A legacy of leading and learning…
HUNTSVILLE, ALABAMA

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.Welington@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](http://www.huntsvillecityschools.org).
MISSION

Inspire, engage, and empower all students in becoming creative problem solvers, active citizens, and lifelong learners through rigorous curriculum and relevant instruction within a supportive environment.

VISION

- High Expectations
- Character Driven
- Student Centered

CORE VALUES

- Service Minded
- Transparent
- Resilient
- Accountable
- Team Focused
- Equitable
- Goal Oriented
- Inclusive
- Creative
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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, [Clarence.Sutton@hsv-k12.org](mailto:Clarence.Sutton@hsv-k12.org) or the Office for Civil Rights (OCR).*
## 2022-2023 HCS Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 29</td>
<td>Institute Day</td>
</tr>
<tr>
<td>July 25-August 1</td>
<td>Teacher Workday/Staff Development</td>
</tr>
<tr>
<td>August 2 (Tuesday)</td>
<td>First Student Attendance Day</td>
</tr>
<tr>
<td>September 5 (Monday)</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 30 (Friday)</td>
<td>End of the 1st Grading Period</td>
</tr>
<tr>
<td><strong>Fall Break: October 3-7 (Monday-Friday)</strong></td>
<td></td>
</tr>
<tr>
<td>November 11 (Friday)</td>
<td>Veteran's Day Holiday (Observed)</td>
</tr>
<tr>
<td>November 21-25 (Monday-Friday)</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 16 (Friday)</td>
<td>End of 1st Semester</td>
</tr>
<tr>
<td><strong>Winter Break: December 19 – December 30</strong></td>
<td></td>
</tr>
<tr>
<td>January 3 (Tuesday)</td>
<td>Teacher Workday/Staff Development</td>
</tr>
<tr>
<td>January 4 (Wednesday)</td>
<td>Students Return</td>
</tr>
<tr>
<td>January 16 (Monday)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>February 20 (Monday)</td>
<td>President’s Day Holiday</td>
</tr>
<tr>
<td>March 10 (Friday)</td>
<td>End of 3rd Grading Period</td>
</tr>
<tr>
<td><strong>Spring Break: March 13-17 (Monday-Friday)</strong></td>
<td></td>
</tr>
<tr>
<td>May 24 (Wednesday)</td>
<td>End of 2nd Semester</td>
</tr>
<tr>
<td>May 24 (Wednesday)</td>
<td>Last Day for Students</td>
</tr>
<tr>
<td>May 25 (Thursday)</td>
<td>Teacher Workday / Staff Development</td>
</tr>
<tr>
<td>May 25-26 (Thursday-Friday)</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 29 (Monday)</td>
<td>Memorial Day Holiday</td>
</tr>
</tbody>
</table>
7.7.1 Virtual School Option

- **Scope and Delivery of Services** – In accordance with Alabama state law pertaining to a virtual school option, the Board provides a virtual education option for students in grades 9-12 that includes all courses required to fulfill the Alabama High School Graduation Requirements. Such courses will be delivered through a virtual learning platform, a blended approach, and/or district approved learning management systems. Any online course delivery should be accredited by a recognized institution.

The Board grants the Superintendent the discretion necessary to create and implement virtual school option(s) that meet the academic, behavioral, and social-emotional needs of the Board’s students. The Superintendent is further granted the discretion to ensure that all components of the virtual school option(s) comply with all applicable state, federal, and local laws, and the Superintendent is authorized to create and implement any changes to the virtual school option(s) necessary to respond to any external events that may impact the Board’s ability to offer its students a traditional educational model.

- **Student Eligibility Criteria** – Students who meet the following requirements are eligible to participate in virtual school option(s):
  1. Meet the residency requirements as outlined in HCS Policy 6.1.2
  2. Comply with the HCS Laptop Acceptable Use Guidelines
  3. Have access to a reliable internet connection

- **Continuing Participation Requirements** – A student may be transitioned to traditional programs if the student’s participation in virtual school option(s) impedes his/her academic progress. Additionally, a virtual student must:
  1. Meet virtual course attendance

- **Monitoring Performance and Testing Requirements** – Individual student performance will be monitored pursuant to the Board’s academic credit requirements and grading scale. All courses taught through virtual school option(s) for graduation requirements will meet the content standards of the applicable Alabama Course of Study. Students enrolled in virtual school option(s) will be subject to all testing and accountability requirements from the Alabama State Department of Education. All tests, exams, and mandated assessments MAY be taken in the presence of an approved proctor on a Board campus at a date and time selected by the Board. Board personnel will coordinate with the virtual student to make other arrangements if a test, exam, or mandated assessment is not taken in the presence of an approved proctor.

- **Enrollment and Attendance** – In accordance with Alabama state law, students enrolled in virtual school option(s) will be enrolled in the school in the attendance zone in which they reside. The Superintendent is authorized to develop procedures to allow students who do not live in Huntsville’s corporate limits to participate in the Board’s virtual school option(s). The Superintendent is authorized to consider and implement enrollment caps for students who reside outside of Huntsville’s corporate limits.

