riding the bus. Repeated violations can result in students being removed from the bus for the remainder of the year.

**CAFETERIA**
The cafeteria at Huntsville Junior High School serves two meals per day. Breakfast is served during homeroom time (7:45-8:05). Price information is available on the HCS Child Nutrition Program website: [www.hsv-k12.org](http://www.hsv-k12.org). Students may not charge their breakfast or lunch. Students go to lunch with their fourth period class and are required to sit with their class. The cafeteria also sells bottled water and ice cream treats during lunch. Students are not permitted to leave their table without permission of the adult on duty. Please feel free to eat lunch with your child.

Due to the Child Nutrition Program’s policies, **restaurant food/fast food** is not to be eaten in the school cafeteria. If parents chose to bring outside food to their students, the students will eat in an alternate location.

**Technology & Devices**
According to HCS Policy 106-7, Allowing students to bring to school electronic devices including, but not limited to, cell phones and/or other audio/video devices, is a privilege afforded by Huntsville City Schools. Use of technology such as Smart Phones, Tablets, and other devices is at the discretion of the principal and his/her designee. The practice of recording (audio or video) without their expressed permission is strictly forbidden. **HJHS administration/faculty/staff will not investigate lost or missing personal electronic devices.**
Social Media
Students may only use social media where it supports instruction as dictated by the administration and faculty.

Bullying & Cyber-Bullying
HJHS is a No Place For Hate School and no form of bullying or cyber-bullying will be tolerated. This includes making threats, posting photos/videos of fights, vandalism and other disruptive behavior, disparaging remarks or negative insinuations toward others.

CHANGE OF ADDRESS/PHONE
Parents will notify the school whenever there is a change of address, home telephone, work telephone and/or emergency contact information. This information must be kept current.

CHECKING IN/OUT OF SCHOOL
A parent must check in students arriving after 8:00 a.m. Students checking in without a parent are considered truant. The only excused tardies for late arrivals will be those in which a student has a medical or court appointment.

Students who need to be checked out will be notified in class when the parent arrives. The parent should report to the main office to complete the checkout form. For the safety of your child, you may be required to show a picture ID.
Should the student return later in the same day, the parent must also check the student in at the main office. The time out of school will be excused for medical or court visits if appropriate documentation is presented within two days.

If your child is in the clinic and needs to be checked out, please come to the main office and we will notify the nurse that you have arrived. Students who are ill and check out from the clinic will be excused. Students who check out without going through the clinic may be excused with a parent or doctor’s note. Students will only be checked out to the people designated as Emergency Contacts on the student registration form. If you need to change your contact information, come by the office to do so. Please do not ask school personnel to deviate from this procedure.

Students who are absent or check out of school early may not return to participate in school events or extra-curricular activities unless prior permission has been given by the principal.
CLASS TARDIES
Students are expected to be in class on time every period. Students tardy will be required to get a tardy pass from one of the administrative offices. Consequences and interventions will be aligned with the HCS BLG.

CLINIC PROCEDURES/MEDICATION
Students are served by a school nurse when ill or injured at school. All medications, both prescription and non-prescription over-the-counter medications, are kept in the clinic. Medications will be administered to students by the school nurse, only if a fully completed medication release form is on file. The form must be signed by a physician. All medication must be in the original container. Students may not keep or carry ANY medications at school. They are allowed to carry personal inhalers if directed by a physician, and indicated on the medical release form. Parents/guardians must deliver all medication to the clinic.

CONTACTING THE SCHOOL/SCHEDULING CONFERENCES
We hope you will feel free to contact the school at any time. If you have concerns with teachers, please contact them first to resolve the issue. Contacting teachers through email is generally the most efficient way to communicate. Email addresses may be found on the HJHS website.

Teachers will also schedule conferences as you request them, or as they see a need. If you have questions or concerns about your student please contact the assistant principal for the appropriate grade level. Assistant Principal, Dr. Carlita Collins works with 7th grade students and Assistant Principal, Mrs. Evelyn Coffey. For issues dealing with your child’s social development, contact the counselor, Mrs. Sarah Spear. For issues concerning the cafeteria, contact the cafeteria manager, Janet Sharp at Janet.Sharp@ hsv-k12.org. For issues that are not resolved, contact the principal, Mrs. Stephanie Wieseman at Stephanie.wieseman@ hsv-k12.org or through her administrative assistant, Sheri Smith, Sheri.Smith@hsv-k12.org. It is school policy that parents first contact the teacher directly via phone, email or conference before anything is escalated to the administrative staff (Assistant Principal or Principal).

