In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Huntsville Board of Education will not discriminate against qualified individuals. For more information, contact: Shirley.Wellington@hsv-k12.org.
INTRODUCTION

Education is a partnership between the student, the parent, and the school – a partnership to provide quality education in a positive and supportive environment. For Huntsville City Schools to be successful, your cooperation and support are needed. Parents, please take time to review and discuss the items in this Student-Parent Information Guide with your student. If you have questions regarding any item(s) at this time or as the year progresses, please contact the principal of your student’s school. We want to work with you to resolve any questions or concerns.

The purpose of this Student-Parent Information Guide is to inform students and parents of important information regarding your student’s educational experience at Huntsville City Schools. For questions related to district and school policies, please refer to the Huntsville City Schools Policy Manual found at www.huntsvillecityschools.org.
MISSION

Inspire, develop and engage all students in becoming career and college ready; creative problem-solvers; active citizens; and life-long learners in a globally connected society.

VISION

Huntsville City Schools will become the model public education system in the United States, demonstrating commitment to equity and excellence by establishing the standard for instruction, curriculum, faculty, facilities, technology and student activities to ensure that all students graduate with the capacity to compete successfully and contribute responsibly as a citizen in a globally connected society.

GUIDING PRINCIPLES

These principles will guide our education system in all circumstances. We believe in:

- Providing equitable educational opportunities and resources for all students.
- Embracing diversity of students and staff across the district.
- Creating a safe, ethical and positive environment for all students and staff.
- Engaging parents and the community in their essential role in the education of students.
- Delivering superior and engaging academic instruction through:
  - Highly effective professional staff who facilitate student-centered learning;
  - The use of technology and other resources to create personalized learning environments that support the varied learning needs of all students;
  - Effective strategies that align curriculum, instruction, assessment and timely feedback.
- Raising the achievement of top performing students and accelerating the learning of lower performing students so that all students master or exceed college and career ready standards.
- Nurturing the intellectual, moral, behavioral and physical development of all students.
- Building an agile learning organization that can meet the needs of a changing world.
- Fostering a problem-solving, outcomes-focused culture that embraces continuous improvement and rejects excuses.
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In accordance with Title IX requirements, the Huntsville Board of Education does not discriminate on the basis of sex in the education programs or activities it operates. Questions regarding Title IX may be referred to the HCS Title IX coordinator, Shirley.Wellington@hsv-k12.org or the Office for Civil Rights (OCR).
# 2017-2018 HCS Calendar

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 26-28 (Wednesday-Friday)</td>
<td>Professional Development</td>
</tr>
<tr>
<td>July 31 (Monday)</td>
<td>Institute Day</td>
</tr>
<tr>
<td>August 1 (Tuesday)</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>August 2 (Wednesday)</td>
<td><strong>First Student Attendance Day</strong></td>
</tr>
<tr>
<td>September 4 (Monday)</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 22 (Friday)</td>
<td>½ day for students, full day for teachers (PD)</td>
</tr>
<tr>
<td>September 29 (Friday)</td>
<td>End of 1st 9 Weeks</td>
</tr>
<tr>
<td><strong>Fall Break: October 2-6 (Monday-Friday)</strong></td>
<td></td>
</tr>
<tr>
<td>October 25 (Wednesday)</td>
<td>½ day for students, full day for teachers (PD)</td>
</tr>
<tr>
<td>November 10 (Friday)</td>
<td>Veteran's Day Holiday (observed)</td>
</tr>
<tr>
<td>November 20-24 (Monday-Friday)</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 16 (Friday)</td>
<td>End of 1st Semester</td>
</tr>
<tr>
<td><strong>Winter Break: December 18 – January 2</strong></td>
<td></td>
</tr>
<tr>
<td>January 2 (Tuesday)</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>January 3 (Wednesday)</td>
<td><strong>Students Return</strong></td>
</tr>
<tr>
<td>January 15 (Monday)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>February 7 (Wednesday)</td>
<td>½ day for students, full day for teachers (PD)</td>
</tr>
<tr>
<td>February 16 &amp; 19 (Friday &amp; Monday)</td>
<td>Possible Snow Days</td>
</tr>
<tr>
<td>March 2 (Friday)</td>
<td>½ day for students, full day for teachers (PD)</td>
</tr>
<tr>
<td>March 2 (Friday)</td>
<td>End of 3rd 9 Weeks</td>
</tr>
<tr>
<td><strong>Spring Break: March 26-30 (Monday-Friday)</strong></td>
<td></td>
</tr>
<tr>
<td>May 24 (Thursday)</td>
<td>End of 2nd Semester</td>
</tr>
<tr>
<td>May 24 (Thursday)</td>
<td><strong>Last Day for Students</strong></td>
</tr>
<tr>
<td>May 25 (Friday)</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>May 24-25 (Thursday-Friday)</td>
<td>Graduation Day</td>
</tr>
<tr>
<td>May 28 (Monday)</td>
<td>Memorial Day Holiday</td>
</tr>
</tbody>
</table>
Good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. HCS views attendance and academic achievement as equally important and has policies, procedures, and supports designed to encourage students to attend school.

Alabama law requires that students ages six through 17 attend school (or be home-schooled). Parents/guardians are responsible for ensuring their student attends school. Failing to do so can result in penalties, including a fine up to $100.00 and up to ninety days in jail.

**EXCUSED ABSENCES**

Students who miss school for an excused reason are expected to make up missed work and will be given the opportunity to complete any missed homework, tests, or other academic activity. Absences will be excused for the following reasons:

a. Personal illness without a doctor’s excuse with parent/guardian excuse  
b. Personal illness with a doctor’s statement  
c. Death in the immediate family  
d. Weather preventing attendance (would endanger student’s health)  
e. Legal requirements, such as subpoena or other required court appearance  
f. Legal quarantine  
g. Disciplinary action  
h. Participation in school-related activities

Except for (g) and (h) above, parent(s)/guardian(s) must provide a written explanation of the reason(s) for each absence within two school days after each absence (or consecutive absences). If the written explanation is not provided within the two day period, the absences will be unexcused. A student must be in attendance one-half day to be counted present.

A student may have a total of 10 excused absences for illness without a doctor’s statement. After an accumulation of 10 excused absences for illness without a doctor’s statement, the student will receive unexcused absences for illness unless absences are documented with a doctor’s statement. Any exception to this policy will require a doctor’s documentation of a chronic illness that causes absences which may not comply with the attendance policy. A student will still receive excused absences for reasons (b), (c), (d), or (e) above.

**UNEXCUSED ABSENCES**

Any absence(s) not classified as excused absence(s) will be coded unexcused.

**TARDIES**

If a student arrives to school after the start of the school day, the student is considered tardy.

**ABSENCES DUE TO RELIGIOUS PURPOSES**

Absences for religious purposes are excused only if the parent/guardian submits a written request. Such requests must clearly specify the denomination and the particular religious observance for which the excused absence is requested. Requests for excused religious absences exceeding three days per student per year must be approved in writing by the principal or designee.
EARLY WARNING PROGRAM

EARLY WARNING ATTENDANCE TRUANCY AND CONDUCT INTERVENTION PROGRAM

The Early Warning Program is a joint effort between the HCS Board of Education and the District Attorney’s office. It is designed to reduce truancy and the number of student dropouts and provide an intervention program for student behavior at school. The format of the program consists of group sessions held weekly throughout the year in the courtroom of the Madison County Courthouse. The purpose of Early Warning sessions is to share information concerning compulsory school attendance law and school board policies pertaining to truancy, attendance, and behavior, thus constituting an Early Warning.

