

# HUNTSVILLE HIGH SCHOOL 2016-2017 STUDENT HANDBOOK

## We ARE Huntsville! #FLAGSHIP

### HUNTSVILLE HIGH SCHOOL MISSION STATEMENT

Huntsville High School prepares students to compete successfully and contribute responsibly in a global society.

### HUNTSVILLE HIGH SCHOOL VISION STATEMENT

Every student will graduate with their cohort, college and career ready, prepared to enter a four year college or university without remediation.

### EQUITY STATEMENT

Huntsville High will raise the achievement of all students while eliminating the bias predictability of success.

### PHILOSOPHY OF ATTENDANCE

Huntsville High believes that a direct correlation exists between regular school attendance and academic achievement. Students should develop habits of punctuality and responsibility which will later be vital in the business community. Also, each day teachers design learning experiences which serve as building blocks for the student's total education. Absences will result in inconsistent learning and reduced achievement.

### ATTENDANCE/ABSENCES

When a student is absent from class, the parents or guardian must write an excuse providing name, date, days of absence and reason for absence **within two (2) days of the student's return to school**. A student is required to give his/her homeroom teacher absence excuses and check-in/check-out passes.

If the student fails to provide a note within two (2) school days, the absence will be recorded unexcused. Excuses will not be accepted after two (2) school days. An absence is defined as non-attendance in a regularly scheduled class or activity. To be counted present, a student must be present more than fifty percent (50%) of the allotted time period. HHS does not recognize senior skip day.

Students who have three unexcused absences will lose parking privileges for one week. Students with six or more unexcused absences will lose parking privileges for the remainder of the school year.

#### Excused Absences

1. Personal illness – with note from parents (limit 10 per year, after 10 a signed medical document is required)
2. Personal illness – with a signed doctor's statement
3. Death in immediate family
4. Legal requirements, such as subpoena or other required court appearance
5. Observance of a religious holiday consistent with student's established creed or belief
6. Legal quarantine

**Attendance is vital to classroom success; therefore, attendance will be posted EVERY period.**

### **AUDITORIUM ETIQUETTE**

Attending any school-sponsored theater performance, concert, play, assembly, etc. is a privilege and not a right. Students are expected to display appropriate audience behavior throughout each performance attended. Failure to do so will result in being removed from the performance.

The following rules apply to all presentation participants:

- NO FOOD, GUM, OR DRINK ALLOWED IN THE HHS AUDITORIUM
- No feet on the chairs
- No talking or visiting during the performance
- No screaming, yelling, or whistling during the performance (Applause is the proper manner in which performers wish to be appreciated!)
- Sit as close to the stage as possible or according to a sitting chart provided
- Do not stand in the back of the theater
- Do not leave the auditorium during a performance, program, or assembly

### **BEHAVIOR POLICY**

Any student involved in pranks, where damage to or theft of school or private property occurs, shall be suspended from school and subject to expulsion, referral to appropriate law enforcement agency and loss of all school privileges and activities (i.e. athletics, graduation, senior activities, dances, school sponsored events).

We do not condone senior pranks. Seniors may be prohibited from marching in commencement for violations of the discipline code. Students should mark the end of the year with activities that maintain the dignity and reputation of their class.

### **CAFETERIA**

The lunch and breakfast program, as well as the food served in the school, must conform to the nutritional standards that limit the amount of fat, sodium and sugar in foods available at school. All students will be assigned to one (1) specific lunch period. Breakfast will be served from 7:30 – 7:50 a.m.

The cost of student lunch full pay is \$2.25 and reduced is \$0.40 Breakfast full pay is \$1.50 and reduced is \$0.30. Employee adult lunches are \$3.00 and employee breakfast is \$2.00. (PRICES ARE SUBJECT TO CHANGE). Forms to apply for free/reduced meals are available in the school office and cafeteria throughout the school year. Students are assigned a number to enter when purchasing a meal. If paying with cash, students are asked to have their money ready for payment when they approach the cash register. No lunches may be charged on credit.

Students are required to deposit all lunch litter in wastebaskets. Students must keep their eating area clean for others. The use of the outside eating area is a privilege and will be lost if not kept clean. No food, cans, or bottles may be taken from the cafeteria or courtyard area. No food from outside vendors (Steak-Out, Dominos, Burger King, etc.) is allowed in the cafeteria or courtyard area and will not be delivered to students.