- **Extracurricular Activities** – Students enrolled in virtual school option(s) are eligible to participate in extracurricular activities in the school attendance zone in which they reside provided there is not a corresponding course offered at the home school during the school day. Students must meet all course and attendance requirements. Students must meet the eligibility and residency requirements for interscholastic sports as
determined by the Alabama High School Athletic Association.

**g. Additional Procedures Authorized** – In addition to the other provisions granting the Superintendent authority herein, the Superintendent or his/her designee is authorized to develop such procedures as he or she deems necessary to implement this policy including, but not limited to, eligibility criteria for courses, methods for informing students and parents of virtual school option(s)' requirements and rules, and standards of academic integrity concerning virtual learning.

**h. Local Flexibility** – In accordance with Alabama law pertaining to a virtual school option, virtual school option(s) shall be exempt from any provision of general law, local law, or administrative rule that applies to the traditional delivery of instruction including, but not limited to, requirements relating to the physical presence of the student, student monitoring and security, staffing requirements, transportation obligations, facility requirements, space and location requirements, time requirements, and physical education requirements to the extent any of the foregoing conflict with the delivery of the virtual school option(s).
ATTENDANCE

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 within 10 days of the absence, 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 7 excused absences for illness without a doctor’s statement. After an accumulation of 7 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

Section 16-28-3: Requires that “every child between the ages of 6 and 17 years of age shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year...” and are subject to this law.

The Huntsville City School System will vigorously enforce the Alabama Code regarding mandatory school attendance. Referrals for excessive, unexcused absences will be made according to the following:

The following provisions apply to absences during a school year.

1. Days students are absent due to out-of-school suspension shall not count as unexcused absences for the purposes of determining truancy.
2. After the 1st and 2nd Unexcused Absences, the teacher will contact the parent/guardian by telephone, email, or robocall, and schedule a conference with the Attendance Task Force Team for interventions and strategies.
3. After 3 Unexcused Absences, the school shall send a First Notification Letter to the parent/guardian. The letter is to include a copy of the Compulsory Attendance Law.
4. After 5 Unexcused Absences, the school shall send a Second Notification Letter to the parent/guardian who requests they attend a mandatory Early Warning Conference. In addition, the school will email a list of parents/students invited to Early Warning and a Referral Card to the assigned truancy personnel.
   a. The assigned truancy personnel and the Court Interdisciplinary Team will work with the
student and family during the court appearance, providing the necessary identified services (Mental Health, Probationary Court, Parenting Project, and the Department of Human Resources).

b. If Truancy Court Interventions are not adhered to by the parent/guardian or student, a hearing date will be given to appear before a Juvenile Court Judge.

TARDIES

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

ABSENCES DUE TO FAMILY TRIPS

Absences due to family trips or vacations are unexcused and a student will not be allowed to make up daily class work, assignments, and homework upon the student’s return to school. The student will be allowed to make up all tests and exams. Huntsville City Schools encourages students and families to review the HCS online calendar and to schedule family trips and vacations when school is not in session. Parents are reminded that consistent student attendance is critical to enhancing learning and improving academic performance. The purpose of this policy is to ensure that students remain in school and do not miss out on valuable instructional time and important learning opportunities.

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.

Students that are remote/virtual learners will follow the current virtual attendance procedures:

1. After 3 days of student inactivity, the teacher will notify the parent to communicate the concern and expectation that the student participates in the course to make academic progress in alignment with the course. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.

2. After 4 days of student inactivity, if there is not a response from the parent and/or the student does not actively participate in the course, the parent will be notified.

3. After 5 days of student inactivity, and there is no response from the parent, and/or the student does not actively participate in the course, a welfare check referral, will be sent to the Department of Student Welfare, to determine the wellbeing of the student. If the student’s non-attendance is found to be negligent, a notice to attend early warning court will be issued to the parent.

4. To maintain accountability for student attendance, a student will be considered absent if he/she has not logged in by midnight of the 5-day week. On the 6th day, or that Monday of the following week, the student will be marked absent in INOW FOR EACH DAY OF THE PREVIOUS WEEK. NOTE: Absences may be reconsidered, if technical issues are found to be contributing factors to the absences, or if extenuating circumstances are found during a welfare check.
EARLY WARNING 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. 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
- Seven or more questionable excused absences which were not satisfactorily explained
- Ten or more unexcused tardies

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 CLOSING

The Superintendent will close schools when weather or other conditions are too hazardous for safe operation. Parents will be notified of school closure or delay via School Cast and simultaneous announcements on a variety of media platforms. Media outlets are notified no later than 6:00 a.m. on the day of a closure or delay, 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

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/consentorder.

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
- Monitoring, Reporting, and Oversight of Implementation
- Desegregation Advisory Committee

Participating in the Desegregation Advisory Committee (also called the “DAC”) is a great way for parents and students (grades 11 and 12) to be a part of Huntsville City Schools’ Consent Order implementation. The DAC is an independent, 16-person committee that is responsible for helping oversee Huntsville City Schools’ work with the Consent Order. A critical role of the DAC is to collect community feedback and other information (such as Huntsville City Schools’ annual reports to the Court) to create its own report for the Court. This report becomes part of the Court’s record in the desegregation case. The members of the DAC also have the opportunity to meet with the Superintendent and to present their findings and commentary to the Board of Education. If you are interested in learning more about the DAC, please visit http://www.hsvdac.com/.