We are all available to assist you in any way possible. Please call or email for an appointment to ensure that you have adequate time for your meeting. The school phone number is (256) 428-7700.
**Parent-Teacher Conferences.** Parents are encouraged to schedule a conference with their child’s teacher/s as early in the school year as possible. Parents may meet with teachers before or after school, or during their planning periods. However, please remember that a teacher’s first duty during the day is to teach. Therefore, other than during a teacher’s planning period, teachers cannot meet with parents for conference during the regular classroom hours.

To schedule a conference with a teacher, contact the teacher/s, either by phone, leaving a voice mail, or by email. The teacher will return your call or respond to your email to schedule the conference. If you have not heard from a teacher within two days, please contact the principal.

**HCS Grading Philosophy**
All teachers will develop a course syllabus for each course that he or she teaches. Each teacher will provide students with a hard copy of the syllabus as well as upload this document to his/her teacher webpage. Teachers will utilize Restorative Grading Practices (for example: Teachers will refrain from assigning zeros to missed or late work). Grade recovery should not reflect extra credit or grades given for classroom “contributions” such as tissues, hand sanitizer, etc. Teachers are expected to post a minimum of 2 grades per week in INow. Nine weeks grades are calculated as follows: 60% Summative Assessments and 40% Homework and In-Class Assignments.

**Grades On-Line**
HJHS parents and students may access student assignments and grades anytime, anywhere by way of the Internet. STI grades on-line is a great way for a parent to keep track of their student’s grades and assignments. The program is web-based and user friendly. **Parents are encouraged to use these services.** Please direct questions about STI to the office.

STI Grades On-Line Provides:
1. A student’s daily attendance record
2. Homework assignments by subject
3. Final grades at the end of a grading period (after teacher’s post)
4. Current grades and averages as teachers update class grade books
5. Complete security and student anonymity (no student names appear on any screen)
TO ACCESS GRADES ONLINE
Students or parents will need to use their Student ID along with their Personal Identification Number (PIN). Student ID and PIN will be sent home with the student shortly after school has started.

Please note, this service should be used as a guide. Nothing should replace a student writing down each assignment during class. Teachers reserve the right to modify, add, or delete assignments from this page. There are many reasons that might cause a teacher to do this. The class may grasp a particular topic easily making the teacher decide to move through a subject quickly or, if students are having a hard time with a topic, the teacher may decide to spend more time on that subject. This resource should be used when students have been absent and need to get assignments, when they have forgotten the assignments or as a reference for parents to check up on students.

HOMEWORK
Junior High school students will have homework. It is used by teachers as a way to supplement what was done during class that day, it provides teachers with information as to what students failed to grasp the concepts or ideas discussed that day, and it enables students to practice. Teachers may have differing homework policies, and homework may count differently from teacher to teacher and grade to grade. But it is an integral part of the middle school educational experience.

MAKE-UP WORK
Make-up work will be administered to a student whose absence was due to illness or other reason coded as "excused". The tests will be given at the discretion of the teacher, but not later than two weeks following the absence. It is the student's responsibility to see the teacher to discuss arrangements for the make-up tests. If a student is sick prior to the test, time should be given to get the materials missed before taking the test. Although work should be done as soon as possible, the student should not be penalized if she/he has made an effort to comply with this regulation, and the teacher could not find a convenient time to administer the make-up test.
PROGRESS REPORTS AND REPORT CARDS
Report cards are distributed at the end of each nine-week grading period. Progress reports are made available during 5th week of the nine-week grading period. Letter grades of A, B, C, D, and F are given for all classes including electives. Although academic credit is not given in the junior high school, it is important that students become aware of the method of grading in the high school. Students are encouraged to establish the skills and self-discipline for study in order to prepare for high school.

Scale for Grades
A= 90-100  
B=80-89  
C=70-79  
D=60-69  
F=Below 60

PROMOTION AND RETENTION
Grade promotion is based on student achievement. Students may not fail more than one class for the year in order to be promoted to the next grade. Students who fail the same academic class for two consecutive years will be required to go to summer school or will be retained. The final report card will indicate whether a student is promoted, retained, summer school required, or summer school recommended. Students must successfully complete eighth grade to be promoted to high school. Eighth grade students who have not met promotion guidelines may be promoted to the alternative school should an administrative promotion be recommended and approved.

PHYSICAL EDUCATION
Physical education is required in through 8th grade. Teachers are certified in the subject area, and they have a specified, approved course of study which they are bound to teach. Students are expected to dress out and participate daily. Activities include team and individual sports, fitness, dance, physical fitness testing and health. See the Physical Education syllabus for specific requirements and expectations.

PHYSICAL EDUCATION MEDICAL EXCUSE
If, for any reason, a student cannot participate in the physical education classes, a note must be brought from home. If this disability extends for more than two days, a doctor’s note must be submitted indicating the length of time the student
is to be excused. The disability does not excuse students from dressing out for P.E. class, only from participation in the activities.