**Any student participating in activities in the cafeteria that violate the disciplinary code of the Huntsville City Schools will be subject to disciplinary action. A student involved in a food fight will be suspended from school and may be prohibited from attending school sponsored activities in the future.**

## **CANDY**

No clubs, organizations, or individuals may sell edible items such as candy, gum, etc. on campus without prior principal approval. See Mrs. Swearingin for assistance.

## **CELL PHONES**

**Use of and visible possession of cell phones are not permitted in the classroom, unless granted permission by classroom teacher.** Phones that are taken up will be turned into the designated administrator who will record the incident. If it is the first incident, the phone will be returned to the student. After the first incident, a parent/guardian must report to the school to pick up the cell phone. At this point, the student may be told to no longer bring his/her cell phone into HHS. Use of a cell phone during class, including sending and receiving texts, is considered cheating. **HHS is not responsible for lost or stolen personal property including but not limited to cell phones and other electronic devices.**

## **CHEATING**

Cheating, as defined in the HCS Official Student-Parent Handbook, is an offense in the behavioral learning guide and subject to disciplinary action. Cheating undermines the validity and legitimacy of the educational process and will not be tolerated.

Students found to be in violation of this policy may receive a zero for the assignment/test and **may jeopardize their consideration for, or involvement** in organizations such as Student Council, Class Officer positions, National Honor Society, or other similar organizations or positions.

Cheating is defined to include, but is not limited to:

1. copying someone else's work in or out of class and identifying and submitting it as your own
2. receiving or sending text messages on a cell phone during class time
3. the use of unauthorized notes, other materials, or assistance during the accomplishment of graded work in or out of class
4. failing to quote and/or list appropriate citations for material derived from published sources (including the Internet) and identifying and submitting it as your own
5. any other situation in which the student attempts to or accepts credit for work not his or her own

## **CHECK-IN/CHECK-OUT PROCEDURES**

Students may not leave campus at any time without permission. Any student leaving campus without permission will be subject to suspension or assignment to In-House. Proper photo identification will be required of persons checking out students. Only persons identified on the signed Student Emergency Information form and verified by the parent/guardian will be allowed to check out a student.

Students presenting a FRAUDELENT CHECK-IN/CHECK-OUT note or phone call will be subject to further disciplinary actions as deemed necessary. Future check-in/check-out by these students will require a parent to directly come to the school to check-out his/her student with permission by administration.

At the discretion of the administration, days may be added when notes are not accepted for check out. Students should not be checked out during testing or exams times.

**NOTICE: Parents checking out students in the afternoon should do so before 2:40 p.m.**

### **Check-In**

1. Students arriving **after 8:00 are tardy** and will be counted tardy by their first period teacher. Students arriving after **8:00** must go to the attendance office for a check-in pass before going to first period. Excessive tardiness will result in disciplinary action. Refer to the HHS Tardy Procedures and the HHS Student Parking Agreement.
2. If a student has been to the doctor, dentist, or other medical appointment, a note from the doctor/dentist office should be given to the attendance office when checking in. Only two (2) parent notes per semester are allowed for excused tardies.

### **Check-Out**

1. Parents are discouraged from checking students out.
2. **No check-outs will be accepted by phone or email.**
3. Students must bring a note from home specifying time for check-out, reason, and a phone number where a parent/guardian can be reached for verification.
4. Students should leave check-out notes in the attendance office between 7:45 and 9:00 a.m.
5. Attendance will complete a check-out pass after 9:00 a.m., and students may pick these up after second period in the attendance office.
6. At the appropriate time the students should show his/her teacher the check-out pass and leave the classroom.

### **CLINIC**

Huntsville High School has a school nurse located in the clinic on the first floor of the main building. Students must report to class, and gain a pass from their teacher before going to the clinic. Students must receive written permission from their teacher in order to go to the clinic. Students too ill to return to class should call their parent/guardian and take appropriate steps to check-out and go home.

### **COLLEGE VISITATION TIME FOR SENIORS**

One college visitation day per school year will be granted for senior students and will not count as an absence. Appropriate documentation should be provided to the attendance office prior to the visitation day and again from the institution when the student returns from the visit. Students should pick up this information from the attendance office two (2) days prior to the visit.

### **CLOSED CAMPUS**

Huntsville High School operates on a “closed campus” policy. Students must stay within the confines of the school facilities from the time they arrive until dismissal. Students violating this policy will be subject to suspension. Campus security will monitor anyone entering or leaving the campus. Students must have properly signed documents to leave during school hours.