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: $1.50
- Reduced price breakfast: $0.30
- Faculty, Staff, Teachers: $2.00
- Guests: $2.50

**Lunch:**
- Paid student lunch: $2.65
- Reduced price lunch: $0.40
- Faculty, Staff, Teachers: $3.65
- Guests: $4.25

Payments can be made by cash or check to your student’s school.

Free and Reduced Meal Forms are available online at: [https://www.huntsvillecityschools.org/cnp](https://www.huntsvillecityschools.org/cnp).

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.

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 and lunch, or lunch and supper, at select school locations. 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. [https://www.huntsvillecityschools.org/cnp](https://www.huntsvillecityschools.org/cnp)
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 (Individuals with Disabilities Education Act).

HCS will determine eligibility for school bus transportation.

For questions regarding eligibility for school bus transportation, or to locate the most current contact information, please visit the Transportation page of the HCS website, which can be found under the Parent Info drop-down menu of the home page or at the following address:

https://www.huntsvillecityschools.org/transportation
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
- 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.
STUDENT HEALTH

CERTIFICATE OF IMMUNIZATION

Parents of HCS students need to provide an up-to-date Certificate of Immunization 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>

MEDICATION FORMS

Prescribed and/or over-the-counter (OTC) medication is administered only upon receipt of a correct, current, completed School Medication Prescriber/Parent Authorization Form (PPA). Please ensure the PPA matches the pharmacy label. This form is available in your student’s school nurse’s office or on the Alabama State Department website, which can be reached via the provided shortcut: http://huntsvillecityschools.org/medicalforms

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 onsite nurse will begin notification of expiring medication to the parent/guardian or authorized adult two months prior to the medication expiration date. Expired medication must be picked up by the expiration date. If the medication is not picked up within this time frame, medication will be destroyed in accordance with federal and state guidelines.

**SUNSCREEN IN SCHOOLS**

Students may possess and use Federal Food and Drug Administration regulated over-the-counter sunscreen at school and at school-based events. Any student, parent/guardian, or authorized adult requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A medical provider signature or medical provider order shall not be required.

**FIELD TRIPS**

At the beginning of each school year, an Out-of-County/Overnight Student Trip Medical Release Form should be completed through online registration. If not completed through online registration, a paper form can be completed, signed, and notarized for each student. Parents/guardians or authorized adults 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 [http://huntsvillecityschools.org/medicalforms](http://huntsvillecityschools.org/medicalforms). The PPA must be completed for each medication. Also, 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 or authorized adult may accompany the student, if they desire, to provide medication or care needed. If a parent/guardian or authorized adult does not desire to attend, Health Services will determine appropriate staff based on the student’s health needs.

**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 students are sick, we ask families to 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.

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.

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: https://www.cdc.gov/parasites/lice/head/schools.html

IMPACT OF HEAVY BACKPACKS

Carrying too heavy a backpack may affect children’s health and have long term effects. Research shows that children carrying more than 10% of their body weight is damaging to their spinal and postural health.

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.

COVID 19

Certain symptoms may require longer exclusionary periods and clearance from a health care provider for the student to return to school if COVID-19 is suspected.

Please visit huntsvillecityschools.org for updates regarding COVID-19.

<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 cough or shortness of breath,</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>
The State Mandated Assessment Program for the 2022-23 school year will include:

<table>
<thead>
<tr>
<th>GRADE(S)</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-8</td>
<td>ACAP – ALSDE Mandated Accountability</td>
</tr>
<tr>
<td>2-12</td>
<td>ACAP Alternate Assessment</td>
</tr>
<tr>
<td>K-12</td>
<td>ACCESS for Limited English Proficient (LEP)</td>
</tr>
<tr>
<td>10</td>
<td>Pre ACT</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 assessments 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 Administrative Code Section 920-4-2-.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.

Digital Devices are not allowed for both school personnel and students in assessment rooms during mandated Alabama State Department of Education assessments (Alabama Comprehensive Assessment Program – ACAP). Digital devices are defined to include anything that can capture, store, relay, or receive electronic information. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved by the ALSDE Office of Assessment.
HCS MANDATED ASSESSMENT PROGRAM

The HCS Mandated Assessment Program for the 2022-23 school year will include:

<table>
<thead>
<tr>
<th>GRADE(S)</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>Formative (3 Benchmarks/School Year)</td>
</tr>
<tr>
<td>K-3</td>
<td>DIBELS Next</td>
</tr>
<tr>
<td>1-8</td>
<td>Formative (3 Benchmarks/SY)</td>
</tr>
<tr>
<td>9-12</td>
<td>Formative (3 Benchmarks/SY)</td>
</tr>
</tbody>
</table>

STUDENT GRADING

ACCESS TO CURRENT STUDENT GRADES

Grades will be updated by teachers weekly on PowerSchool Student Information System (PS SIS). 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, except for students who meet the requirements in the exam exemptions section below. 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.