Students and parents are required to attend Early Warning sessions when students have been referred for one of the following reasons or combination of reasons:

- Five or more unexcused absences
- Ten or more questionable excused absences which were not satisfactorily explained
- Ten or more unexcused tardies
- Up to three out-of-school suspensions

All students (K-12) are subject to the regulations of the Early Warning Program.

An important part of the Early Warning Program is to offer help or assistance to parents and students with problems that may interfere with a student’s attendance.

INCLEMENT WEATHER / SCHOOL CLOSINGS

The Superintendent will close schools when weather or other conditions are too hazardous for safe operation. Parents will be notified of emergencies via the Parent Notification System. News media will be notified by 5:30a.m. unless extreme weather conditions occur during the school day. When hazardous weather conditions are forecast, parents are responsible for deciding whether their student(s) should be allowed to drive to school or whether they should make alternate arrangements for their student’s transportation.
CONSENT ORDER INITIATIVES

STRATEGY AND INNOVATION

Welcome to Huntsville City Schools and the Strategy and Innovation department! We know you will have a great year with Huntsville City Schools!

The Strategy and Innovation department assists the Superintendent in creating, implementing, coordinating, and communicating strategic initiatives that support the mission and vision of the school district and directs the development of innovative programs and initiatives throughout the district.

One of the major initiatives of the Strategy and Innovation department is to oversee implementation of the Consent Order. We are excited to have this roadmap from the Court to assist us with aligning the work of various departments with our mission, vision, and strategic goals.

We collaborate with departments across the district to bring about exciting programs that exemplify our commitment to equity and excellence.

To learn more about implementation of the Consent Order, please see the HCS website at www.huntsvillecityschools.org. The Consent Order Implementation Web Page (IWP) has FAQs, basic information, and a section for public comment. The Consent Order addresses areas such as:

- Student Assignment
- Equitable Access to Course Offerings and Programs
- Extracurricular Activities
- Faculty/Facilities
- Student Discipline, Positive School Climate, and Effective Classroom Management
- Transportation
- Desegregation Advisory Committee
- Monitoring, Reporting, and Oversight of Implementation

Addressing these areas of the Consent Order provides Huntsville City Schools the opportunity to review policies, procedures, programs, and initiatives to ensure our students are provided with state of the art programs and opportunities to prepare them for a bright future. We believe students benefit from increased opportunities in areas such as magnet, gifted, honors and AP courses, math acceleration, career academies, extracurricular activities, positive school climate programs, and many more! In Huntsville City Schools, you will find our vision and mission are the key factors in supporting the work we do every day in every school.
STUDENT NUTRITION

MEAL COST / PAYMENT

School meals are a healthy option, a great value, and a tremendous convenience for busy families. At Huntsville City Schools, nutritious meals are available to all students to further prepare our young people for the future.

Meal Prices (for all grade levels):

**Breakfast:**
- Students: Universal Free Breakfast
- Faculty, Staff, Teachers: $2.00
- Guests - $2.50

**Lunch:**
- Paid student lunch - $2.30
- Reduced price lunch - $0.40
- Faculty, Staff, Teachers: 3.25
- Guests - $4.00

Payments can be made by cash or check to your student’s school.
Free and Reduced meal forms available online: [www.huntsvillecityschools.org](http://www.huntsvillecityschools.org).
Parents may add money to student meal accounts at [EZSchoolPay.com](http://EZSchoolPay.com).

COMMUNITY ELIGIBILITY PROVISION

Many of our schools provide all students with free lunch without having to complete an application. Please check the HCS website for a list of schools that participate in the CEP.

BREAKFAST IN THE CLASSROOM (BIC)

All Huntsville City Schools provide **FREE** Breakfast in the Classroom (BIC) for all students.

FREE SUPPER

Additionally, HCS offers free Supper at select schools at the end of the school day. This program is free to anyone ages 18 and under. Please check the HCS website for a list of schools that provide free supper.

SUMMER FEEDING PROGRAM

During the summer, HCS provides free hot breakfast, lunch, and dinner at select school locations, as well as a mobile feeding bus. Summer meals are available for all children ages 18 and under.

For more information, parents are encouraged to visit the Child Nutrition Department’s page on the HCS website.

WELLNESS POLICY

We strive to provide an environment of health and wellness for our students throughout the school day. A copy of the wellness policy is available on our web site.
STUDENT TRANSPORTATION

SCHOOL BUS CONDUCT
School bus conduct and discipline are parental and student responsibilities. It is important that students follow all established rules and regulations to ensure the safety of all student passengers. Parents are requested to ensure their student fully understands school bus rules and obeys them.

SCHOOL BUS SCHEDULE
Students should be at their assigned bus stop on time and ready to enter the bus upon arrival. When students miss their bus, parents are responsible for providing their student with transportation to school. Questions and/or concerns should be directed to the Transportation Coordinator at 256-428-8352.

GENERAL ELIGIBILITY GUIDELINES FOR SCHOOL BUS TRANSPORTATION
General eligibility guidelines for school bus transportation are as follows:

- Elementary and middle school students (K-8) who live more than two miles from their school are eligible for school bus transportation.
- High school students (9-12) who live more than five miles from their school are eligible for school bus transportation.
- Students approved for Majority-to-Minority Student Transfers and magnet schools are eligible for school bus transportation from their home/zoned school to the newly assigned school.
- Students who are eligible under IDEA.

HCS will determine eligibility for school bus transportation.

Questions regarding eligibility for school bus transportation should be directed to Durham School Services at 256-489-1025 or to the HCS Transportation Department at 256-428-8352.
SCHOOL BUS TRANSPORTATION EXCEPTION REQUEST FORM

Parents and guardians can apply for a transportation exception in the following situations:

- Students who otherwise would not qualify for HCS bus transportation.
- Students who qualify for HCS bus transportation and want to ride a bus other than their assigned home-to-school bus route.

To apply for a transportation exception, parents and guardians should complete a School Bus Transportation Exception Request Form, which will be processed as quickly as possible by HCS.

If space is available on the requested existing bus route at the time of submission, a transportation exception may be granted. If granted, your student will be designated as a Guest Rider and will be allowed to board the bus the next day.

This form must be resubmitted at the beginning of each school year and may be obtained in one of the following ways:

- Access on the HCS website by clicking the PARENT INFO tab on the HCS home page, and then clicking TRANSPORTATION. Both the Transportation Exception Request Form and the Transportation Exception Procedures (the instructions for filling out the form) are available on the Transportation page.
- Go to your student’s enrolled school and ask for the Transportation Exception Request Form.

You may submit the form in one of the following ways:

- Bring to the Transportation department at 714 Bob Wallace Avenue; Huntsville, AL 35801
- Fax to 256-428-8351
- Email as an attachment to scott.gillies@hsv-k12.org
- Mail to the Transportation Department - Huntsville City Schools; ATTN: Transportation Dept.; 714 Bob Wallace Ave.; Huntsville, AL 35801

The Transportation Department should contact you within five days of receipt of the exception request by telephone. If you have not heard from Transportation within five days, you may contact at 256-428-8352 or 256-428-8310. Exceptions will be granted on a case-by-case basis and may be disapproved at the school or district level. Exception forms will be processed on a “first-come, first-serve” basis.

