



2025-2026

***Student-Parent
Information Guide***

*A legacy of leading and learning...
Huntsville, Alabama*



INTRODUCTION

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

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



MISSION

Provide a safe and supportive learning environment characterized by quality staff, rigorous academic instruction, innovative programs, outstanding extracurricular opportunities, and exceptional resources.

VISION

To be recognized globally as a model district offering transformative opportunities for students.

CORE VALUES

- Service Minded
- Transparent
- Resilient
- Accountable
- Team Focused
- Equitable
- Goal Oriented
- Inclusive
- Creative



TABLE OF CONTENTS

2025-2026 HCS CALENDAR.....	5
ARTEMIS VIRTUAL ACADEMY	6
ATTENDANCE	8
EARLY WARNING PROGRAM	10
INCLEMENT WEATHER / SCHOOL CLOSINGS	10
CONSENT ORDER INITIATIVES	11
STUDENT NUTRITION	12
STUDENT TRANSPORTATION	13
STUDENT HEALTH	15
STUDENT ASSESSMENT PROGRAM (STATE AND HCS)	19
STUDENT GRADING	21
PROMOTION AND GRADUATION	25
FAMILY AND COMMUNITY ENGAGEMENT	31
TITLE I	32
SUPPORT FOR FAMILIES	34
STUDENT DRESS CODE	37
STUDENT PRIVACY AND SUPPORT	39
STUDENT RIGHTS.....	40
SCHOOL ENVIRONMENT AND SAFETY	42
INTERNET SAFETY	44
STUDENT FEES, FINES, AND CHARGES.....	46
PARENT CONCERNS.....	46
PUBLIC HEALTH AND INFECTIOUS DISEASE PRECAUTIONS	47
HCS SCHOOL DIRECTORY	48
HCS PROGRAM / FACILITY DIRECTORY.....	49
HCS DEPARTMENT DIRECTORY.....	50

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, Ina.Smith@hsv-k12.org or the Office for Civil Rights (OCR).

2025-2026 HCS CALENDAR

July 30	Institute Day
July 28- August 1	Teacher Workday/Staff Development
August 4 (Monday)	First Student Attendance Day
August 29 (Friday)	Half-Day for Students/Collaboration Day
September 1 (Monday)	Labor Day Holiday
September 27 (Friday)	End of 1 st Grading Period/Half Day Students
Fall Break: October 6-10	
October 31 (Friday)	Half-Day for Students/Collaboration Day
November 11 (Tuesday)	Veteran's Day Holiday (Observed)
November 26-28 (Wednesday- Friday)	Thanksgiving Holidays
December 19 (Friday)	End of 1 st Semester/ Half Day Students
Winter Break: December 22- January 2	
January 5 (Monday)	Teacher Workday/Staff Development
January 6 (Tuesday)	Students Return
January 19 (Monday)	Martin Luther King, Jr. Holiday
February 13 (Friday)	Half Day Students
February 16 (Monday)	President's Day Holiday
March 7 (Friday)	End of 3 rd Grading Period/Half Day Students
Spring Break: March 16-20 (Monday-Friday)	
April 3 (Friday)	Half-Day for Students/Collaboration Day
May 21 (Thursday)	Half Day for All Students
May 21 (Thursday)	Last Day for Students
May 22 (Friday)	Teacher Workday / Staff Development
May 21-22 (Thursday-Friday)	Graduation
May 25 (Monday)	Memorial Day Holiday

VIRTUAL SCHOOL OPTION

7.7.1 Artemis Virtual Academy

a. *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 K-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.

b. *Student Eligibility Criteria* – Students who meet the following requirements are eligible to participate in virtual school option(s):

1. Complete the Artemis Virtual Academy Application.
2. Meet the residency requirements as outlined in HCS Policy 6.1.2
3. Comply with the HCS Laptop Acceptable Use Guidelines
4. Have access to a reliable internet connection

c. *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:

- Meet virtual course requirements, i.e. daily log in to course
 - Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests
 - Adhere to HCS Behavioral Learning expectations
- d. *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
- e. *Enrollment and Attendance* – In accordance with Alabama state law, students enrolled in Artemis Virtual Academy must live in the Huntsville City Schools District and adhere to AVA attendance procedures.
- f. *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 they meet the eligibility/requirements for those activities. If an extracurricular activity corresponds with a course at the zoned school, 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

HCS views attendance and academic achievement as equally important and has policies, procedures, and supports designed to encourage students to attend school. A student must be in attendance one-half day to be counted present. Chronic absenteeism contributes to 10% of the school report card for high schools and 15% for elementary and middle schools and is determined by the students in grades K-12 who missed 18 or more days (excused and unexcused).