EXAM EXEMPTIONS

To qualify for exam exemption, a student must have:

1. Four (4) or less excused absences in the class
2. No unexcused absences in the class
   a. (Note: 3 tardies = 1 unexcused absence)
3. Minimum 85% academic average in the class for the semester
4. Have not received an in-school or out-of-school suspension during the semester

Restrictions:

- Students may exempt up to 2 exams per semester.
- Students in year-long AP courses may not exempt AP course exams in the fall. The only way to exempt the final in an AP course is to take the AP exam in May.
- Career Technical classes are not included in the exemption plan. Certification Exams may count as the semester exam.
REPORT CARD SCHEDULE

Please refer to the grading schedule below (page 23) for the 2022-23 HCS Report Card Schedule.

DISTRIBUTION OF GRADES

Grades for students in grades K 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>

Incomplete: For students who are enrolled 10 days or less. An incomplete is also given when a student’s work is not finished because of illness or other excused absence.

HIGH SCHOOL AVERAGE CALCULATIONS

Grades are calculated and credits are posted to transcripts at the end of each semester or grading period.

<table>
<thead>
<tr>
<th>SEMESTER AVG CALCULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
</tr>
<tr>
<td>45% (1st Grading Period) + 45% (2nd Grading Period) + 10% (semester exam grade)</td>
</tr>
</tbody>
</table>
EARNED GRADUATION PRIOR TO 9TH GRADE

Students may receive credit for Algebra I and/or Geometry/Geometry with Data Analysis taken in seventh or eighth grades. As stated in Board Policy 7.15, students may elect to receive graduation credit for these courses by submitting a written request to the principal/registrar of their school of record prior to the first day of the student’s 9th grade year.

SUMMER SCHOOL

Summer school will be held during the summer of 2023. There will be a fee associated with summer school for all students.

ADVANCED PLACEMENT (AP) EXAM FEES

Advanced Placement (AP) exam registration has moved from the spring semester to the fall semester. The new AP Exam ordering and payment deadline will be communicated by the school’s AP Exam Coordinator each school year.

This new timeline will increase student commitment and year-long engagement to the AP course. It will also help school coordinators to streamline AP Exam ordering procedures.

Please visit the College Board website below for more information about the updated registration procedures:

https://collegeboard.org

AP Exam Fees for 2022-2023:

- AP Core Exam: $94/each
  - Math, English, Social Studies, Science
- AP Elective Exam: $94/each
  - AP Arts & Foreign Languages
- AP Capstone: $142/each
  - AP Research & AP Seminar

*For students who qualify for free/reduced lunch, the AP exam fee will not exceed $10/exam.

At the beginning of the school year, the AP Exam testing coordinator will send out more information about updated AP Exam ordering procedures.

GRADING SCALE

Huntsville City Schools uses a 10-point grading scale as shown in the table below.

Additional grade points may be awarded for advanced courses as specified in the Huntsville City Schools High School Course Description Guide. Students must take the AP Exam by the end of the school year to qualify for the GPA bump or additional grade points.

<table>
<thead>
<tr>
<th>LETTER</th>
<th>NUMERIC RANGE</th>
<th>NUMERIC RANGE</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
<td>An “A” means the student shows mastery of content above grade-level rigor with in-depth inferences and application that go beyond what is taught in class.</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>89-80%</td>
<td>A “B” means the student has completed proficient work on all core objectives at grade level rigor with no major errors or omissions.</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>79-70%</td>
<td>A “C” means the student has completed proficient work on the most important objectives, although not all objectives, at below grade level rigor of what is explicitly taught in class.</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>69-60%</td>
<td>A “D” means the student has completed proficient work on at least half the course objectives but is missing some important objectives and is at significant risk of failing the next course in the sequence.</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>59-1%</td>
<td>An “F” means the student produces minimal information even with prompting. The student has completed proficient work on fewer than half of the course objectives and cannot successfully complete the next course in the sequence.</td>
<td>0.0</td>
</tr>
<tr>
<td>F</td>
<td>0%</td>
<td>Student produces no information and makes no attempt even with prompting.</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>I</td>
<td>An “I” (meaning incomplete) is for students who have been enrolled for 10 days or</td>
<td>0.0</td>
</tr>
</tbody>
</table>
less in a grading period. An “I” is also given when a student’s work is not finished because of illness or other excused absence. An “I” cannot be given as a final grade.
## GRADING SCHEDULE

<table>
<thead>
<tr>
<th>1st Grading Period (43 days)</th>
<th>2nd Grading Period (44 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midway point: Aug. 31, 2022</td>
<td>Midway point: Nov. 8, 2022</td>
</tr>
<tr>
<td>Progress reports go home:</td>
<td>Progress reports go home:</td>
</tr>
<tr>
<td>Sept. 7, 2022</td>
<td>Nov. 15, 2022</td>
</tr>
<tr>
<td>End of grading period: Sept. 30, 2022</td>
<td>Dec. 16, 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Grading Period (46 days)</th>
<th>4th Grading Period (47 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin: Jan. 4, 2023</td>
<td>Begin: Mar. 20, 2023</td>
</tr>
<tr>
<td>Midway point: Feb. 6, 2023</td>
<td>Midway point: Apr. 20, 2023</td>
</tr>
<tr>
<td>Progress reports go home:</td>
<td>Progress reports go home:</td>
</tr>
<tr>
<td>Feb. 10, 2023</td>
<td>Apr. 2, 2023</td>
</tr>
<tr>
<td>End of grading period: Mar. 10, 2023</td>
<td>May 24, 2023</td>
</tr>
<tr>
<td>Report cards go home: Mar. 24, 2023</td>
<td>May 24, 2023</td>
</tr>
</tbody>
</table>
PROMOTION AND GRADUATION

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 needs 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 59 or below in the areas of math and/or reading on the report card
- Inability to independently complete schoolwork 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 59 or below on the report at mid-quarter in the areas of reading or math.