If space on the requested bus route is not available, students will be placed on a wait list.

Transportation exceptions may be rescinded for changes in space availability.

Transportation exceptions may be rescinded if the student violates any bus rule. If a Guest Rider receives a disciplinary referral, their bus privileges may be suspended for the rest of the school year.
CERTIFICATE OF IMMUNIZATION

Parents of HCS students need to provide an up-to-date Certificate of Immunization (“Blue Card”) detailing proof of immunization or a Certificate of Exemption issued by the Alabama Department of Health upon enrollment and throughout the student’s scholastic career, as appropriate. Immunization certificates are available from the Madison County Health Department at 301 Max Luther Drive in Huntsville (256-539-3711) and from local physicians or military clinics. See the following chart of Required Vaccines for School/Daycare Attendance:

<table>
<thead>
<tr>
<th>REQUIRED VACCINE</th>
<th>NUMBER OF DOSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria/Tetanus/Pertussis</td>
<td>5 doses (4 if the 4th dose was received after the 4th birthday)</td>
</tr>
<tr>
<td>TDaP (Tetanus/ Diphtheria/Pertussis)</td>
<td>11 year olds prior to enrolling in 6th grade or after 11th birthday</td>
</tr>
<tr>
<td>Polio</td>
<td>4 doses (3 if the 3rd dose was received after the 4th birthday)</td>
</tr>
<tr>
<td>Measles/Mumps/ Rubella</td>
<td>2 doses of Measles, 1 dose of Mumps, and 1 dose of Rubella</td>
</tr>
<tr>
<td>Hib</td>
<td>4 doses up to age 5 (daycare only)</td>
</tr>
<tr>
<td>Varicella</td>
<td>1 dose (2 doses separated by at least 28 days for persons 13 years of age or older beginning the vaccination series) or proof of immunity</td>
</tr>
<tr>
<td>Pneumococcal Vaccine</td>
<td>4 doses up to age 14 months (preschool ages 3 and 4)</td>
</tr>
</tbody>
</table>

DELIVERY OF MEDICATION

All prescription medication must be in a current, pharmacy-labeled prescription container. All OTC medications must be in an unopened (sealed), manufacturer-labeled container and identified with the student’s name written in permanent ink. The parent/guardian or parent-designated responsible adult (not the student) should deliver to the school.

ACCEPTANCE OF MEDICATION

Both the parent/guardian or authorized adult and the medication assistant or licensed nurse will sign the back of the Medication Administration Daily Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those authorized for self-administration/self-carry.

STORAGE OF MEDICATION

All medications must be stored in the school office or the nurse’s office according to ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies.

EMERGENCY MEDICATION

A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA) and after demonstration of proper administration to the nurse.

EXPIRED MEDICATION

The parent/guardian or authorized adult will be notified when medications expire. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, medication will be destroyed in accordance with federal and state guidelines.
FIELD TRIPS

At the beginning of each school year, an Out-of-County/Overnight Student Trip Medical Release form should be completed through InfoSnap. If not completed through InfoSnap, a paper form can be completed, signed, and notarized for each student. Parents are responsible for updating the form when necessary.

If medications must be given to the student during the field trip, a School Medication Prescriber/Parent Authorization form (PPA) is available on the HCS website at www.huntsvillecityschool.org. It must be completed for each medication. The completed PPA and medication must be delivered to the school nurse or medication assistant no later than one week prior to the trip/event or on designated medication drop-off date(s). Medication or paperwork cannot be accepted on the day of the trip.

Students who require special health procedures daily and/or emergency management of their specific health condition may not be excluded from participation in the field trip. The student’s parent/guardian may accompany the student to provide medication or care needed. If a parent/guardian is unable to attend, Health Services will determine appropriate staff based on the student’s needs, Health Services staff availability, and legal necessity.

END OF EACH SCHOOL YEAR

The parent/guardian or authorized adult must pick up all medications on or before the last day of classes or the medications will be destroyed. Medications cannot be kept at the school between the end of the regular school year and the start of summer school.

SUMMER PROGRAMS

The parent/guardian or authorized adult must bring in medication with completed medication forms on the first day of any of the summer programs and pick up the medication on or before the last day. Medications cannot be kept at the school when the student is not attending.
PREVENTATIVE HEALTH MAINTENANCE

If your student is sick, please keep them home. We are committed to sending sick students home to decrease exposure to the rest of our students and keeping students not exhibiting contagious signs or symptoms in school to learn.

Checking for head lice is not a routine nursing procedure. Students with live lice will be sent home and should be treated before returning to school the next day. It is recommended that each family periodically check their child’s head for nits and live lice. For more information, please visit the website at www.huntsvillecityschools.org under the Health Services department.

Influenza “flu” vaccine is now recommended for all age groups. For more information, please refer to www.adph.org/immunization.

Meningococcal vaccine (MCV4) is recommended for all children 11-12 years. For more information regarding meningitis, please refer to http://www.cdc.gov/meningitis/index.html.

Effective hand washing is the most powerful weapon available to fight the transmission of most infections. Adequate nutrition, rest, and exercise are important in the fight against illness.

Wounds that may spread infection must be covered at all times while at school.

STUDENT EXCLUSION DUE TO ILLNESS

Should a student develop any contagious signs or symptoms such as vomiting, diarrhea, fever (100 or higher), severe headache, severe stomachache and cramps, severe sore throat, severe upper respiratory symptoms, or cold and flu-like symptoms while at school, school personnel will contact the parent/guardian or authorized adult and require that the student be taken home. If symptoms persist longer than two days, consider taking your student to a physician.

In the absence of a medical diagnosis or a physician-signed clearance to return to school, students who are ill should be excluded for 24 hours after the last episode or until illness subsides according to guidelines in the chart below:

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>HCS EXCLUSION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrhea</td>
<td>Until 24 hours after the last episode of diarrhea</td>
</tr>
<tr>
<td>Fever (100° degrees or higher)</td>
<td>Until 24 hours after the last episode of fever without anti-fever medication</td>
</tr>
<tr>
<td>Respiratory</td>
<td>Until 24 hours after the last episode of productive cough or wheezing in a non-asthmatic</td>
</tr>
<tr>
<td>Severe Headache</td>
<td>Until 24 hours after symptoms resolve in a student without a diagnosis of migraines or seasonal allergies</td>
</tr>
<tr>
<td>Skin rash with fever</td>
<td>Until 5 days after the onset of the rash and 24 hours after the last episode of fever without anti-fever medication</td>
</tr>
<tr>
<td>Skin rash without fever</td>
<td>Until 24 hours after the rash has faded</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Until 24 hours after the last episode of vomiting</td>
</tr>
<tr>
<td>Wound(s)</td>
<td>Any wound(s) which may spread infection must be covered at all times while at school and may require a letter from a physician to return to school</td>
</tr>
</tbody>
</table>
STATE MANDATED ASSESSMENT PROGRAM

The State Mandated Assessment Program for the 2017-18 school year will include:

<table>
<thead>
<tr>
<th>GRADE(S)</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8</td>
<td>Scantron – ALSDE Mandated Accountability</td>
</tr>
<tr>
<td>3-12</td>
<td>Alabama Alternate Assessment</td>
</tr>
<tr>
<td>K-12</td>
<td>ACCESS for Limited English Proficient (LEP)</td>
</tr>
<tr>
<td>11</td>
<td>ACT Plus Writing - ALSDE HS Accountability</td>
</tr>
<tr>
<td>12</td>
<td>ACT WorkKeys</td>
</tr>
</tbody>
</table>

No student takes all the tests listed above nor is all day devoted to testing on the specified number of days.

