

# HHS RULES AND PROCEDURES

**Created by the Holtville High School  
Faculty and Staff**

# PURPOSE

 EVERY STUDENT EMPOWERED  EVERY STUDENT SUCCEEDS 

@HOLTVILLEHS



#BRINGYOURBEST

#BULLDOGNATION4LIFE

**H**ighest respect for our school,  
ourselves, and others.

**H**ardest working school in the  
nation.

**S**triving to love learning



# BELL SCHEDULE

**HOLTVILLE HIGH SCHOOL**  
**HHS Block Bell Schedule**  
**2023-24**

Students will attend ECTC in 3 shifts

<b>Period</b>	<b>Time</b>		<b>Additional Bells</b>	<b>Misc.</b>
HR*	7:25-7:40	15	Tardy Bell 7:40	ECTC to Cafeteria
Breakfast*	7:40 -7:50	10		Students are required to be in 1st Block during Breakfast 1-Shift ECTC Departs <b>7:40</b>
<b>1<sup>st</sup> Block</b>	7:50 - 9:25	95		
<b>2<sup>nd</sup> Block</b>	9:30-11:00	90		1-Shift ECTC Returns <b>9:30</b>
Transition (Break)	11:00-11:08	8		2 <sup>nd</sup> Shift ECTC Departs <b>11:05</b>
<b>3<sup>rd</sup> Block</b>	11:08-12:43	95		
Bulldog Period**	12:43-1:35	52	12:50- Tardy bell for tutoring/SL 1:05- Dismissal ECTC 1:31- Warning bell	2 <sup>nd</sup> Shift ECTC Returns <b>12:48</b> 3 <sup>rd</sup> Shift Departs <b>1:08</b>
<b>4<sup>th</sup> Block</b>	1:35-3:05	90		
Students Dismissed	3:05			ECTC Returns <b>2:56</b>

\*HR/Breakfast, Club Meetings, Announcements, tutoring, and Structured Learning (for 3<sup>rd</sup> shift ECTC students) will take place during HR/Breakfast.

\*\*Lunch, Advisory, Remediation, Structured Learning, and various activities will take place during Bulldog Period. Warning bell will ring at 1:31 to remind students to move to 4<sup>th</sup> block.

# COUNTY HANDBOOK FORMS

Students who have registered online will not have to fill out forms that were already filled out online.

The only additional forms that need to be completed are:

1. Residency Questionnaire
2. Health Assessment Record
3. Textbook Rules
4. EC Student Handbook & Code of Conduct Signature Page
5. HHS Student Handbook Rules Agreement

# SCHOOL ARRIVAL

Students may enter the building at 7:25 a.m.

If it is cold or raining, students may wait quietly just inside the foyer.

Students may also wait for the bell to ring under the covered pavilion, which is our designated area for students who park on campus.

# HHS TARDY/CHECK-IN POLICY

Students who are tardy (after 7:40) to first period must check in through the attendance office.

Teachers should not admit students who arrive after 7:40 a.m. or have been marked absent without a pass from the attendance office.

For tardies to class and associated consequences, see EC Student Code of Conduct.



# ATTENDANCE

**A note is required for any absence to be considered excused, INCLUDING CHECK-OUTS.** Notes should be turned in to the attendance secretary beside the library. (If no one is there, turn in to office as a backup.)

Students who would like to have absences excused that are not on the list of excused absences in the Elmore County Handbook **must get a Pre-approved absence form from the attendance office at least one week prior to the absence to have it approved by teachers and administration.** These will be excused on a case by case basis taking into account the reason for the trip, number of absences, and grades. Remember that all absences count against exemptions.

After 7 parent notes, students must provide a doctor's note for each absence that follows or absence will be counted unexcused.

**Students who accumulate more than 4 unexcused absences in a class may be denied credit for the class.**

# MAKE-UP WORK

The student must see the teacher within 3 days to arrange a time to make-up work missed.

Work should not be made up during instructional time to avoid getting further behind.

It is recommended that Bulldog Period be utilized for individual student make-up work when necessary.

# ATTENDANCE

## Exemption Policy (Per Elmore County Code of Conduct)

- PE and Electives (except Career Prep) will administer exams at the teacher's discretion.

### Exam and Exemption Policy

#### **Grades**

- A Average- No more than 2 excused absences
- B Average- No more than 1 excused absence
- C Average- No absences
- Any student who has skipped either a class period or a school day, been assigned to detention for five or more days, been suspended, or been assigned to ECAP will forfeit the opportunity to exempt any final examination regardless of grade average. **Three unexcused tardies** to class will forfeit exemption status in the class. School-authorized field trips, college days, and military absences (w/ proper documentation) do not count as absences against exemption.

# HHS CHECK-IN/CHECK-OUT POLICY

No student may leave a class to check out without an office check out pass or having been called from the office over the intercom.

As a safety precaution, **parents must come to school in person to check students out** unless the student turns in a note by 9:30 a.m. for planned absences like doctor's appointments or other excusable reasons. The HHS Attendance Secretary will call to verify all notes turned in.

Students who get sick at school must see the nurse who will call a parent to check the student out if necessary.

For a check-in or out to be excused, **students must turn in a parent note for documentation, even if the parent is present.**

# STUDENT DEVICES

Students are expected to bring their school issued Chromebooks for use in class everyday. Students should charge their devices nightly and arrive with it fully charged.

**Personal devices** (laptops, Chromebooks, etc.) **will not be allowed.**

# RESTROOMS

Students should use the restroom during class changes and should ALWAYS WASH HANDS FOLLOWING A RESTROOM VISIT.

Take care to keep our restrooms clean and functioning.