Alabama law *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. 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 may have a total of 8 days of excused absences per academic year with a written excuse from a legal custodial parent/guardian. After the excused absences permitted above have accumulated their respective limits for a student, the student’s absences will be classified as unexcused unless documented by a doctor’s statement or a satisfactory written explanation is provided to the school. 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

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 the 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 2nd Consecutive Unexcused Absence**, 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 the 3rd 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 the 5th Unexcused Absences**, the school shall send a School Conference Letter to the parent/guardian which requests they attend a mandatory School Conference.
5. **After the 7th Unexcused Absences**, the school shall send a Second Notification Letter to the parent/guardian which 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 at school after the start of the school day or leaves school early, 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 PowerSchool 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 every two weeks 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:

- Seven 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

When weather or other conditions are too hazardous for safe school operation, The Superintendent will decide to close school, dismiss school early, or delay the start of the school day, as conditions warrant. Parents and media outlets will be notified of school closure or delay as soon as possible, via multiple messaging platforms. When hazardous weather conditions are forecast, parents are responsible for deciding whether or not 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.

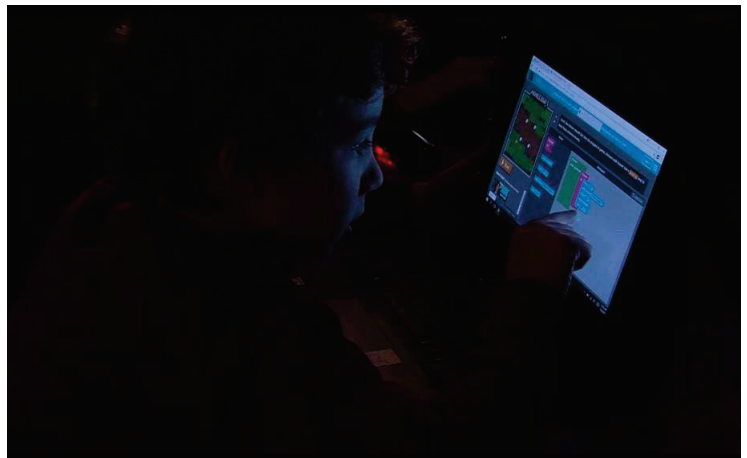
To learn more about implementation of the Consent Order, please see the HCS website at www.HuntsvilleCitySchools.org/consentorder.

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 about the implementation of the Consent Order. The DAC uses

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: \$3.50

Guests: \$3.50

Lunch:

Paid student lunch: \$2.65

Reduced price lunch: \$0.40

Faculty, Staff, Teachers: \$4.85

Guests: \$5.00

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

Free and Reduced Meal Forms are available online at:

[Child Nutrition Program | Huntsville City Schools.](#)

Parents may add money to student meal accounts at

<https://www.ezschooldpay.com/Login.aspx>.

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.

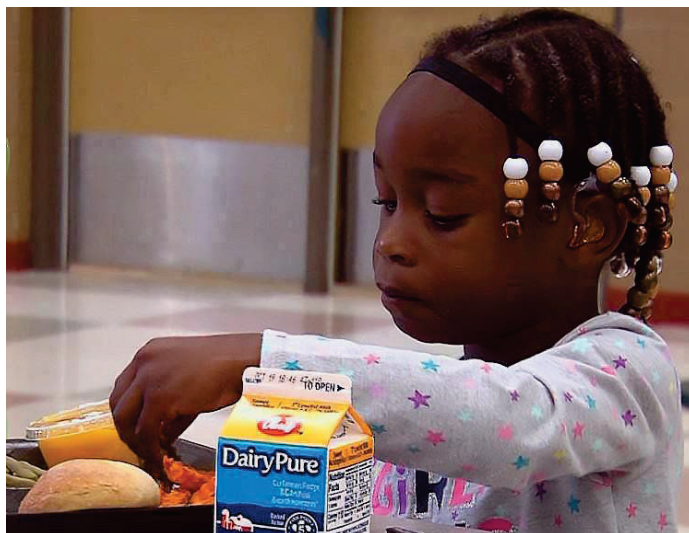
CHILD AND ADULT CARE FOOD PROGRAM

Additionally, HCS offers free supper or snack meals 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 after-school meals.

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.