The Alabama State Department of Education prescribed that a formative assessment be administered in all schools and school districts beginning in the 2012-13 school year. The formative assessment is relevant in assessing students and preparing them for Alabama’s College- and Career-Ready Standards in Kindergarten through grade 12. HCS implements rigorous formative assessments which provide a clear roadmap for educators to make instructional decisions that allow for significant impacts on student growth and achievement by providing critical information throughout the learning process. In keeping with Department of Education policy, the superintendent and the Board provide a regime of formative assessment to ensure students are on track to meet grade level and college and career readiness goals. Of note, by way of reference to Alabama Code Section 16:

The superintendent is the chief executive officer of the city board of education charged with the power to see that the board’s rules and regulations are carried into effect. The superintendent also has the power to explain the true meaning of the school laws and rules and regulations and to decide all controversies regarding the proper administration of the public schools. The superintendent and HCS Board of Education have all powers they consider necessary or proper to administer and manage the schools. Each individual power or authority need not be specifically prescribed.

There is currently no “Opting Out” option available according to Alabama law and Alabama Code Section 920-42-01. Should a student be absent on the day of testing, the absence will be correctly coded based on the definitions for excused and unexcused absences in accordance with Alabama Code Sections 16-28-3, 16-28-13, 16-28-16, and 16-28-22.

COMPUTER-BASED ASSESSMENTS

All electronic devices, except computers being used by students taking computer-based tests, must be turned off before testing begins and remain off until timed testing ends for all students.

Possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. School personnel will collect such devices when students enter the testing room. If a student is observed in possession of or using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated.

HCS MANDATED ASSESSMENT PROGRAM

The HCS Mandated Assessment Program for the 2017-2018 school year will include:

<table>
<thead>
<tr>
<th>GRADE(S)</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK-K</td>
<td>STAR Early Literacy (3 benchmarks during the school year)</td>
</tr>
<tr>
<td>K-10</td>
<td>Grade K-10 STAR Enterprise Math and Reading (3 Benchmarks during the school year)</td>
</tr>
<tr>
<td>10-11</td>
<td>PSAT/MNSQT (October 11, 2017 - sophomore/junior students)</td>
</tr>
</tbody>
</table>
STUDENT GRADING

ACCESS TO CURRENT STUDENT GRADES
Grades will be updated by teachers weekly on InformationNow (iNow). Parents/guardians can access grades via the Parent Portal located on the HCS website at www.huntsvillecityschools.org. If a parent/guardian is unable to access his/her student’s grades online, he/she may contact the student’s school office for assistance.

HIGH SCHOOL EXAMS
Due to accountability standards imposed at national and state levels, all HCS high school students will take all of their first and second semester exams. There are no examination exemptions, unless approved by the principal and the Superintendent or designee. Students who enroll in Advanced Placement (AP) classes are required to sit for the AP tests at the end of the academic year in order to be graded on the five point scale.

REPORT CARD SCHEDULE
Please refer to the chart below for the 2017-2018 HCS Report Card Schedule:

DISTRIBUTION OF GRADES
Grades for students in grades 7 through 12 will be assigned according to the following percentages for each nine week period:

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>GRADE DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>60%</td>
<td>Summative Assessment (performance-based assessments, tests, labs, projects, writing assessment – all of which directly reflect course standards)</td>
</tr>
<tr>
<td>40%</td>
<td>In-class assignments which directly reflect course standards; designed to give students practice learning and applying course standards</td>
</tr>
</tbody>
</table>

HIGH SCHOOL AVERAGE CALCULATIONS

<table>
<thead>
<tr>
<th>YEARLY AVG</th>
<th>SEMESTER AVG CALCULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% semester 1 average + 50% semester 2 average</td>
<td>Semester 1</td>
</tr>
<tr>
<td>45% (1st nine weeks grade) + 45% (2nd nine weeks grade) + 10% (semester exam grade)</td>
<td>45% (3rd nine weeks grade) + 45% (4th nine weeks grade) + 10% (semester exam grade)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st NINE WEEKS (42 days)</th>
<th>2nd NINE WEEKS (44 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midway point: Aug. 30, 2017</td>
<td>Midway point: Nov. 7, 2017</td>
</tr>
<tr>
<td>Progress reports go home: Sept. 5, 2017</td>
<td>Progress reports go home: Nov. 13, 2017</td>
</tr>
<tr>
<td>End of grading period: Sept. 29, 2017</td>
<td>End of grading period: Dec. 15, 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd NINE WEEKS (40 days)</th>
<th>4th NINE WEEKS (54 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin: Jan. 3, 2018</td>
<td>Begin: Mar. 5, 2018</td>
</tr>
<tr>
<td>Midway point: Feb. 1, 2018</td>
<td>Midway point: Apr. 18, 2018</td>
</tr>
<tr>
<td>Progress reports go home: Feb. 5, 2018</td>
<td>Progress reports go home: Apr. 23, 2018</td>
</tr>
<tr>
<td>End of grading period: Mar. 2, 2018</td>
<td>End of grading period: May 24, 2018</td>
</tr>
<tr>
<td>Report cards go home: Mar. 12, 2018</td>
<td>Report cards go home: May 24, 2018</td>
</tr>
</tbody>
</table>
PROMOTION (GRADES K-5)

Grade promotion will be based on student achievement. In elementary school, students must pass math and reading as well as either science or social studies. In highly extenuating circumstances in first through fifth grades, the principal, after conference with the teacher and with the approval of the Superintendent, may recommend promotion of a student who does not meet the requirements for promotion. The student’s record will be marked “administrative promotion”.

RETENTION PROCEDURES (GRADES K-5)

HCS believes that students should demonstrate mastery of standards and progress through each grade level within one school year. To accomplish this, instruction focuses on academic standards, accommodates the varying need and interests of individual students, and includes strategies for addressing academic deficiencies. It is critical for school staff to work with parents, who need to be engaged in their child’s education. This relationship allows students, parents, and staff to share the responsibility for educating students and encourages ongoing two-way communication between parents and the school.

If, however, a student is not showing adequate progress during the initial part of the school year, the Problem Solving Team (PST) will convene to discuss possible interventions and develop a student intervention plan. In the event that the student becomes a candidate for retention, the PST, including the parents, teacher, and the administrator, will discuss the interventions and the possibility of retention.

All retained students must be screened through the PST process.