### **DELIVERY OF ITEMS AND MESSAGES TO STUDENTS**

Balloons, candy, flowers, gifts, etc. will not be accepted for students. Classes will not be interrupted for deliveries to students unless there is an emergency. Lunches, homework, and uniform deliveries are not considered emergencies and will be made only during the end of first period.

There are emergencies that arise from time to time which necessitate a message to or from a parent to a student. The school is happy to cooperate with the delivery of emergency messages (as determined by an administrator). Parents should have an understanding with their child as to his/her plans for after school since after school arrangements are not considered to be an emergency. Students should have an alternate plan in the event lunch or lunch money is left at home.

## **DRESS CODE**

HVD Policy 206-3 sets forth the dress code policy for students in the school district. The administration of Huntsville 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. If a student has any doubt as to what is acceptable, he/she should bring additional clothes, or not wear the particular item of apparel in question. Students may come by the office to check their articles of clothing for acceptability with an administrator. **The final decision regarding dress will rest with the building principal or his/her designee. DRESS FOR SUCCESS!**

Important dress code policy rules are:

1. Attire considered disruptive, that could present a health, or safety problem is not appropriate. Students are not to wear any article of clothing, or display any insignia or sign that disrespects any person, creed, race, religion, color, sex or nationality of another.
2. Jewelry that could be used as a weapon is not allowed. Combs and picks are not to be worn at school.
3. **All shorts, skirts, skorts and dresses should come no higher than 4" above the bend of the back of the knee. Tops worn over leggings should meet this 4" requirement.**
4. Except for religious reasons, hats and head coverings are not to be worn inside the building.
5. Sunglasses, gloves, bandanas, pajama pants and house slippers may not be worn inside the building.
6. Bib overalls and suspenders must be snapped, hooked or buttoned and kept on both shoulders. Belts must remain buckled.
7. Pants may not be oversized, too tight, or allowed to sag. Sagging pants will not be permitted.
8. Spaghetti strap dresses and tops are not allowed. Backless sun dresses are not allowed.
9. Revealing tops (exposing cleavage), Spandex, or clinging garments are not permitted.
10. Tank tops, halter tops, tube tops, low scoop neck tops, cut-off shirts or shirts that do not come to the waist are not permitted. Tops must be at least four inches wide on the shoulder.
11. Clothing with rips or tears or that appear to have rips or tears are not permitted.

## **FEES**

Information on course and workbook fees for certain courses will be given by teachers after school begins. Checks made payable to Huntsville High School should be sent to the appropriate teacher as soon as possible.

## **FIRE AND SEVERE WEATHER ALARMS**

Fire and Severe Weather drills will be held periodically and students should follow this procedure:

FIRE DRILLS will be conducted each month to ensure the safety of our students.

1. The fire alarm will ring. (A series of loud rings accompanied by the flashing of fire alarm lights.)
2. Students must move quickly and quietly out of the building to an assigned area.
3. Students should walk on the right side of the hall.
4. The signal of one long bell will ring for students to re-enter the building.

## **SEVERE WEATHER**

1. When conditions are such, the warning will be given over the PA system.
2. Move quickly and quietly to refuge areas. Students are to walk on the right side of the hall.
3. Students should be seated in the assigned hallway away from windows and cover their head.

4. No one should be on the second floor.
5. During a tornado warning or other emergency, it is recommended that parents do not come to the school to check out a student. Students are moved to a sheltered location and are held there until the warning is lifted. When parents come to the school to check out a student during a warning, it creates unnecessary chaos and adds to the already crowded conditions. In addition, office personnel are pulled from their assigned responsibilities putting themselves and others in harm's way. If a parent absolutely must come to the school during a severe weather event, s/he must adhere to the following procedures:
  - Enter through the attendance office doors.
  - Show ID when signing out your student (you may only sign out your student)
  - Remain in the lobby area until your student reports to you. Parents may NOT walk through the halls.

### **FLYERS AND POSTERS**

The principal or his designee must approve all flyers, signs, posters, etc. posted in the school building. Flyers, signs, posters, etc. must be posted in designated areas only.