The student is to continue reporting to the gym and will be given written assignments by the physical education teacher. Such assignments will be used for grading in lieu of active participation in Physical Education classes. It will be the responsibility of the student to complete the required assignment according to a time line determined by the Physical Education Teacher.

**DRESS CODE**

HCS BLG and HCS Parent-Student Handbook sets forth the dress code policy for students in the school district. The administration of Huntsville Junior High School recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance while at school and school sponsored functions. **The final decision regarding dress will rest with the building principal or his/her designee.** Students will not be allowed to attend class until clothing is appropriate. Teachers may send students to the office to make arrangements for a change of clothing.

**ARRIVAL AND DISMISSAL PROCEDURES**

**Morning Drop-Off.** The following information should make the dropping-off or picking–up of your child less confusing and more efficient. Our primary concern is to provide the safest situation for our students. Students may not be dropped off on campus prior to 7:30, as there will be no adult supervision until that time. Students who are dropped off across the street from the building (on the right side of Adams St. if you are traveling south) and will enter the building by using the crosswalk to the 2nd floor entrance. Busses will drop off at the main entrance circle.

Please be cautious when driving on campus and observe the speed limit. In both drive through lanes, please pull up as far as you can and DO NOT pass cars and move to the front of the line. Everyone is in a hurry in the mornings, but we must be respectful of others and above all else, be aware of the safety our students. Students should NOT be dropped off on the street. **DO NOT PASS BUSES WHILE STUDENTS ARE UNLOADING.**
In the event of inclement weather, all students will be brought inside. Again, those across the street should wait until an adult comes to walk with them into the building.

**Afternoon Dismissal.** Huntsville Junior High School students are dismissed beginning at 3:00. We have a staggered dismissal with all kids dismissed by 3:04. All students must exit the building immediately and must be off campus by 3:15 each day, unless they are involved in after school supervised activities. Students should exit the building as soon as possible, and will not be allowed back inside unless accompanied by an adult. Walkers should leave campus immediately.

After 3:30 a parent will be required to enter the building and sign out the student.

If students stay after school for athletic events or other programs, or practices, they must be picked up immediately following that event. Failure to leave campus in a timely manner will result in student’s losing the right to attend after school events.

**Please do not pull into the parking lot to pick up your student.** Students whose parents will pick them up across the street from the building (on the right side of Adams St. if you are traveling south) will exit the building from the doors on the 2nd floor, walk across the cross walk and down the steps to wait for their ride. Please pull completely to the front of the drive-through area so we can accommodate as many cars as possible. Students who ride a bus will also exit on the 2nd floor and come across the cross walk to board the buses. Students who will be picked up in front of the building (right side of Adams St. if you are traveling north) should be alert to their ride pulling through and be ready to quickly enter their vehicle. Please pull all the way to the front of the drive through area. In the event of inclement weather, all students will be brought inside to wait for their ride. No students will be allowed to wait across Adams St.-all students will be picked-up in front of the building. This will make the car pick-up line move more slowly. Please be patient; we only want to make sure students are safe.

**EMERGENCY PROCEDURES**

Our greatest concern is safety of our students. Each school must maintain an elaborate Emergency Procedures Manual, with specific instructions depending on the event. Huntsville Junior High School faculty, staff and students regularly participate in emergency drills. Emergency procedures are reviewed with students, and students are expected to participate and follow all directions as
given in these situations. We will also participate in lock down drills, at least twice a semester.

**LOCKERS**
Lockers are available for student use and are the property of Huntsville Junior High School. All hall lockers have a built-in combination lock. School personnel will not be responsible for any items placed in the lockers. Should the need arise, administrators may search student lockers. The contents of the locker are the responsibility of the student to whom the locker is assigned, and students are not allowed to share lockers. Students should always make sure their lockers are locked, and they should never share their combination with another student. Students are responsible for cleaning out their locker during the last week of school. All backpacks should be placed in the lockers at the beginning of the day.

**FIELD TRIPS**
Occasionally teachers will plan educational field trips outside of the normal school setting. Students who are on the non-privilege list will not be allowed to participate in these school trips. Additionally, if attendance on the trip will give the student a total of 10 absences (excused or unexcused) for the year, then the student may not attend the field trip.

Students must return parent permission slips in order to participate. Students will bring permission slips home, but they will also be made available on the website or in a current edition of the Panther Prowl, our electronic newsletter. Parents should print the permission slip, complete it and send back to school by the student. Phone permission will not be adequate; written permission is required. HJHS and HCS school rules are in effect on field trips.