RETENTION CRITERIA (GRADES K-5)

Students in grades K-5 will be considered for retention using the following criteria:

- Scores of 1 or 2 in the areas of math and reading on the standards-based report card
- Inability to independently complete school work at the level necessary to succeed in a higher grade
- Below proficiency levels on HCS and state assessments
- Absent an excessive number of school days
- Teacher and principal recommendations within the PST process
PARENT NOTIFICATION TIMELINE

- The PST will provide monthly updates to principal on progress of students with concerns
- Mid-quarter progress reports/report cards will be sent to parents
- Teachers will call parents of students who score mostly 1s and 2s on the standards based report at mid-quarter
- **August:** Notification of Promotion/Retention Guidelines in Parent/Guardian Information Guide
- **October/November:** Teachers will schedule parent/teacher conference. Concerns with student progress will be addressed, as well as updates on PST recommended interventions
- At the end of the second quarter, the teacher will notify the principal of all students considered for retention. All students who score mostly 1s and 2s on the standards based report must be considered. During the third quarter, a parent-teacher conference will be scheduled.
- **End of the Third Quarter:** The Light’s Retention Scale will be completed as a part of the student assessment plan.
- **Mid-May:** A retention meeting with the parent, teacher, and the principal will be held. Upon review of all data, the principal and teacher will confirm retention. The principal will send a letter to the parent confirming retention and a copy will be placed in the student’s cumulative file with documentation forms. An intervention plan for the following school year will also be provided at this time.

RETENTION PROCEDURES (GRADES 6-8)

6-8 PROMOTION

In middle school, a student who fails two or more subjects or a student who fails a subject for two consecutive years must attend and successfully complete summer school in order to be promoted.

In highly extenuating circumstances in sixth through eighth grades, the principal, after conferencing with the teacher and with the approval of the Superintendent, may recommend promotion of a student who does not meet the requirements for promotion. The student’s record will be marked “administrative promotion”.

HCS believes that students should demonstrate mastery of standards and progress through each grade level within one school year. To accomplish this, instruction focuses on academic standards, accommodates the varying need and interests of individual students, and includes strategies for addressing academic deficiencies. It is critical for school staff to work with parents, who need to be engaged in their child’s education. This relationship allows students, parents, and staff to share the responsibility for educating students and encourages ongoing two-way communication between parents and the school.

If, however, a student is not showing adequate progress during the initial part of the school year, the Problem Solving Team (PST) will convene to discuss possible interventions and develop a student intervention plan. In the event that the student becomes a candidate for retention, the PST, including the parents, teacher, and the administrator, will discuss the interventions and the possibility of retention.

All retained students must be screened through the PST process.

NORMAL PROGRESS FOR HIGH SCHOOL STUDENTS

It is expected that high school students will pass all of their courses each year. In addition, it is expected that all students will graduate with their four year cohort. In view of this expectation, a student who has not earned the minimum credit necessary for graduation in a five-year period, or who is over 21 years of age, must find an alternative situation for classes and will not be permitted to remain in a regular high school.
PROMOTION AND GRADUATION

Consideration may be given for extenuating circumstances such as prolonged illness or family crisis with the Superintendent’s approval.

GRADUATION CEREMONIES PARTICIPATION

Only those students who have completed all requirements for a diploma or those students who have completed the prescribed Individual Education Plan (IEP) will be allowed to participate in the graduation ceremony. Student participation in graduation ceremonies and related graduation activities will be subject to the principal’s approval and payment of outstanding financial obligations. Participation in a graduation-related ceremony may be prohibited by the principal if the student violates disciplinary standards or if, in the judgment of the principal, the student’s participation could lead or contribute to disorder or disruption of the ceremony or activity.

CREDIT RECOVERY

Students who do not receive credit in a course due to non-mastery of content or skills may apply for credit recovery at their home school. To be eligible for credit recovery, students must have achieved a baseline score of 40 or above (on a 100 point scale). The final grade in credit recovery may not exceed 70 (on a 100 point scale). Ineligible students must repeat the entire course. Credit recovery may be delivered by a highly qualified teacher or through instructional technology. Credit recovery is not an option for students who have earned a credit in the course.

SUMMER SCHOOL

Details regarding the HCS summer school program for each year can be located on the HCS website at www.huntsvillecityschools.org under the Curriculum and Instruction department.

CREDIT ADVANCEMENT

Huntsville City Schools offers students (grades 9 – 12) who exhibit proficiency beyond the level required for all students for an individual course the opportunity to pursue Credit Advancement as an alternative to the traditional Carnegie Unit approach to course completion. For a student to be eligible for Credit Advancement he or she must:

1. Be recommended by a current or former teacher of the subject/course being considered for Credit Advancement.
2. Have criterion-referenced or norm-referenced test scores that support an above grade-level proficiency of content in the subject/course being considered for Credit Advancement.
3. Complete a Request for Credit Advancement form, signed by the parent or guardian, the high school counselor, and high school principal.

HOMEBOUND

Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period. Homebound instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions).

Homebound instruction is not intended to supplant school services and is, by design, temporary. While no specific number of days can be set due to the many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student’s inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychologist. Homebound services are not a guarantee that the student will progress in the academic program.
RESPONSE TO INSTRUCTION (RtI) AND PROBLEM SOLVING TEAMS (PST)

Response to Instruction (RtI) integrates core classroom instruction, assessment, and interventions within a multi-tiered system to maximize student achievement and reduce behavior problems. RtI allows schools to identify and monitor students who are at risk of failing courses. Schools use problem-solving and data-based decision making to provide research-based interventions to students who need additional assistance in core classes. Problem Solving Teams (PST) monitor student progress frequently and adjust the intensity of intervention based on student results. These teams make high quality decisions to support all students, especially those at risk of failing to achieve state performance standards.

In addition, HCS uses the school-based PST process to identify students in grades six through twelve who are at risk of failure to graduate with their cohort. The PST process uses holistic factors, such as grades in core classes, school absences, and discipline. No HCS students are suspended out of school for tardiness or truancies. Instead, HCS provides supportive intervention measures designed to address the underlying causes of absenteeism.

GRADE CLASSIFICATION CREDIT REQUIREMENTS

A student progresses towards graduation by earning credits in the required and elective subjects. For student, parent, and administration convenience, grade level designations of 9th, 10th, 11th, and 12th are used to indicate homeroom placement and progress towards completion of graduation requirements.

HCS follows the Alabama High School Graduation Requirements as set forth by the Alabama State Department of Education. For detailed course requirement information, please go to www.alsde.edu and refer to the document “Alabama High School Graduation Requirements”.

The following is a summary of graduation requirements for Alabama high school students:

Grading Requirements: 24 credits

- A beginning 10th grader must have a minimum of 5 credits
- A beginning 11th grader must have a minimum of 12 credits
- A 12th grader must have a minimum of 24 credits to graduate

Please refer to the 2017-2018 HCS Course Description Guide page 6.

Parents and students may also contact their student’s school counselor for additional information regarding high school course of study and requirements.
Huntsville City Schools is committed to ensuring the coordination of a cohesive accelerated math curriculum throughout all grade levels. Our goal in HCS is for Algebra I to be the standard math course in eighth grade. **Completion of Algebra I in eighth grade sets a student on course to complete Calculus by the end of twelfth grade.**

As seen in the chart below, the fifth grade math course selection is the first step in the student’s path to reach this goal. Students in fifth grade complete fifth grade math or fifth grade Digits. Digits is an accelerated fifth grade math course combining fifth grade standards and sixth grade standards necessary to succeed in honors math in the middle grades. During the 2017-2018 academic school year, HCS’ goal is for all fifth grade students to be enrolled in Digits. After fifth grade, students have different course options when deciding on a path of math progression in the middle grades, including honors math curriculum. The honors math curriculum in the middle grades combines grade level standards and standards from the next grade level to ensure success in an honors class and in preparation for upper level high school math courses. Additionally, a student who completes Algebra I in seventh grade will have the option to take Honors Geometry in eighth grade.