- 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 59 or below on the report card in reading, math, science, and/or social studies 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)

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.
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 fees (excluding drivers’ education) may only be charged for materials and equipment used in instructional courses, and that the fees collected may only be used in the course for which the fee was collected. Actions against the non-paying student, such as withholding grades, report cards, transcripts, academic recognitions, and graduation activities, are prohibited. 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 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/guardian, the high school counselor, and the 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 the treating physician, clinical psychologist, or psychiatrist. Homebound services are not a guarantee that the student will progress in the academic program.

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.
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](http://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:

**Graduation 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 beginning 12th grader must have a minimum of 17 credits
- A 12th grader must have a minimum of 24 credits to graduate

Please refer to the HCS Course Description Guide.

Parents and students may also contact their student’s school counselor for additional information regarding high school course of study and requirements.

HONOR GRADUATES

Students who meet the following requirements shall be classified as honor graduates at high school commencement ceremonies:
- Enrolled in the school system for a minimum of one full academic semester prior to the date of graduation
- Successful completion of requirements for graduation set forth by the Board
- Maintaining an overall grade point average (GPA) of 4.00 or higher (on a 4.00-point scale) for all courses taken from the start of freshman (or ninth grade) year through the conclusion of the semester immediately preceding graduation will qualify a student for the designation of Summa Cum Laude. In calculating the numerical grading scale average, all semester grades will be used, beginning with the start of ninth grade and including all grades earned through the last semester of the twelfth grade.
- Maintaining an overall grade point average (GPA) of 3.8000 to 3.9999 (on a 4.00-point scale) for all courses taken from the start of freshman (or ninth grade) year through the conclusion of the semester immediately preceding graduation will qualify a student for the
designation of Magna Cum Laude. In calculating the numerical grading scale average, all semester grades will be used, beginning with the start of ninth grade and including all grades earned through the last semester of the twelfth grade.
**FAMILY AND COMMUNITY ENGAGEMENT**

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 provides opportunities for the community to learn about the variety of magnet programs offered to students entering Prekindergarten through twelfth grade. Informational sessions, an annual Magnet Fair, advertisements on area digital signs, a collection of magnet showcase and informational videos found through our ETV station, and school based open houses and student shadow experiences are scheduled throughout the year to show our unique course offerings. The overall community is invited to partner and collaborate with HCS magnet schools and programs to help these interest-based academic educational experiences remain relevant and innovative.

- **Pre-Kindergarten (Pre-K) Program:** In the spring (usually February-April), HCS advertises details of the Pre-Kindergarten program through a variety of media outlets. Parent information outreach sessions are offered at various school sites explaining the online application process and the aspects of the program. The program gives priority to children four years of age based on at-risk factors and other eligibility criteria identified by Huntsville City Schools. There is at least one class at each school.

- **Parent & Family Engagement Workshops:** HCS offers parent/guardian workshops (virtual or in-person) 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) Student Conferences:** High schools offer parent/teacher conferences for parents/guardians of first-time AP students. During the first-time AP conference, parents/guardians will review the syllabus and available support services and identify “steps to success” for the student.
TITLE I

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/guardians, 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/guardians 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 meets 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 discipline for which the teacher is certified.
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 requirements at the grade level and subject area in which the teacher has been assigned.
School-Based Mental Health Services

What are School-Based Mental Health Services?
The School-Based Mental Health Program is a state-wide collaboration between the Alabama Department of Mental Health and the Alabama State Department of Education. This program has made it possible for Huntsville City Schools – in partnership with WellStone Behavioral Health – to provide all students with access to mental health services at their schools. Research has shown that early intervention and treatment of children with mental health and wellness needs results in more positive outcomes academically, socially, and at work. Clinically trained school-based mental health counselors (SBMHCs) work with referred students on a variety of mental health and wellness issues that children and adolescents face today, such as depression, anxiety, grief, regulation of emotions, etc.

Our students’ academic, social, and emotional wellbeing are a priority. School-based mental health services, such as assessments and individual therapy, are provided during school hours on campus. SBMHCs work closely with faculty to ensure minimal disruption to the learning process while providing quality and timely care.

How Do I Make a Referral?
Students are seen by school-based mental health counselors by referral. Referrals can be made by the student’s guidance counselor and/or principal based on observed needs of the student. However, we encourage parents/legal guardians to utilize these services as well if they observe their child having mental health and wellness needs. Students under the age of 14 will not be engaged in any therapeutic mental health services without a parent/legal guardian’s signed consent. If a student is in crisis, an SBMHC may be called to provide assistance/intervention at that moment with follow-up with that student’s parent(s)/legal guardian(s). At that point, a parent/legal guardian can make a referral for services if they see fit to do so. (Note: With the legal age of consent for psychological services in Alabama being age 14, consent from a parent/legal guardian is not required if those students choose to refer themselves for services.) For parents/legal guardians: If you are interested in school-based mental health services for your child, referrals can be obtained and made by contacting your child’s guidance counselor. For students age 14 and older: If you are interested in working with a school-based mental health counselor, please reach out to your grade-level guidance counselor about a referral.