[Child Nutrition Program | Huntsville City Schools.](#)

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

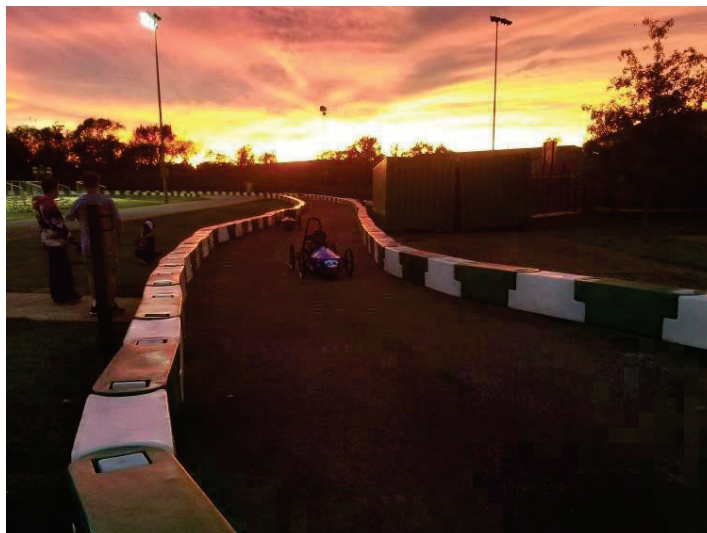
live more than two miles from their school are eligible for school bus transportation.

- 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 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:

REQUIRED VACCINE	NUMBER OF DOSES
Diphtheria/Tetanus/ Pertussis	5 doses (4 if the 4 th dose was received after the 4 th birthday)
TDaP (Tetanus/ Diphtheria/Pertussis)	11-year-olds prior to enrolling in 6 th grade or after 11 th birthday
Polio	4 doses (3 if the 3 rd dose was received after the 4 th birthday)
Measles/Mumps/ Rubella	2 doses of Measles, 1 dose of Mumps, and 1 dose of Rubella
Hib	4 doses up to age 5 (daycare only)
Varicella	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
Pneumococcal Vaccine	4 doses up to age 14 months (preschool ages 3 and 4)

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: <https://www.huntsvillecityschools.org/page/health-services>

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.

OVER-THE-COUNTER (OTC) MEDICATION

Trained school system personnel may accept and administer over-the-counter (OTC) medications with written permission from a parent or guardian for a period of up to two (2) weeks. Medications will only be administered according to the manufacturer's instructions, including dosage, frequency, and purpose, based on the student's age and/or weight as documented on the Prescriber/Parent Authorization (PPA) form.

The PPA form must:

- Include the student's age and weight (for accurate dosing),
- Be signed by the parent or guardian,
- Specify both a start and stop date,
- Clearly state the reason for the medication's use and administration,
- Only one PPA form is permitted per medication and dose.

If an OTC medication is required for longer than two (2) weeks, a healthcare provider's signature is required on the PPA form.

In addition, any dietary supplement, herbal remedy, or OTC product that is not approved by the U.S. Food and Drug Administration (FDA) must have a healthcare provider's signature on the PPA form prior to administration, regardless of the intended duration of use.

All OTC medications must be:

- In the original, sealed, and unopened container,
- Clearly labeled,
- Not expired.

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.

CBD and MEDICAL MARIJUANA PRODUCTS

Currently, Alabama state law does not permit the storage or administration of either product on school grounds. Should your child need this medication during the school day, a parent or legal guardian must check the child out from school, take them off school property for administration, and then check them back in to school.

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 <https://www.huntsvillecityschools.org/page/health-services>

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 or provide medical care, 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.

Physician-Diagnosed Communicable Disease- Exclusion period determined based on the Alabama Department of Public Health (ADPH) Communicable Disease Chart for Alabama Schools.

RESPIRATORY ILLNESS (FLU, RSV, COVID-19, ETC.)

Huntsville City Schools follows the CDC's respiratory virus isolation guidance for illnesses such as Covid-19, Influenza (flu), and Respiratory Syncytial Virus (RSV). Please see <https://www.huntsvillecityschools.org/page/health-services> for more information.