The chart below outlines the options available for course progression. This progression flows directly into the high school course progression chart for mathematics. Please refer to the HCS High School Course Description Guide for details regarding the high school math course progression.

It is important for students and their parents to work closely with their math teachers and school counselors to understand and determine the best math course progression to meet each student’s individual needs and maximize his or her full potential.

**Math Acceleration Progression Chart Grades 5 - 8**

5th Grade
- Fifth Grade Math
- Fifth Grade Digits

6th Grade
- Sixth Grade Math
- Sixth Grade Honors Math

7th Grade
- Seventh Grade Math
- Seventh Grade Honors Math

8th Grade
- Eighth Grade Math
- Algebra I
- Algebra I
- Honors Geometry
- Algebra I
- Honors Geometry
- Algebra I
- Honors Geometry

Please refer to the HCS High School Course Description Guide for details regarding the high school math course progression.
HCS provides numerous opportunities for families and the community to learn about programs offered by HCS. The list below contains a few examples of HCS family and community engagement:

- **Majority-to-Minority Transfers:** In the fall (usually November), HCS advertises the details of its Majority-to-Minority (M-to-M) transfer program. This outreach includes communications shared with community groups and PTAs, as well as question-and-answer sessions at each HCS high school.

- **Magnet Schools and Programs:** Each year, HCS holds fairs, advertises on billboards, and plans special trips for students to teach parents, students, and the community about the unique aspects of the many different magnet schools and programs offered by HCS. The arts, engineering, and science communities are invited to work with HCS magnet schools and programs to provide support for these unique initiatives.

- **Pre-Kindergarten (Pre-K) Program:** HCS advertises its Pre-K program, available to all four-year-old children in Huntsville. However, due to limited space, preference is given to children whose families demonstrate financial need.

- **Parent/Guardian Workshops:** HCS offers parent/guardian workshops to provide parents with support and opportunities to learn about ways to achieve their student’s academic and career goals. These workshops are open to all parents/guardians of HCS students and are held at each Title I school.

- **First-Time Advanced Placement (AP) Students:** High schools offer parent/teacher conferences for parents/guardians of first-time AP students. During the first-time AP conference, parents will review the syllabus and available support services and identify “steps to success” for the student.
**WHAT IS TITLE I?**

Title I of the Elementary and Secondary Education Act (ESEA) is the largest federal contribution to K-12 education. It consists of several funding streams for school districts and schools to supplement local educational programs and to ensure that financially disadvantaged students are given the same opportunity to achieve state-defined academic standards as their peers. In exchange for financial support, schools, districts, and states are held accountable for raising the academic performance of all students, narrowing the achievement gap between underachieving groups and their more advantaged peers, and enabling those most at risk to reach state academic standards.

The **goal of Title I is high-quality education for every child**, so the program provides extra help to students who need it most. These are children who are the furthest from meeting the standards the state has set for all children. Title I resources are directed to schools with high percentages of disadvantaged students.

**HOW TITLE I WORKS**

The federal government provides funding to states each year for Title I. To get the funds, each state must submit a plan describing:

- What all children are expected to know
- The high-quality standards of performance that all children are expected to meet
- Ways to measure progress

State educational agencies (SEAs), such as the Alabama State Department of Education, send the money to school districts based on the number of low-income families.

The local education agency (LEA), such as HCS, identifies eligible schools - those with the highest percentage of children from low-income families - and provides Title I resources.

Schools receiving Title I funds (this includes parents, teachers, administrators and other school staff) work to:

- Identify students most in need of educational help
- Set goals for improvement
- Measure student progress
- Develop programs that add to regular classroom instruction
- Involve parents in all aspects of the program

**TITLE I CERTIFICATION AND LICENSURE REQUIREMENT / PARENTS’ RIGHT TO KNOW**

Under the Every Student Succeeds Act (ESSA), Section 1112(c)(6), each LEA supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Please also note that, under the ESSA, Section 1112(e)(1)(A), at the beginning of each school year, each LEA supported with Title I funds shall notify parents that they may request, and the LEA will provide on request and in a timely manner, information regarding the professional qualifications of the student’s classroom teacher including:

1. Whether the student’s teacher:
   - Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
   - Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
   - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications, including state requirements:

- Received a secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree.
- Completed the Workkeys Assessment.

3. The ESSA, Section 1112(e)(1)(B), offers additional information. In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state academic assessments required under this part.
- Timely notice that the student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirement at the grade level and subject area in which the teacher has been assigned.
SUPPORT FOR FAMILIES

SUPPORT FOR FAMILIES OF STUDENTS WITH DISABILITIES

HCS provides a full range of services and educational support for identified exceptional students ages 3 to 21.

- Autism
- Deaf-Blindness
- Developmentally Delayed
- Emotional Disturbance
- Gifted/Talented
- Hearing Impaired
- Intellectual Disabilities
- Multiple Disabilities
- Other Health Impaired
- Orthopedically Impaired
- Specific Learning Disabilities
- Speech-Language Impaired
- Traumatic Brain Injury
- Visually Impaired

All referrals, evaluations, and educational support are provided in accordance with the Individuals with Disabilities Education Act (IDEA), Alabama Act 106, Exceptional Children’s Act, and The Rehabilitation Act of 1973.

Information regarding classes or referral procedures may be obtained from the school principal or from the Special Education Services department at 256-428-6872.

SUPPORT FOR FAMILIES OF ENGLISH LANGUAGE LEARNERS (ELL)

The goal of the HCS English for Speakers of Other Languages (ESOL) program is to provide equitable opportunities to students who have a primary or home language other than English and who are Limited English Proficient (LEP) or Non-English Speakers (NES). The primary focus is to provide an English-rich environment that encourages English proficiency as quickly as possible.

HCS strives to create a learning environment that encourages students’ pride in their cultural heritage and provides the cognitive and affective support to help them become contributing members of society.

This program, beginning in kindergarten and continuing through high school, will provide each English language learner (ELL or EL) the opportunity to be successful in all classes academic areas and to develop listening, speaking, reading, and writing proficiency.

In short, the educational goals of the ESOL program are:

- Equal access to understandable instruction in all academic areas
- Meaningful participation in all district programs
- Increased English proficiency
- Mastery of subject matter content

For more information, please contact the HCS English Speakers of Other Languages Program at 256-428-6990. Parents may reach our Spanish bilingual interpreters at 256-428-7996.