Confidentiality
In compliance with FERPA and HIPAA, services provided by school-based mental health counselors are confidential unless there is a threat of harm to self or others. Parents can decide what information is shared with key school personnel &/or outside agencies by completing and signing disclosure/release of information forms.

If you have any questions, please feel free to contact the Mental Health Services Coordinator at 256.428.6888 Ext. 2.

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 may be obtained from the school principal or from the Special Education Services Department at 256-428-6872.

**CHILD FIND**
Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to 21. Child Find helps the child, the family, and the providers to place appropriate services and link families to services for children meeting eligibility requirements. Early Intervention and Special Education Services work closely with community service agencies and parents to locate children with disabilities ages 0-3.

Parents/guardians who suspect that their child may have a disability may request a referral by contacting the school principal or Special Education Services at 256-428-6872.

**SUPPORT FOR FAMILIES OF MULTILINGUAL LEARNERS**
The English to Speakers of Other Languages (ESOL) program oversees the goals, practices, and English language attainment growth for multilingual learners; also identified as English learners (EL), in the district. The core program in HCS for English learners is English Language Development (ELD). Classroom teachers are to integrate WIDA ELD standards with content standards and utilize instructional strategies to teach English and content. ESOL teachers will work with classroom teachers to enhance language development instruction. HCS strives to create a learning environment that encourages students’ pride in their cultural heritage and provides the cognitive and affective support to help students develop content mastery and English proficiency in listening speaking, reading, and writing.

In short, the goals of the ESOL program are:

- Equal access to understandable instruction in all academic areas
- Meaningful participation in all district programs
- Attainment of English proficiency in listening, speaking, reading, and writing
- Mastery of subject matter content

ELs or multilingual learners are identified at time of enrollment using the responses from the Home Language Survey. Students with a home language other than English are screened using the State screening assessment tools to determine eligibility. An Individual-English Learner Plan will be developed for every EL student in grades Kindergarten through grade 12. Pre-kindergarteners with a home language other than English may be screened in the spring prior to Kindergarten enrollment in August. Students remain identified in the program until they attain a composite score of 4.8 on the annual state English proficiency assessment named ACCESS for ELLs.

Parents may reach our Spanish bilingual interpreters at 256-428-7996. For other languages or for information about the ESOL program please contact 256-428-6990.

**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 HCS 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 2\textsuperscript{nd} 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.

**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

**WHO IS CONSIDERED HOMELESS?**

Children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Migratory children who qualify as homeless because they are living in circumstances described above.

Huntsville City Schools will ensure that the students have everything they need to attend and participate fully in school. This may include transportation to and from school, clothing, school supplies, personal hygiene products, etc. For more information regarding the Homeless Assistance Program, please contact The District’s Homeless Liaison at 256-963-9816 or 256-529-8905. The homeless application can be found on the HCS’s website: [www.huntsvillecityschools.org/homeless](http://www.huntsvillecityschools.org/homeless).
STUDENT DRESS CODE

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 and in clothing that encourages an atmosphere conducive to learning, work, and discipline.

Students will not wear any article of clothing or display any insignia or sign that shows disrespect for any person, creed, race, color, sex, or nationality, or that may lead to a disruption of the learning environment.

Our goal to prepare students for the future aligns with state educational authorities and court decisions which have determined that style of dress and hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with state health and safety standards.

Parents/guardians are expected to be our partners by monitoring students’ dress, and the District will annually re-evaluate the dress code and survey parents and students about the dress code.

As teachers and administrators enforce this dress code, they should be aware of HCS’s desire to keep students in the classroom to the maximum extent possible. Therefore, if a student’s dress is non-conforming to the dress code but not disruptive to the learning environment, the teacher or administrator should address this issue discreetly with the student in a way that minimizes lost instructional time.

HAT/HEAD COVERINGS

- Hats, visors, and other head coverings (including sunglasses) may not be worn in school buildings. Exceptions:
  - Head coverings that have religious significance (approved by an administrator)
  - Head coverings worn for medical reasons (approved by an administrator)
  - Special events and/or circumstances that receive administrative approval

- Non-gang related head scarves may be worn as an accessory.
- Bandanas are not permitted.

SHIRTS, TOPS, BLOUSES, T-SHIRTS, & HOODIES

Shirts, tops, blouses, T-shirts, and hoodies that are too tight or revealing are not permitted.

- Oversized shirts must be tucked in (an oversized shirt/hoodie/sweatshirt/top is defined as excessively large and long).
- Hoodies and sweatshirts must fit appropriately. Hoods may not be worn in school buildings.
- Shirts may not bare midriffs, including when arms are raised.
- Halter and spaghetti strap tops and dresses are not permitted, unless covered.
- Undergarments must be completely covered.
- Sleeveless shirts with revealing armholes are not permitted.

PANTS, SHORTS, SKORTS, SKIRTS, & DRESSES

Hemlines of all shorts, skorts, skirts, and dresses (including slits) must not be higher than the middle of the thigh.