SYMPTOM	HCS EXCLUSION PERIOD
Diarrhea	Until 24 hours after the last episode of diarrhea,
Fever (100° degrees or higher)	Until 24 hours after the last episode of fever without anti-fever medication
Respiratory	Until 24 hours after the last episode of cough or shortness of breath,
Severe Headache	Until 24 hours after symptoms resolve in a student without a diagnosis of migraines or seasonal allergies
Skin rash with fever	Until 5 days after the onset of the rash and 24 hours after the last episode of fever without anti-fever medication
Skin rash without fever	Until 24 hours after the rash has faded
Vomiting	Until 24 hours after the last episode of vomiting
Wound(s)	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

STUDENT ASSESSMENT PROGRAM (STATE & HCS)

STATE MANDATED ASSESSMENT PROGRAM

The State Mandated Assessment Program for the 2025-2026 school year will include:

GRADE(S)	ASSESSMENT
2-8	ACAP – ALSDE Mandated Accountability
2-12	ACAP Alternate Assessment
K-12	ACCESS for Limited English Proficient (LEP)
10	Pre ACT
11	ACTPlus Writing - ALSDE HS Accountability
12	ACTWorkKeys

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

Students shall not possess any digital device within the testing room when participating in the Alabama Comprehensive Assessment Program (ACAP) testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of an assessment. For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. The ONL exception to this policy is for students who have been pre-approved by the school Principal and/or the Building Test Coordinator to have a digital device that is necessary for the health and/or well-being of the student. All exceptions must be pre-approved in writing by the school Principal and/or the Building Test Coordinator by completing the Digital Device Exception Request form.

COMPUTER-BASED ASSESSEMENTS (cont'd)

Each Huntsville City School Test Security Plan for each school includes a digital device collection plan for students who will participate in the ACAP. This collection shall take place for students prior to entering the testing room. If students are in possession of a digital device, whether powered on or off, during the administration of an ACAP assessment, the device will be confiscated, and the student's test will be invalidated. If the appropriate administrator determines there is reasonable suspicion the device was used to capture, record, share test information, or to facilitate cheating on the assessment, the device will be subject to search pursuant to LEA policy for any information directly related to the assessment being administered. Violations may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy. Any variance of this policy will be at the discretion of the Alabama State Department of Education, in accordance with guidance in the ACAP Integrity Handbook for Test Administration. Student Assessment will provide guidance to the LEA on how to proceed with further testing and the notification of the parent, and or guardian(s) and the district Superintendent.

LEAs shall make all students participating in the administration of a state assessment, parents, and/or guardian(s) aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and may also publicize this policy through other normally accepted methods. **NOTE: Authorized testing devices do not fall under this prohibition.**

HCS MANDATED ASSESSMENT PROGRAM

The HCS Mandated Assessment Program for the 2025-26 school year will include:

GRADE(S)	ASSESSMENT
K	Formative (3 Benchmarks/School Year)
K-3	DIBELS Next
1-8	Formative (3 Benchmarks/SY)
9-12	Formative (3 Benchmarks/SY)

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 IT Help Desk for assistance.

HIGH SCHOOL EXAMS

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 and the AP course grade will be weighted one point more than other courses for calculating the grade point average.

EXAM EXEMPTIONS

To qualify for exam exemption:

1. 3 unexcused tardies= 1 unexcused absence
2. No unexcused absences in the class
3. Minimum 85% semester average in the class
4. Students may exempt up to 2 exams per semester
5. An exam in a course may only be exempt once each year

6. No in-school or out-of-school suspensions during the year
7. Exemptions are not permitted in any AP classes

An exemption form must be completed and signed by the student, parent, and teacher then turned in to the teacher prior to the day of the exam.

REPORT CARD SCHEDULE

Please refer to the grading schedule below (page 23) for the 2025-2026 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:

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

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.

SEMESTER AVG CALCULATIONS	
Semester 1	Semester 2
45% (1 st Grading Period) + 45% (2 nd Grading Period) + 10% (semester exam grade)	45% (3 rd Grading Period) + 45% (4 th Grading Period) + 10% (semester exam grade)

EARNED GRADUATION PRIOR TO 9TH GRADE

Alabama State Department of Education identifies courses that students may take prior to their 9th grade year, and if students successfully complete any of the identified courses, 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 students' 9th grade year. If students complete one of the identified courses but do not elect to receive graduation credit, they fulfill the high school diploma graduation requirement but would be responsible for earning additional graduation credit in respective content areas. Once a credit is added to a transcript, it cannot be removed.

SUMMER SCHOOL

Summer school will be held during the summer of 2025. 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 2025-2026:

- AP Core Exam: \$99/each
 - *Math, English, Social Studies, Science*
- AP Elective Exam: \$99/each
 - *AP Arts & Foreign Languages*
- AP Capstone: \$147/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.