### **FOOD AND DRINKS**

Food and drink machines are located throughout the building for the enjoyment of the students BEFORE AND AFTER SCHOOL. Machines for students to purchase water are available all day. **Students may not take food and any drink, with the exception of water, into a classroom, media center or auditorium.**

**FAST FOOD or TAKE-OUT FOOD MAY NOT BE BROUGHT TO SCHOOL UPON CHECK-IN, NOR MAY FAST FOOD BE DELIVERED TO STUDENTS AT SCHOOL.**

### **GRADING SYSTEM**

The grading system is:

- A . . . 90 – 100
- B . . . 80 – 89
- C . . . 70 – 79
- D . . . 60-69
- F . . . 59 or below

### **GUIDANCE**

Guidance services are available to all students at Huntsville High School. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study helps; help with home, school and social concerns.

Students should not miss class to meet with a counselor. They may go by between classes and sign up to see a counselor. The counselor will send for that student at a later time. Students may not miss any class period to see a counselor without getting permission from the teacher of that class period.

Our counselors at Huntsville High are:

- |                        |   |
|------------------------|---|
| 9 <sup>th</sup> Grade  | David Whitener david.whitener@hsv-k12.org     |
| 10 <sup>th</sup> Grade | Crystal Hankey crystal.hankey@hsv-k12.org     |
| 11 <sup>th</sup> Grade | Quaynteece Mosby quaynteece.mosby@hsv-k12.org |
| 12 <sup>th</sup> Grade | Robert Watson robert.watson@hsv-k12.org       |

## **HALL PASSES**

Any student in the halls while classes are in session must have a hall pass properly completed by his/her teacher. The pass should include the student's name, time, date and destination. Students in the halls without a pass will have to return to class.

## **HONOR SOCIETY**

The Huntsville High School Chapter of the National Honor Society inducts new members at the end of the 5<sup>th</sup> or 6<sup>th</sup> semester. Membership is based on scholarship, leadership, character and service.

Scholarship is determined from a student's GPA in core and foreign language courses. Students must have a 90 or better average and be in a regular or advanced college prep curriculum. The principal appoints a faculty council to judge the other three characteristics.

## **INTERNET CAFE**

The library is a major academic resource area of Huntsville High. When computers are not reserved for classes, students are welcome to use them for school assignments. Students must have a pass during the school day to visit the library. The library is open from 7:30 a.m. until 3:30 p.m.

## **IN-SCHOOL LEARNING CENTER**

The in-house center is an administrative option to suspension from school. Its purpose is to reinforce the HHS philosophy that students come to school to learn and that all students should have the right and opportunity to learn without interruptions. Students may be assigned campus clean-up a portion of their assigned detention time in In-House Suspension

Some placement criteria include, but are not limited to:

- Behavior which prevents the teaching/learning process
- Excessive tardiness to class
- Unexcused absence from class (skipping, leaving before bell, etc.)
- Failure to meet assigned detention

## **LOCKERS**

Lockers are the property of Huntsville High School. School personnel will not be responsible for any articles placed in lockers. Lockers must be cleaned out by the last day of exams at the end of the year. Students are not allowed to share lockers.

## **MAKE UP WORK**

IF A STUDENT IS ABSENT FOR MORE THAN TWO DAYS, HE/SHE MAY REQUEST SCHOOL WORK FROM HIS/HER COUNSELOR BEFORE 9:00 a.m. Work will be ready by 3:10 p.m. on the following day. A more efficient way to get work would be to email teacher, contact a classmate or check the teacher's Edmodo page.

It is the joint responsibility of the student and parent to ensure a student makes up work following excused absences. Teachers may alter assignments, tests, work, activities, etc. as necessary to ensure an accurate evaluation of the student's performance after an excused absence.

## **MEDICATION**

All medication must be kept in the school clinic and administered by school personnel. Only medication prescribed by a physician will be administered. A parent and doctor must complete a

Medication Release Form giving directions for time of administration, dosage, and any special instructions. Unused portions of medication must be picked up from the school by the parent/guardian. At the end of the year, any unused, not picked up medications will be disposed of by school personnel in the presence of a witness and documented.

Students may not keep aspirin, Tylenol, cold medicine, etc. with them or in their lockers. Possession of medication at school, or the selling or giving away of medication at school, could result in disciplinary action.

### **MOMENT OF SILENCE**

To comply with State of Alabama legislation, Huntsville High School students will conduct a brief period of quiet reflection for not more than 60 seconds with the participation of every student in the classroom at 8:00 a.m. daily. This activity is not intended to be and shall not be conducted as a religious service or exercise, but shall be considered an opportunity for a moment of silent reflection. The Pledge of Allegiance will be conducted immediately following the moment of silence.