- Pants or jeans that have holes above the middle of the thigh may only be worn if opaque tights, leggings, or shorts are worn beneath. Holes in pants may not reveal the student’s hips, bottom, or undergarments.
- Yoga pants, leggings, or jeggings are permitted. However, the top must cover the student’s bottom.
- Students may not wear pajamas (except for special events and/or circumstances that receive administrative approval).
- Pant legs may not drag on the floor.
- Pants must be secured at the waist.
OTHER

Clothing that displays illegal behavior is not permitted.

Any article of clothing, jewelry, or haircut depicting gangs, violence, sex, drugs, alcohol, mutilation, or language that could be considered obscene or vulgar will not be permitted.

- All clothing should be worn as designed. Examples: belts buckled, no underwear as outerwear, no underwear exposed, suspenders over the shoulders.
- “Slides” or flip flops may not be worn during P.E.
- House slippers are not permitted.
- Jewelry that could be used as a weapon is not permitted.

We encourage you to think about what you are wearing and how it reflects on you. You will be seen by other students, teachers, staff, and the community. Put your best foot forward and show the world you respect yourself and your school. We encourage your individuality, but we also encourage you to dress for success.

Should you wear items that violate the dress code, you may be asked to change into clothing available at the school or wait in ILC while a parent/guardian brings a change of clothes. Disregard for the dress code will lead to disciplinary action, in accordance with the Behavioral Learning Matrices.

Please refer to the Behavioral Learning Guide (“BLG”) and applicable Matrices (the Elementary Matrix grades K-6 and the Secondary Matrix 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/guardians 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.
STUDENT RIGHTS

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 among their fellow students within the school must assume responsibility for the content of such publications. This includes all non-school sponsored materials and newspapers. 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 HCS believe that the guidance provided in the Behavioral Learning Guide (“BLG”) and applicable Matrices (the Elementary Matrix grades K-6 and the Secondary Matrix 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. - 2:30 p.m.
- AAA & ASFL: 8:00 a.m. - 3:00 p.m.
- Jr. High/Middle School: 8:00 a.m. - 3:00 p.m.
- High School: 8:30 a.m. - 3:40 p.m.

SCHOOL VISITORS

For the protection of students and school employees, all schools have a closed campus policy. 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 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 Officer/Policy Administrator 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 Policy 6.14.

PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices (“PED”) have become a common means of communication and information access in today’s society. However, these devices have the potential of disrupting the orderly operation of the district’s schools. For the purposes of this policy, PED means a privately-owned device that is used for audio, video, or text communication, or any other type of computer-like instrument.
PEDs may include, but are not limited to:

- Existing and emerging mobile communication systems and smart technologies (cellular phones, iPhones, smartphones, internet-enabled phones, smartwatches, etc.)
- Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods)
- PED accessories (earphones, earbuds, etc.)
- Portable internet devices (mobile messengers, iPads, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

PEDs may not be used by students for any disruptive purpose, including telephone calls, text messaging, taking photographs and videos, or any other functions during the regular school day. Students may possess PEDs, but they must be powered off and out of sight in backpacks/purses or lockers. It is not permissible for PEDs to be on “silent” or “vibrate” during this time.

Students are permitted to possess and use PEDs only as follows:

- Before and after the regular school day
- As directed by a teacher or administrator

PEDs shall not be used in any way that threatens, humiliates, harasses, or intimidates students, school personnel, or visitors, or otherwise violates District policies and regulations or local, state, or federal laws. Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexually explicit nature on their PEDs while on school premises, at school-sponsored activities, or on school transportation. Further, students are prohibited from using the camera, video, or recording functions of their PEDs on school premises or at school-sponsored activities where another student or individual has an expectation of privacy, including, but not limited to, locker rooms, counseling sessions, restrooms, dressing areas, etc.

Students are responsible for the security of the PEDs brought to school. The district is not responsible for lost, stolen, damaged, or unauthorized use of PEDs. Further, the District is not liable to any student or his or her parent/guardian for any claims, losses, damages, suits, expenses, or costs of any kind arising out of or related to the use of a student’s PED.

Temporary confiscation of a student’s PED is appropriate for violations of this policy. Any building staff person who confiscates a PED will hand it to the building administrator immediately. The building administrator will hold the PED until such time as the student’s parent/guardian makes an appointment to pick up the item.

For more information, please view the Behavioral Learning Guide.
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/Guardian 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.
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 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 students 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 Chief School 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/guardian 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.
PUBLIC HEALTH & INFECTIOUS DISEASE PRECAUTIONS

4.18.1 Authorization. The Board authorizes the Superintendent to develop public health precautions and infectious disease mitigation procedures for all schools and other Board properties and all school sponsored activities. The Superintendent, and his or her designees, will develop, and amend as necessary, these procedures based on current guidance from local and state government and health officials.

4.18.2 Compliance with Applicable Law. The procedures developed in accordance with this policy must comply with the requirements of any current local, state, and/or federal law applicable to the Board, to include any regulation, rule, or order. Nothing in this policy should be interpreted to limit the Superintendent’s ability to implement more restrictive procedures as may be necessary for the safe and appropriate operation of Huntsville City Schools as long as the more restrictive procedures do not otherwise violate any law applicable to the Board.