GIFTED SERVICES (GATE)

The term "gifted and talented students" means students whose mental development is accelerated beyond the average or who have demonstrated a specific aptitude or talent to the extent they need and can benefit from specially planned educational services. "Gifted and talented students” include students with exceptional ability in academic subjects, high level thought processes, and creativity. Gifted students are not a homogeneous group and cannot be identified by one set of assessment tools, nor can they be served by one approach to providing services. The Huntsville City Schools Gifted and Talented Education programming, GATE, provides quality identification procedures and services that are consistent across every school setting in the district. Beginning in Pre-Kindergarten classes, GATE provides Talent Development for all HCS elementary students through fifth grade, giving all students the opportunity to develop and demonstrate gifted characteristics. The purpose of the Talent Development program is to develop and to promote the identification of gifted students who may have faced previous barriers to identification. The gifted and talented students who are served by GATE can be further articulated as falling into two general categories: those of high general intellectual ability
and creativity, and those students who are considered gifted in specific academic ability areas such as the areas of language arts and mathematics. These areas are also characterized by creative ability which is incorporated into the identification process. As a part of the 2nd grade child find process, HCS GATE develops a body of evidence to identify each gifted student, creating a case study that considers the whole child. Students who are exceptional in general intellectual ability and/or high achievement across academic and creative domains are identified by assessments, work products, and narratives that assess speed in attaining curriculum goals, a wide range of knowledge in either general or specific areas, a passion for absorbing new understandings of the world and how it works, and creative thinking. Multiple categories of giftedness may be present in the same student or a student may fall into only one of the categories. HCS GATE service delivery options for these students include curriculum compacting, acceleration of learning, and specialized instruction to expose them to new learning in various disciplines and to develop creative productivity.

All students who are identified as gifted receive an individualized Advanced Education Plan (AEP) to specify their learning needs and address them both in the gifted and regular classrooms. The AEP also addresses social and emotional needs and make recommendations for home support. Parents, guardians, teachers, anyone who knows the student, and students may make a referral for gifted screening. A student is determined eligible when a pattern of strengths and gifted traits are evident following a case study. To make a referral, contact the gifted education teacher at your child’s school or the Director of Special Education at 256-428-6872.

PROGRAMS FOR EARLY LEARNERS

HCS provides high quality Pre-Kindergarten (Pre-K) programs that are developmentally appropriate for children who will be four years old on or before September 1 of the current school year. Information regarding the application process may be found on the School Readiness page of the HCS website at [www.huntsvillecityschools.org](http://www.huntsvillecityschools.org) or by calling the School Readiness department at 256-428-6886.

SUPPORT FOR FAMILIES OF STUDENTS WHO ARE HOMELESS

In accordance with the McKinney-Vento Act, HCS students experiencing homelessness are permitted to enroll in either:

- Their “school of origin,” meaning the school a child attended when permanently housed or in which he/she was last enrolled
- The school zoned for their temporary residence

At the request of the student’s parent/guardian, HCS will provide or arrange for the transportation of students who are homeless to and from their school of origin.

For more information regarding additional information or services for homeless students, please contact Federal Programs at 256-428-6884 or 256-428-6880.
Huntsville City Schools is committed to preparing our students for college and careers beyond high school. In order to be successful in either arena, students must dress in a neat, clean, and appropriate manner in clothing that encourages an atmosphere conducive to learning, work, and discipline. Parents/guardians are expected to be our partners by monitoring students’ dress. Please refer to the Behavioral Learning Guide ("BLG") and applicable Matrices (the Elementary Matrix for grades K-6 and the Secondary Matrix for grades 7-12) as appropriate for the HCS student dress code.

**STUDENT PRIVACY AND SUPPORT**

**STUDENT PRIVACY - FERPA**

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an “Eligible Student” upon reaching the age of 18 or attending a school beyond the high school level. The rights of parents and/or eligible students are outlined in the HCS Policy Manual Section 6.28. For questions regarding student data and records, please contact Assessment and Accountability at 256-428-6966.

**STUDENT SUPPORT - BULLYING**

HCS provides bullying prevention and intervention programs via School Counseling Services. We encourage students and parents to report bullying to school administration immediately if bullying occurs. Bullying, harassment, or intimidation is serious and will not be tolerated. HCS has a form to report alleged bullying, harassment, or intimidation that occurred on school property, at a school-sponsored activity or event off of school property, on a school bus, or on the way to and/or from school in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member, and wish to report an incident of alleged bullying, harassment or intimidation, please complete this form. Once complete, the results of this form will automatically be sent to the principal at the student victim’s school. To access this form, please visit the HCS website at www.huntsvillecityschools.org then select your school. The link to the form will be on the bottom left of the main school page. If you have any other questions, please contact School Counseling Services at 256-428-6925.
EXPRESSION - STUDENT PUBLICATIONS

Students should be provided the opportunity for free expression of ideas. The primary responsibilities in a student’s life have to do with the process of inquiry and learning, of acquiring and imparting knowledge, and of exchanging ideas. The right of students to freely express themselves in the absence of a finding of substantial disruption has been firmly established by the courts.

Students have the right to express their opinions verbally and symbolically as long as such expression does not infringe upon the rights of others or create a situation that may lead to a disruption of the learning environment. The use and display of oppressive signs, flags, and symbols by individual students are prohibited.

Students are entitled to express in writing their personal opinions. Students who edit, publish, or distribute handwritten or printed material, including non-school sponsored newspapers, among their fellow students within the school must assume responsibility for the content of such publications. Libelous statements and obscenities are prohibited in all publications. The distribution of written material will be limited to designated areas and times.

School officials have the authority to ensure that student expression is responsible and is not disruptive. The principal and student and student publication sponsor are responsible for the content of all student publications. The principal has the final authority on all published content.

PETITION

Students have the right to present petitions; however, the collecting of signatures on petitions shall neither disrupt classroom procedures nor interfere with the educational process. Petitions must be free from obscenities, libelous statements, and personal attacks.

RELIGION

Students have the right to their religious beliefs. No school may oppose, sanction, or support any particular religion. Schools must remain neutral in religious matters.

PATRIOTISM

HCS encourages patriotism. Students shall have the right to recite the pledge, sing the national anthem, salute a flag, or take part in patriotic ceremonies. If students object to such ceremonies, they shall remain quiet.

STUDENT DISCIPLINE

The leaders of Huntsville City Schools believe that the guidance provided in the Behavioral Learning Guide (“BLG”) and applicable Matrices (the Elementary Matrix for grades K-6 and the Secondary Matrix for grades 7-12) supports our staff and our students in creating a positive school climate and culture in each of our schools. The BLG and applicable Matrices include proactive and responsive strategies for teachers, staff, and school leaders. They also provide guidelines for progressive, supportive Interventions and Disciplinary Consequences to address a broad range of student behavior. The BLG and applicable Matrices may be found on the Student’s laptop or on the HCS Website at www.huntsvillecityschools.org.
SCHOOL ENVIRONMENT AND SAFETY

SCHOOL HOURS

The school building will not be open before 7:30 a.m. Please do not send your student to school before this time as no certified personnel are on duty. The following is the school hours:

- Elementary (P-5): 8:00 a.m. - 2:30 p.m.
- Elementary (P-6): 8:00 a.m. - 3:00 p.m.
- P-8/Jr. High/Middle School: 8:00 a.m. - 3:00 p.m.
- High School: 8:30 a.m. - 3:40 p.m.

Students participating in the Afterschool Lab Program must report directly to assigned rooms at 2:30 p.m.

SCHOOL VISITORS

For the protection of students and school employees, all schools have a closed campus policy. Parents and all persons visiting a school for any purpose are required to go to the School Office immediately upon entering the building to report their presence and business.

STUDENT SEXUAL HARASSMENT

In accordance with HCS Board Policy 6.14, HCS maintains a learning and working environment free of sexual harassment. Sexual harassment in any form that is directed toward students is prohibited.

It shall be a violation of school policy for any HCS staff member or any HCS student to harass another person through conduct or communications of a sexual nature.

Such harassment is prohibited and will not be tolerated in school, during school hours, before or after school, while on school property, at school sponsored events, or while traveling on vehicles funded by the Alabama State Department of Education and on other than school property when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morality, or welfare of the school community.