**STUDENT SCHEDULES**
Much time and effort goes into developing the master schedule and in assigning students their own daily schedule of classes. We are often bound by numbers and must be aware of overcrowding in our classrooms.

**MESSAGES/FORGOTTEN ITEMS**
Messages will not be delivered to students during instructional time, unless it is deemed an emergency. If your child has forgotten something they need, you may bring it to the main office and it will be taken to them. We will not deliver birthday flowers or balloons to students until the end of the day.
EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to take part in school activities and become actively involved in these programs. They are an integral part of a student’s school life and helps prepare for active business and civic contributions afterwards. Participation in some activities require a try-out, some require a vote of the student body, while others are dependent on a student’s academic grades, and grade level.

- Student Council
- National Junior Honor Society
- Academic Team
- Math Team
- Robotics Team
- School Yearbook
- Band
- Choir
- Football
- Cheerleading
- Volleyball
- Basketball
- Boys and Girls Track
- Fellowship of Christian Athletes

DANCES

A school sponsored dance is a school activity subject to all provisions of the HCS and HJHS student discipline policy and HCS BLG. The dances are a privilege available to students meeting all requirements for participation. The Student Council sponsors two dances during the school year: a winter dance, which is dressier, though not formal, and a spring dance, which is very casual. PTA also sponsors a dance, called Friday Night Fever, throughout the school year. These dances are casual. All dances are held in the school gym. Students who have been suspended from school on the day of the dance will not be allowed to attend.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the student handbook, students attending dances shall adhere to the following rules of conduct:

1. Dances are restricted to Huntsville Junior High School students ONLY.
2. Students will remain in the building. No one will be allowed to leave the dance without parental pick-up.
3. Students attending school dances are to conduct themselves in a manner suitable to the
social occasion - refraining from displays of affection that are normally considered to be unsuitable for public display in the opinion of the chaperones. In addition, the type of dancing allowed at this school function will be in good taste, will not consist of inappropriate or suggestive dance moves. Students will maintain a reasonable distance apart when dancing.

4. In addition to a school security guard, there will be at least ten chaperones in attendance; both staff members and parents will be expected to act as chaperones. All chaperones, staff, parental, and otherwise, shall have the same authority.

5. Appropriate Attire: Students must meet the dress code requirements established in the HJHS student-parent handbook. Teachers or administrators will make the final decision as to whether or not a student’s attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

6. Chaperones are to be held responsible for the activity of students. Students who are found to be uncooperative will not be allowed back in the gym and parents will be called.

7. No food or drink shall be allowed in the gym. Personal items such as purses, cell phones, cameras, etc. are the responsibility of the student bringing the item. The school will not be responsible for theft of personal items.

8. Coats or outer garments shall not be worn on the dance floor. All coats are to be left in an area designated by the chaperones.

9. Students are not permitted to remain on campus unsupervised after dances. Students who are not picked-up within 15 minutes after the pre-determined end of the dance will not be able to attend future dances.

PTA
The Huntsville Junior High School Parent-Teacher Association is continuously engaged in activities which are beneficial to our school. Through the fine cooperation of the PTA, many worthwhile and lasting achievements have been accomplished. Parents are cordially invited to join this organization and to take an active part in helping to develop the growth of our children. See the HJHS website for a list of current PTA officers.

SCHOOL INFORMATION
Keeping parents informed is a responsibility of all members of the Huntsville Junior staff. In addition to conferences, meetings, and PTA functions, there are several ways that parents can stay informed. Our school website, which is updated frequently can be accessed at www.huntsvillejuniorhigh.org. Or you can go to the HCS website, then on the menu on the left side, click on “Schools,” then scroll down to Huntsville Junior High School. We also make available an electronic
newsletter, **The Panther Prowl**, which is filled with current news and happenings of the school, along with a letter from the principal. The sign in the front of the school, on the right as you go south on Adams St. is also updated with coming events. We will also utilize the Parent Link message system to remind parents of important news and information.
HJHS STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I understand I can access the Huntsville Junior High School Parent-Student Handbook on the school website at huntsvillejuniorhigh.org. Additionally, I acknowledge that in my classes my teachers have reviewed the HJHS Panther PRIDE expectations, the HCS Handbook, and the BLG. My teachers have demonstrated where to find the documents on-line and on my laptop. A copy of these items may be requested by visiting or calling the main office at HJHS.

I understand that I am expected to be familiar with and abide by all the rules and policies detailed in the Huntsville City Schools BLG, HCS Parent-Student Handbook, and the HJHS Parent-Student Handbook.

PRINTED STUDENT NAME______________________________________________

_________________________________  _________________________
Student Signature                  Date

PRINTED PARENT NAME______________________________________________

_________________________________  _________________________
Parent Signature                  Date