LETTER	NUMERIC RANGE	NUMERIC RANGE	GPA
A	100-90%	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.	4.0
B	89-80%	A "B" means the student has completed proficient work on all core objectives at grade level rigor with no major errors or omissions.	3.0
C	79-70%	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.	2.0
D	69-60%	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.	1.0
F	59-1%	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.	0.0
F	0%	Student produces no information and makes no attempt even with prompting.	0.0
I	I	An "I" (meaning incomplete) is for students who have been enrolled for 10 days or 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.	0.0

GRADING SCHEDULE

1 st Grading Period (44 days)		2 nd Grading Period (46 days)	
Begin:	Aug. 4, 2025	Begin:	Oct. 13, 2025
Midway point:	Sept. 3, 2025	Midway point:	Nov. 13, 2025
Progress reports go home:	Sept. 8, 2025	Progress reports go home:	Nov. 19, 2025
End of grading period:	Oct. 3, 2025	End of grading period:	Dec. 19, 2025
Report cards go home:	Oct. 17, 2025	Report cards go home:	Jan. 9, 2026
3 rd Grading Period (47 days)		4 th Grading Period (43 days)	
Begin:	Jan. 6, 2026	Begin:	Mar. 23, 2026
Midway point:	Feb. 6, 2026	Midway point:	Apr. 21, 2026
Progress reports go home:	Feb. 11, 2026	Progress reports go home:	Apr. 27, 2026
End of grading period:	Mar. 13, 2026	End of grading period:	May 21, 2026
Report cards go home:	Mar. 27, 2026	Report cards go home:	May 21-26, 2026

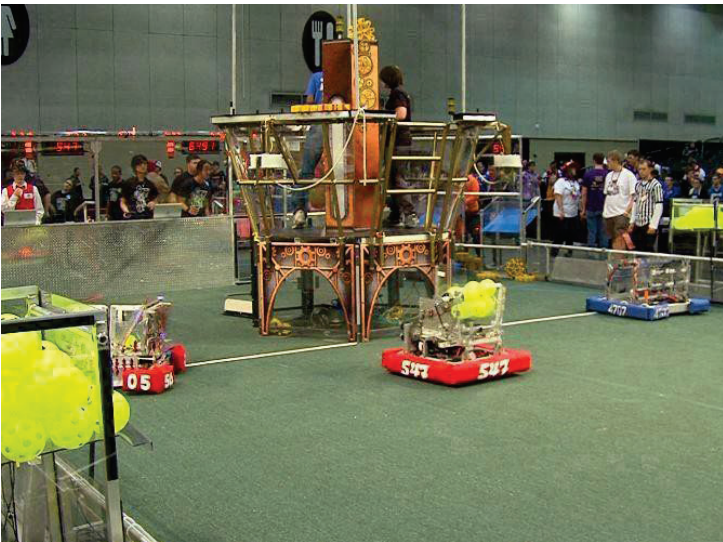


PROMOTION AND GRADUATION

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 need and interests of individual students, and includes strategies for addressing academic deficiencies. It is critical for school staff to work with parents, who need to be engaged in their child's education. This relationship allows students, parents, and staff to share the responsibility for educating students and encourages ongoing two-way communication between parents and the school.

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

All retained students must be screened through the PST process.

RETENTION CRITERIA (GRADES K-5)

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

- Scores of 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
- **August:** Notification of Promotion/Retention Guidelines in Parent/Guardian Information Guide
- **October/November:** Teachers will schedule parent/teacher conference. Concerns with student progress will be addressed, as well as updates on PST recommended interventions
- At the end of the second quarter, the teacher will notify the principal of all students considered for retention. All students who score 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 middle school, a student who fails two or more subjects or a student who fails a subject for two consecutive years must attend and successfully complete summer school in order to be promoted.

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

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

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

All retained students must be screened through the PST process.

NORMAL PROGRESS FOR MIDDLE SCHOOL STUDENTS

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

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 RECOVERY

Students who do not receive credit in a course because they did not master course content, or skills may apply for credit recovery. Credit recovery can be earned in two ways. Students who have achieved a baseline score of 40 or above (on a 100-point scale) are eligible for a remediating standards course. The remediating standards course is based on making up deficiencies rather than on repeating the entire course. Students with a baseline score below 40 (on a 100-point scale) are not eligible for the remediating standards course and must repeat the entire course. Credit recovery may be delivered by a highly qualified teacher or through an accredited digital platform, under the supervision of a Huntsville City School staff member. The final grade in credit recovery may not exceed 70 on a 100-point scale. Please see new credit recovery grading criteria below:

Credit Recovery Course Grade	Final Grade on Transcript
100%-90%	70%
89%-80%	67%
79%-70%	65%
69%-60%	60%
59% and below	Failing grade

Huntsville City Schools Policy 7.3.7. Credit Recovery

Note: The NCAA Eligibility Center does not accept credits earned through the remediating standards course. Athletes seeking eligibility through the NCAA Eligibility Center MUST repeat the entire course. For more information, please speak to your athletic director.