### **PARKING LOT PROCEDURES AND VEHICLE REGISTRATION 2016-17**

Student parking on Huntsville High campus is a privilege given to seniors and some juniors each year. With that privilege comes the responsibility of following policies and procedures set forth by school administration. The following are the 2016-17 procedures to obtain and keep a parking permit for the school year:

To OBTAIN a parking permit (SENIORS):

1. Register online for a parking permit (information about online registration will be sent out via SchoolCast as soon as it is available).
2. Copy the student's driver's license, insurance card, and vehicle registration (all 3 of these on the **same sheet of paper**).
3. Pay for your parking permit in one of two ways:
  - a. Purchase your \$23 EARLYBIRD parking permit online (detailed information about this option will be emailed out via SchoolCast as soon as it is available). **ONLY SENIORS** may purchase an EARLYBIRD parking permit. Students who purchase this EARLYBIRD permit must bring required documents to orientation to receive their parking permit. For those who pay early, your parking permit will be ready for you to pick up during orientation once documentation is turned in (the goal is shorter lines!).
  - b. Attach cash or check for \$23 (payable to Huntsville High School) to the copies listed above. Bring your check/cash along with the documents above to orientation.
4. **ONLY** seniors may pick up their parking permits during orientation. All seniors who wish to purchase a parking permit must do so no later than July 27th, 2016. Parking spots still available after that date will be issued to juniors as available.



To OBTAIN a parking permit (JUNIORS):

Junior class officers, junior student council officers, junior co-op students, and junior approved after-school tutors will be next in line for parking permits. After those spots are filled, the selection process for juniors parking on campus will be changing. Huntsville High will no longer hold a lottery for junior parking permits. As explained to students at the beginning of the fourth 9-weeks of 2015-16, each junior will be given a parking rank based on his/her attendance, tardy, and discipline record of the 2015-16 4th 9-weeks grading period. This ranking will be used to determine which juniors have earned the privilege of parking on campus. Once a junior is notified that a parking permit is available, he/she will:

1. Register online for a parking permit (information about online registration will be sent out via SchoolCast as soon as it is available).
2. Copy the student's driver's license, insurance card, and vehicle registration (all three of these on the same sheet of paper).
3. Pay for your parking permit in one of two ways:
  - a. Purchase your \$23 parking permit online (information sent out via Schoolcast as soon as it is available).
  - b. Attach cash or check for \$23 (payable to Huntsville High School) to the copies listed above.
4. Pick up his/her parking permit during Junior Laptop pick up.

Expectations of all student drivers to KEEP a parking permit throughout the year

1. All rules of the road for the city, county, and state will be observed in the parking lot.
2. All expectations of the HCS Code of Student Conduct apply to the parking lot.
3. Driving or parking on the grass/sidewalks is prohibited. Cars left in these areas will be towed at owner's expense with no liability to HHS.
4. Students may park in assigned spots only.
5. Immediately after parking, students must exit their vehicles and move to the building. No loitering in the parking lot before or after school.
6. During school hours, administrative permission is needed to return to the parking lot.

7. A student who withdraws from HHS must return his/her parking permit to the assistant principal in charge of parking.
8. A student must maintain an acceptable attendance, tardy and discipline record to keep his/her parking permit during the year (details below).
9. Driving privileges may be revoked at any time if a student's driving is deemed unsafe.
10. Violation of these or other school rules may result in suspension and/or loss of driving privileges.

Parking Violation Consequences:

Improper Parking/Failure to Follow Rules of the Road/Lot:

1st offense: Written Warning

2nd offense: Loss of Parking Privileges for the year

No Permit:

1st offense: Written Warning

2nd offense: Towing of Vehicle at owner's expense

Attendance Expectations:

3 unexcused absences: Loss of Parking Privileges for a week

6 unexcused absences: Loss of Parking Privileges for the remainder of the school year.

3 unexcused tardies: Loss of Parking Privileges for a week (including Tardies to class)

6 unexcused tardies: Loss of Parking Privileges for the remainder of the year (including tardies to class)

Discipline Expectations

First OSS/ISS: Loss of Parking Privileges for a week

Second OSS/ISS: Loss of Parking Privileges for the remainder of the year.

Level 4 Offense, or Threat to School Safety: Loss of Parking Privileges for the remainder of the year.

NOTE: Violation of other school rules may result in suspension and/or loss of driving privileges. The final decision will be left to school administration.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is considered inappropriate behavior on campus or at school sponsored activities. Any display of affection beyond holding hands is considered inappropriate including hugging and kissing and will be considered a violation of HCS disciplinary policy.