4.18.3 Mandatory Compliance with Procedures.

A. Generally. All individuals, including all students, faculty, staff, family members, and other visitors to Board schools or properties, must comply with the procedures developed pursuant to this policy. Failure to do so will result in consequences including, but not limited to, temporary or permanent removal from the property.

B. Students. As a condition to participating in any on campus instruction or attendance at any school sponsored event, students must adhere to the procedures developed pursuant to this policy. Failure to do so may result in removal from in person instruction. If parents/guardians believe that their student will not be able to comply with the procedures, they should contact their student’s school principal to discuss options.

C. Employees. All employees must comply with any procedures developed pursuant to this policy. Failure to do so will result in disciplinary consequences up to and including recommendation for dismissal. If an employee has concerns about his or her ability to follow the procedures, the employee should raise that concern with his or her supervisor.

4.14.4 Posting of Procedures. All procedures developed pursuant to this policy will be made publicly available and will be posted, at a minimum, on Huntsville City Schools’ website. The Superintendent may also post these procedures on other Board information documents such as the Student Parent Information Guide and any Behavioral Learning documents.
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>ADDRESS</th>
<th>ZIP</th>
<th>PHONE</th>
<th>FAX</th>
<th>PRINCIPAL</th>
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</thead>
<tbody>
<tr>
<td>Academy for Academics &amp; Arts Elementary</td>
<td>4800 Sparkman Dr. NW</td>
<td>35810</td>
<td>256-428-7680</td>
<td>256-428-7601</td>
<td>Evelyn Coffey</td>
</tr>
<tr>
<td>Academy for Academics &amp; Arts Middle</td>
<td>4800 Sparkman Dr. NW</td>
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<td>256-428-7680</td>
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<td>256-428-7440</td>
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<td>Donna Williams</td>
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## HCS SCHOOL DIRECTORY (CONT.)

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## HCS PROGRAM / FACILITY DIRECTORY

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<td>EARTHSCOPE (Environmental Education) at Chapman P-8</td>
<td>2006 Reuben Dr</td>
<td>35811</td>
<td>256-428-7309</td>
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<td>HEALS Administrative Office</td>
<td>1100 Meridian St</td>
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<td>HEALS Dental Clinic: Charles Hall Dental Clinic at Martin Luther King, Jr. Elementary</td>
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<td>HEALS School Clinic: Michael K. Johnson Medical Clinic at Martin Luther King, Jr. Elementary</td>
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HCS DEPARTMENT DIRECTORY

For the most up-to-date information, visit the HCS website at www.huntsvillecityschools.org.

The central office is located at the HCS Annex at 714 Bob Wallace Avenue, Huntsville, Alabama 35801. To contact the central office, select the appropriate department from the list below or call the main number at 256-428-6800.

Assessment and Accountability ................................................................................................................................. 256-428-6966
Athletics ........................................................................................................................................................................ 256-428-6869
Behavioral Learning ...................................................................................................................................................... 256-428-6894
Board of Education Office ........................................................................................................................................... 256-428-6826
Child Nutrition Program (CNP) ................................................................................................................................. 256-428-6912
Communications and ETV ......................................................................................................................................... 256-428-7860
Community Engagement ............................................................................................................................................. 256-428-6943
Compliance .................................................................................................................................................................. 256-428-6837
Construction and Renovation .................................................................................................................................. 256-428-8310
Deputy Superintendent’s Office .................................................................................................................................. 256-428-6818
Elementary Education ................................................................................................................................................ 256-428-6975
Federal Programs .......................................................................................................................................................... 256-428-6880
Facilities ........................................................................................................................................................................ 256-428-8342
Finance ............................................................................................................................................................................ 256-428-6985
Health Services ............................................................................................................................................................ 256-428-6830
Help Desk (IT) ............................................................................................................................................................ 256-428-6900
Human Resources ........................................................................................................................................................ 256-428-6877
Magnet Programs Office ............................................................................................................................................... 256-428-6987
Maintenance ................................................................................................................................................................. 256-428-8341
Networked Learning .................................................................................................................................................... 256-428-6876
Purchasing .................................................................................................................................................................... 256-428-6931
Print Shop .................................................................................................................................................................... 256-428-8359
Records ........................................................................................................................................................................... 256-428-8363
School Counseling Services ..................................................................................................................................... 256-428-6834
School Readiness ......................................................................................................................................................... 256-428-6886
Secondary Education .................................................................................................................................................... 256-428-6970
Security Hotline ........................................................................................................................................................ 256-428-7233
Special Education Services ....................................................................................................................................... 256-428-6872
Strategy and Innovation .............................................................................................................................................. 256-428-6929
Student Welfare and Social Services ......................................................................................................................... 256-428-6890
Superintendent’s Office .............................................................................................................................................. 256-428-6890
Talent Management/Professional Development ......................................................................................................... 256-428-6801
Transportation ............................................................................................................................................................. 256-428-8352
Warehouse ................................................................................................................................................................... 256-428-8350

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A Legacy of Leading & Learning

714 Bob Wallace Avenue
Huntsville, Alabama 35801

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256-428-6800