SUMMER SCHOOL

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

CREDIT ADVANCEMENT

Huntsville City Schools offers students 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

Credit Advancement may occur in the following two ways:

- The student may request to take an End-of-Course Assessment covering all the course standards before formal enrollment in the course.
 - The End-of-Course Assessment must be given before the end of each semester.
 - A mastery score of 80 or above must be obtained to receive credit for the course through Credit Advancement, and this score will be included in the student's overall Grade Point Average.
 - If a student (or parent/guardian) does not want to accept (rejects) the student's mastery score of 80 or above, the student may enroll in the course in the traditional classroom.
- The student may show proficiency during a course and request permission to work ahead through independent and teacher-supported assignments or through online opportunities.
 - At a point jointly agreed upon by the student and teacher of record, the student will be administered the End-of-Course Assessment,

and if he or she obtains a proficiency score of 80 or above, the student may move forward into the next course in the sequence of that content area.

- This situation would offer an opportunity for the student to pursue online options or other developed options for individualized independent study.
- The student will be allowed to take each End-Of-Course Assessment for Credit Advancement one time.

The National Collegiate Athletic Association (NCAA) **does not** recognize Credit Advancement for course credit.

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.

Multi-Tier System of Supports (MTSS) and Student Support Teams (SST)

Multi-Tier System of Supports (MTSS) integrates core classroom instruction, assessment, and interventions within a multi-tiered system to maximize student achievement and reduce behavior problems. MTSS 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. Student Support Teams (SST) 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 SST process to identify students in grades six through twelve who are at risk of failure to graduate with their cohort. The SST 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.alabamaachieves.org 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.

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

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 School 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.

NEW DIPLOMA OPTION

The Alabama State Department of Education has approved a new diploma option which allows students on a Career Technical pathway to graduate with fewer math and science credits. For more information, contact your high school counselor.

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 and virtual to explain 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 elementary school. Please check the most frequently asked questions on the School Readiness Department webpage for the most current information.
- **School Readiness Department offers Pre-K Parent Talk sessions** monthly for parents to attend virtually on the topics of child development, social emotional, health, and school readiness. Community resources

are shared with parents.

Parent & Family Engagement Workshops: HCS offers parent/guardian workshops to provide parents with topics related to student needs and achievement. Parents gain knowledge on ways to assist their students in achieving their 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, sends 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.



SUPPORT FOR FAMILIES

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 and The Enrichment Center – 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).

referral for services if they see fit to do so. (Note: At that point, a parent/legal guardian can make a request for mental health services.

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 for 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 256-963-9823.

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 256-963-9789.

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.

Anyone who suspects a student may have a disability may request a referral by contacting the school principal or Special Education Services at 256-963-9789.

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. Prekindergarteners 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 256-963-9829. For other languages or for information about the ESOL program please contact 256-963-9814.

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" includes 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 2nd grade Child Find process, HCS GATE develops a body of evidence to identify each gifted student, creating a case study that considers the whole child. Students who are exceptional in general intellectual ability and/or high achievement across academic and creative domains are identified by assessments, work products, and narratives that assess speed in attaining curriculum goals, a wide range of knowledge in either general or specific areas, a passion for absorbing new understandings of the world and how it works, and creative thinking. Multiple categories of giftedness may be present in the same student or a student may fall into only one of the categories. HCS GATE service delivery options for these students include curriculum compacting, acceleration of learning, and specialized instruction to expose them to new learning in various disciplines and to develop creative productivity.

All students 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 makes 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 256-963-9789.

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 256-963-9813 or 256-932-3770. The homeless application can be found on the HCS's website: 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 Student Code of Conduct, formerly 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 based on sex, gender, sexual orientation, gender identity, gender expression, or nonconformity to gender stereotypes may also constitute as sex-based discrimination or harassment in violation of Board policy.

HCS has a form to report alleged bullying, harassment, or intimidation that occurred on school property, at a school-sponsored activity or event off school property, on a school bus, or on the way to and/or from school in the current 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 the Bullying Report 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 top left of the main school page.

If you have any other questions, please contact School Counseling Services at 256-963-9831.