If you feel that you have been the victim of such behavior, please notify your teacher, counselor, or another staff member. If you feel uncomfortable making a report to a school staff member, you may contact the Compliance Director by emailing your complaint to shirley.wellington@hsv-k12.org. You may also make a written report. A complaint form will be made available in the principal’s office as well as on the HCS website at www.huntsvillecityschools.org.

Your complaint will be investigated and the school will take appropriate action to eliminate the discrimination and/or harassment. Retaliation against anyone for filing a complaint or participating in an investigation of a complaint is prohibited. Any individual who engages in retaliatory behavior (e.g., threats, intimidation) will be subject to immediate disciplinary action, according to HCS Board Policy 6.14.
INTERNET SAFETY

Access to the internet has been made available to HCS students, teachers, and staff. The goal is to promote educational excellence in HCS by facilitating research, resource sharing, innovation, and communication. The internet is to be used in support of research and education consistent with the educational objectives of HCS. The HCS Board of Education encourages and supports the welfare and safety of all users when using the internet in all subjects and all facets of curriculum (written, taught, or tested). The term "safety" of the internet applies to the use of accepted internet etiquette and compliance with all legal and basic ethical constraints.

GENERAL WARNING

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school aged students. Each user must take responsibility for his or her use of the computer network and internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the teacher.

PERSONAL SAFETY

- Be safe at all times. In using the computer network and internet, do not reveal personal information such as your home address or telephone number, private or confidential information about yourself or others on the internet.
- Students will not give anyone on the internet information about themselves or anyone else. This includes any of the following information:
  - First and Last Name
  - School Name
  - School Mascot, Sport Team Names, or Affiliations
  - Home Telephone Number
  - Home Address (any part of)
  - Parent Name(s)

- Age or Birthday (with year)
- Credit Card Numbers and Social Security Numbers (in combination or alone)
- Do not arrange a face-to-face meeting with someone you "meet" on the computer network or internet without your teacher’s and parents’ permission (if you are under 18).
- Do not share photos of yourself, your family, or your home with people you meet online without prior permission from the supervising teacher or school administrator.
- Do not give out internet passwords to anyone other than parents or teachers.

CONFIDENTIALITY OF STUDENT INFORMATION

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a teacher or administrator.

INTERNET FILTERING

Filtering software will be utilized to help prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. A supervising teacher or school administrator, as necessary for purposes of bona fide research or other educational projects, may request that internet filtering be disabled. Filtering will help provide the following:

- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct communication.
- Unauthorized access, including "hacking" and other unlawful activities regarding minors online.
- Unauthorized disclosures, use, and dissemination of personal information regarding minors.
INTERNET SAFETY

PRIVACY

Network and internet access is provided as a tool for education. HCS reserves the right to monitor, inspect, copy, review, and store at any time and, without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of HCS and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW PROCEDURES

The use of the computer network and internet is a privilege, not a right. Any user who violates these procedures shall, at a minimum, have his/her access to the computer network and internet terminated. HCS may refuse to reinstate access for the remainder of the student’s enrollment in HCS. A user violating these procedures by his/her own action or by failing to report any violations by other users will be denied access to the network. Furthermore, a user violates these procedures if he/she permits another person to use his/her account or password to access the computer network and internet, including any user whose access has been denied or terminated. HCS may take other disciplinary action in such circumstances.
STUDENT FEES, FINES, AND CHARGES

COURSE FEES

Schools do not charge fees for core class or for magnet school courses. Schools may charge fees for items such as non-core classes, school activities, or magnet program activities. According to HCS Board Policy 6.4, HCS will establish reasonable fees for courses not required for graduation and courses that are part of a magnet school or program curriculum. All funds collected in fees will be spent on the course that the fee was levied. Reasonable fees will be levied for pupils that attend district schools and live outside of district boundaries.

NON-COURSE FEES

Fees for parking privileges will be established each school year and will be communicated during the school registration process. All fees, fines, and charges will be guided by the district Chief Financial Officer and may be amended from time to time as conditions dictate.

FINANCIAL ASSISTANCE

HCS has a uniform process in place to help students who cannot afford to pay fees. Each school follows this process. If you have any questions about a particular fee, you should ask your student’s teacher or principal about fee waiver and fee reduction opportunities.

PARENT CONCERNS

Parent concerns and problems that may arise from time to time should be resolved at the lowest possible level. In order to resolve concerns in the most appropriate fashion in the shortest period of time possible, each concern should start at the most immediate level of administration/supervision.

- Parents/guardians are encouraged to consult with the classroom teacher and/or school counselor to resolve school-related concerns about their student.
- A meeting with the school administrator should be arranged if the matter is not resolved at the teacher/counselor level. Concerns should be submitted in writing and should be specific in terms of action desired.
- If the matter is not resolved after utilizing the above steps, parents may submit a Parent Concern Form to the Student Welfare and Social Services department. The Parent Concern Form can be found on the HCS website under Student Welfare and Social Services at www.huntsvillecityschools.org.
<table>
<thead>
<tr>
<th>SCHOOL</th>
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<td>Academy for Academics &amp; Arts</td>
<td>4800 Sparkman Dr. NW</td>
<td>35810</td>
<td>256-428-7680</td>
<td>256-428-7601</td>
<td>Amy VanAllen</td>
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<td>Academy for Science &amp; Foreign Language</td>
<td>3221 Mastin Lake Rd</td>
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<td>256-428-7000</td>
<td>256-428-7002</td>
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<td>1321 Woodmont Ave SE</td>
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<td>7900 Whittier Rd</td>
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<td>256-428-7040</td>
<td>256-428-7047</td>
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<td>256-428-7158</td>
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<td>2500 Barney Terrace NW</td>
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<td>256-428-7200</td>
<td>256-428-7201</td>
<td>Amber Hall</td>
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<td>Huntsville Center for Technology</td>
<td>2800 Drake Ave</td>
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<td>256-428-7810</td>
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<td>Shelton Cobb</td>
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<td>2304 Billie Watkins Ave</td>
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<td>817 Adams Ave</td>
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<td>Martin Luther King, Jr. Elementary</td>
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<td>Morris P - 8</td>
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**HCS DEPARTMENT DIRECTORY**

For the most up-to-date information, visit the HCS website at [www.huntsvillecityschools.org](http://www.huntsvillecityschools.org).

The Central Office is located at the Annie C. Merts Building at 200 White Street; Huntsville, Alabama 35801. To contact the Central Office, select the appropriate department from the list below or call the main number, 256-428-6800.

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<tr>
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<tr>
<td>Assessment and Accountability</td>
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<td>Athletics</td>
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<td>Behavioral Learning</td>
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<td>Board of Education Office</td>
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<td>Child Nutrition Program (CNP)</td>
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<td>Communications and ETV</td>
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<td>Community Engagement</td>
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<td>Compliance</td>
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<td>Construction and Renovation</td>
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<td>Deputy Superintendent’s Office</td>
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<td>School Readiness</td>
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<td>Secondary Education</td>
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<td>Strategy and Innovation</td>
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<td>Student Welfare and Social Services</td>
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<td>Warehouse</td>
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“Where young futures take flight”

200 White Street
Huntsville, Alabama 35801

www.huntsvillecityschools.org
256-428-6800