### **SCHEDULE CHANGES**

Schedule change requests **were due by May 15.** Only errors in scheduling will be changed. Students must follow their existing schedule until a new schedule is provided from the homeroom teacher.

### **SCHOOL PROPERTY**

Students who damage school property or equipment not only will be required to pay for the damage done, but also will be subject to school disciplinary action and/or legal action.

### **SCHOOL HOURS**

Official school hours are from 7:50 am until 3:30 pm. Students are not allowed on campus during non-school hours except under the supervision of a faculty member. Please make arrangements to be dropped off no earlier than 7:30 am and picked up no later than 3:30 pm. Exterior doors will be locked during non-school hours. Student will not be supervised before 7:50 am or after 3:30 pm. and cannot enter the building earlier unless they have a pass from a teacher.

### **SENIOR PRANKS**

All senior students at Huntsville High School are reminded that school pranks will not be tolerated. All pranks will be investigated. Students involved will be disciplined according to HCS policy and could be suspended from school. If necessary, law enforcement will be involved. Students who participate in a school prank, damage property, trespass after hours, or participate in any type of mischief towards the school (including school personnel) may not be allowed to participate in graduation activities – which could include the graduation ceremony.

### **STANDARDIZED TESTING**

Huntsville High School Test Code: 011485

For registration information about the ACT or SAT, visit the following web-sites:

ACT – <http://www.actstudent.org/regist/dates.html>

SAT – <http://www.collegeboard.com/student/testing/sat/calenfees.html>

**\*PLAN** – *This is a pre-test for the ACT and is open to only sophomores.*

**\*PSAT** – *This is a preliminary test for the SAT. All sophomores will take the test with funding provided by the A+ College Readiness Grant. All juniors are not required to take the test but*

*are strongly encouraged because this is the National Merit Scholarship Qualifying Test. Juniors opting to test will have to pay.*

\*Registration information for both tests will be provided in September.

**ADVANCED PLACEMENT EXAMS** – *Subject specific tests will be given during May.*

### **TARDIES & LOCKOUTS**

Huntsville City School Policy Manual defines tardy as follows: A student not being in the classroom and ready for work when the tardy bell rings. Students have ample time to move from class to class each period. Students are expected to be in their seats and prepared for work when the tardy bell rings. **A total of three tardies will be counted as a full absence (unexcused).**

The Huntsville High School administration may deem it necessary to reinforce the tardy policy. Lockouts have proven to significantly reduce the number of students tardy to class. In the event of a lockout, teachers will be asked to close their doors at the sounding of the tardy bell. Students in the halls without a pass will be assigned detention. Repeat offenders will be subject to In-House suspension, suspension from school, or other disciplinary action including Saturday detention.

### **TEACHER AUTHORITY**

Students are under the authority of any teacher, counselor, principal, custodian, support person, or substitute at Huntsville High School any time that they are on the school grounds, at any school function or field trip, regardless of the location. Students are expected to give respectful attention to the requests and directives of all staff members.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. If a student loses or damages a textbook, he/she must pay for it. No other textbook will be issued until this is paid.

### **TOBACCO**

Possession and use of tobacco products at ALL campus facilities are a violation of HCS Board Policy.

### **TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES**

All groups will be transported by school bus unless it is impossible or impractical to do so. If it becomes necessary to transport student by car/van the car/van must be driven by an authorized adult who is properly licensed. It shall be the policy of Huntsville High in regard to official activity trips authorized by the school that all performing members or all designated members a group participating in the activity shall utilize the provided transportation both to and from the event or activity unless permission is obtained from the principal to do otherwise.

A student may be allowed to ride home with his parents from the place of the event provided that the parents contact the sponsor of the activity. Sponsors cannot give a student permission to ride home from an activity with anyone other than the student's parents.

### **VENDING MACHINES**

Students may not use the vending machines during school hours. If money is lost to the machines, the school cannot give a refund, but a student may request the food or drink item from the personnel who stocks the machines. Water is allowed in the classroom. No other drink or food is allowed in the classroom.

## **VISITORS**

A visitor is anyone who is not presently a student at Huntsville High School or an employee of the Huntsville City Schools. All visitors must report to either the front office, the Academy office, or the attendance entrance desk before entering any part of the school building. If appropriate, a pass will be issued to the visitor. Any visitors without a visitor's pass will be stopped.

Students may not bring visitors to school at any time. Passes will not be issued to a student from another school for visitation during school hours.