SECTION 504 AND ADA

HCS complies with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act (ADA), and prohibits discrimination based on an individual’s disability. HCS is committed to working collaboratively with parents to ensure that individuals with a disability are not subject to discrimination, harassment, or bullying based on disability. Section 504 defines an “individual with a disability” as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Policies regarding Section 504 and the ADA can be found in the HCS Policy Manual at Section 4.7, 4.8, 6.11, 6.12, 6.13, and 6.14. For more information regarding Section 504 or the ADA, parents should contact:

Leigh Ann Brown
Section 504 Compliance Officer
(256)963-9831
leighann.brown@hsv-k12.org

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 Student Code of Conduct, formerly 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 Student Code of Conduct 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 Student Code of Conduct and applicable Matrices may be found on the student's laptop or on the HCS Website at www.huntsvillecityschools.org.

Beginning with the 2024-2025 School Year, Huntsville City Schools aligned its Student Code of Conduct with two new Alabama K-12 public school discipline policies:

- The Alabama Teacher Bill of Rights (SB157), which gives teachers the right to control the learning environment in their classrooms by excluding consistently disruptive students.
- House Bill 188 (HB188), which provides a uniform system of procedural due process protections for students facing long-term suspension or expulsion for violating the student code of conduct or state law.

[Alabama Teacher Bill of Rights Handbook](#)

SCHOOL ENVIRONMENT AND SAFETY



STUDENT DISCIPLINE

The school building will not 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, harassment and harassing conduct based on sex (including sex, gender, sexual orientation, gender identity, gender expression, and nonconformity to gender stereotypes) and other protected classifications are prohibited by Board policy. If you feel that you have been the victim of such behavior, please notify your teacher, counselor, or another staff member.

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 uncomfortable making a report to a school staff member, you may contact the Compliance Officer/Policy Administrator by emailing your complaint to Ina.Smith@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 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.

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

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. May be required to store PED in a special location.

For more information, please view the Student Code of Conduct.



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.

Filtering will help provide the following:

- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct communication
- Protection from unauthorized access, including "hacking" and other unlawful activities regarding minors online
- Protection from 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 may have his/her access to the computer network and internet terminated or limited. A user violating these procedures by his/her own action or by failing to report any violations by other users may 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 classes 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.



HCS SCHOOL DIRECTORY

SCHOOL	ADDRESS	ZIP	PHONE	FAX
Academy for Academics & Arts Elementary	4800 Sparkman Dr. NW	35810	256-428-7680	256-428-7601
Academy for Academics & Arts Middle	4800 Sparkman Dr. NW	35810	256-428-7680	256-428-7601
Academy for Science & Foreign Lang. Elementary	3221 Mastin Lake Rd	35810	256-428-7000	256-428-7002
Academy for Science & Foreign Lang. Middle	3221 Mastin Lake Rd	35810	256-428-7000	256-428-7002
Artemis Virtual Academy	2006 Reuben Drive	35811	256-428-8005	256-428-7641
Blossomwood Elementary	1321 Woodmont Ave SE	35801	256-428-7020	256-428-7021
Chaffee Elementary	7900 Whittier Rd	35802	256-428-7040	256-428-7047
Challenger Elementary	13555 Chaney Thompson	35803	256-428-7060	256-428-7064
Challenger Middle	13555 Chaney Thompson	35803	256-428-7620	256-428-7621
Chapman Middle	2006 Reuben Drive	35811	256-428-7640	256-428-7641
Columbia High	300 Explorer Blvd	35806	256-428-7576	256-428-7579
Dawson Elementary	5308 Mastin Lake Rd	35810	256-428-7500	256-428-7501
Farley Elementary	2900 Green Cove Rd	35803	256-428-7160	256-428-7165
Goldsmith-Schiffman Elementary	1210 Taylor Rd	35763	256-428-7150	256-428-7158
Grissom High	1001 Haysland Rd	35802	256-428-8000	256-428-8001
Hampton Cove Elementary	261-A Old 431 Highway	35763	256-428-7180	256-428-7181
Hampton Cove Middle	261-B Old 431 Highway	35763	256-428-8380	256-428-8383
Highlands Elementary	2500 Barney Terrace NW	35810	256-428-7200	256-428-7201
Huntsville High	2304 Billie Watkins Ave	35801	256-428-8050	256-428-8051
Huntsville Junior High	817 Adams Ave	35801	256-428-7700	256-428-7701
Jemison High	5000 Pulaski Pike	35810	256-428-8100	256-428-8118
Jones Valley Elementary	4908 Garth Rd	35802	256-428-7220	256-428-7221
Lakewood Elementary	3501 Kenwood Dr.	35810	256-428-7240	256-428-7241
Lee High	2500 Meridian St	35811	256-428-8150	256-428-8151
Martin Luther King, Jr. Elementary	3112 Meridian St	35811	256-428-7100	256-428-7101
McDonnell Elementary	4010 Binderton Place	35805	256-428-7280	256-428-7281
McNair Junior High	5000 Pulaski Pike	35810	256-428-7660	256-428-7661
Monte Sano Elementary	1107 Monte Sano Blvd	35801	256-428-7300	256-428-7301
Montview Elementary	2600 Garvin Rd	35810	256-428-7320	256-428-7321
Morris Elementary	4801 Bob Wallace Ave	35805	256-428-7340	256-428-7341
Morris Middle	4801 Bob Wallace Ave	35805	256-428-7340	256-428-7341
Mountain Gap Elementary	821 Mountain Gap Rd	35803	256-428-7720	256-428-7721
Mountain Gap Middle	821 Mountain Gap Rd	35803	256-428-7720	256-428-7721
New Century Technology High	2500 Meridian St	35811	256-428-7800	256-428-7801
Providence Elementary	10 Chalkstone St	35806	256-428-7125	256-428-7127
Ridgecrest Elementary	3505 Cerro Vista	35805	256-428-7380	256-428-7381
Rolling Hills Elementary	2901 Hilltop Terrace	35810	256-428-7400	256-428-7401
Sonnie Hereford Elementary	2755 Wilson Dr NW	35816	256-428-7440	256-428-7441

HCS SCHOOL DIRECTORY (CONT.)

SCHOOL	ADDRESS	ZIP	PHONE	FAX
Weatherly Heights Elementary	1307Canstatt Dr	35803	256-428-7460	256-428-7468
Whitesburg Elementary	107Sanders Rd	35802	256-428-7780	256-428-7581
Whitesburg Middle	107Sanders Rd	35802	256-428-7780	256-428-7581
Williams Elementary	155 Barren ForkBlvd	35824	256-428-7540	256-428-7542
Williams Middle	155 Barren ForkBlvd	35824	256-428-7330	256-428-7331

HCS PROGRAM / FACILITY DIRECTORY

PROGRAM/ FACILITY	ADDRESS	ZIP	PHONE
APOLLO Academy	2800 Poplar Avenue	35816	256-963-9877
Accel Prep Academy	2800 Poplar Avenue	35816	256-963-9877
Career Technical Education	2603 North Memorial Parkway	35801	256-963-9826
EARTHSCOPE (Environmental Education) at Chapman	2006 Reuben Dr	35811	256-428-7309
HEALS Administrative Office	1100 Meridian St	35801	256-428-7560
HEALS Dental Clinic: Charles Hall Dental Clinic at Martin Luther King, Jr. Elementary	3112 Meridian St	35811	256-428-7276
HEALS School Clinic: Michael L. O'Dell Clinic at Sonnie Hereford Elementary	2755 Wilson St	35816	256-428-7428
HEALS School Clinic: Burt Memorial Clinic at Morris Elementary	4801 Bob Wallace Ave	35805	256-428-7488
HEALS School Clinic: Michael K. Johnson Medical Clinic at Martin Luther King, Jr. Elementary	3112 Meridian St	35811	256-428-7110
Milton Frank Stadium	2801 15 th Ave	35805	256-428-7910



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 2601 North Memorial Parkway, 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.**

DEPARTMENT	PHONE NUMBER
Assessment and Accountability	256-428-6966
Athletics	256-428-6869
Behavioral Learning	256-963-9805
Board of Education Office	256-428-6826
Child Nutrition Office(CNP)	256-428-6955
Communications and ETV	256-428-7860
Community Engagement	256-428-6943
Compliance	256-428-6837
Construction and Renovation	256-428-8341
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	256-963-9855
Magnet Programs Office	256-428-6987
Maintenance	256-428-8341
Networked Learning	256-428-6876
Operations	256-428-8310
Purchasing	256-428-6935
Print Shop	256-428-8359
Records	256-428-8363
School Counseling Services	256-963-9831
School Readiness	256-428-6886
Secondary Education	256-428-6970
Security Control Room	256-428-8355
Security Hotline	256-428-7233
Special Education Services	256-963-9788
Strategy and Innovation	256-428-6929
Student Welfare and Social Services	256-963-9806
Superintendent's Office	256-428-6810
Talent Management/Professional Development	256-428-6801
Transportation	256-428-8352
Warehouse	256-428-8350