Each classroom has bathroom hall passes that are color coded to the specific restroom you should use based off classroom location.

**Only one student will be allowed out of the classroom at a time for emergencies.**

# BREAKFAST AND LUNCH

Breakfast - Breakfast will be served in 1st block between 7:25-7:50. 1st block instruction will start promptly at 7:50.

Breakfast and Lunch will be **provided without cost** to every student!

# BREAK

There will be 8 minutes between 2<sup>nd</sup> and 3<sup>rd</sup> block for students to stop by the break stand.

In order to continue enjoying break time, remember to keep the break area and the whole campus clean and free of litter.



# LUNCH

There will be no lunch deliveries allowed anytime during the day. A student who brings his/her lunch must bring it with them to school.

Leave cafeteria, halls, grounds, etc. cleaner than you found it.

More info. to follow on Bulldog Period Procedures Powerpoint.

# LUNCH

- Lunch will be free for all students this year.
- We still encourage parents to complete the free/reduced lunch application. Parents must complete the application online at [www.myschoolapps.com](http://www.myschoolapps.com).
- **NEW:** Everyone will be issued a lunch card to scan when going through the serving line. We will no longer punch in lunch numbers.

# FOOD/DRINKS

Students are encouraged to drink water all day to maintain proper hydration.

Hydration stations have been installed at all water fountain locations. Students are encouraged to bring their own clear water bottle.

Other food/drinks should be consumed only during breakfast, break, and lunch.

No outside food and drinks are allowed inside the cafeteria.

**Students are not allowed to have food delivered to campus from any outside entity.**

# PARENTS AND VISITORS

HHS has a secure entrance in the front center of the building. Parents or visitors will enter the glass doors and notify our attendance secretary of the purpose of the visit.

If parents are checking out a student, parents will wait in the foyer until the student comes out.

# CO-OP

\*Co-Op Students will not be allowed to leave campus until after meeting with administration on Wednesday, August 9th at 12:45.

Once all paperwork is turned in and students are cleared to leave, Co-op students must sign out at the Attendance Office before leaving each day.

Co-op students are encouraged to stay for Bulldog Period, especially on Advisory Days. If students choose to leave, students must be off campus by 12:45 p.m. except on Advisory days and may not return to campus.

# CO-OP

Seniors who did not benchmark on the ACT or are not College and Career Ready will be required to participate in remediation during Bulldog Period, so they will only be able to Co-op/ER 4<sup>th</sup> block and must remain on campus until 1:35 each day.

All Juniors will only be allowed to Co-Op 4th block only and must remain on campus until 1:35 everyday to participate in campus activities.

# CO-OP

Any Co-op/ER student who is failing a class or who fails a test will be assigned tutoring or Structured Learning during Bulldog Period and **must attend, regardless of job obligations until the student is passing.**

Failure to attend tutoring/SL will result in a referral for skipping.

Students assigned to ISS must attend all day, regardless of job obligations.

# ANNOUNCEMENTS

Announcements will be played in the classroom **at 11:08 a.m. daily.** Recordings of announcements can be viewed on the HHS YouTube channel.

ECTC 2nd shift students may watch announcements on the bus ride to ECTC.

Additionally, please subscribe to our HHS Announcement Remind group to receive all new announcements on your phone.



# HHS ANNOUNCEMENT REMIND GROUP


Pick a way to receive messages for HHS Announcements:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/announcchhs](https://rmd.at/announcchhs)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




**R** If you don't have a smartphone, get text notifications.

Text the message @announcchhs to the number 81010.

If you're having trouble with 81010, try texting @announcchhs to (334) 246-5064.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/announcchhs](https://rmd.at/announcchhs) on a desktop computer to sign up for email notifications.

# SCHEDULE CHANGES

- Schedule changes will be completed only for scheduling errors or changes deemed necessary by administration.
- To request a schedule change, complete a schedule change request form and turn it into the basket in Mrs. Miller's office. You can get a form from your Advisory teacher.
- As changes are completed, they will be reflected on the student's schedule in PowerSchool.
- Any schedule changes submitted after the first week of the 1st semester (Aug. 11) will be assessed a fee of \$25 to complete the schedule change. No changes made after August 18th.

# PARKING AND SECURITY GATES

The security gates will close promptly at 7:40 (tardy bell) daily. If you are late to school or have to check in, you will have to park in the front parking lot in the designated parking spots.

All 1st clock tardies and daily check-ins must use the security foyer with Mrs. Scott to pick up a tardy pass for the day.

# PARKING

All students must park in spots designated on parking permit. Permits can be purchased from Mrs. Holley for \$25. These funds help us maintain and improve our campus, including parking lots. Students must have a schedule to show in order to purchase.

Exit car immediately after parking. Students in back parking lot must use new sidewalk up to the Fitness Center.

All vehicles must remain in assigned space until school is dismissed (unless checking out or co-op student).

Any vehicle not in assigned space or parked without a permit will be booted. A \$35 fee will be charged for removal.

Students are not allowed to return to parking lot until dismissed from school unless a written pass is obtained from the office.

# GRAVEL (DIRT) PARKING LOT

No student parking in the upper area where spare buses park.

**Everyone must enter the parking lot from the end closest to HMS.**

No assigned spaces. First come, first served.

**Students must use the designated crosswalk when crossing the road from the gravel parking lot. Follow the sidewalk!!**

# TECH CENTER STUDENTS / ALTERNATIVE PROGRAM STUDENTS

ECTC bus will come through the front of the school to pick up students.

Wait for bus by the security foyer/lobby.

Students who miss the bus for their shift at ECTC will go to the ISS room until their next class. Mrs. Berkstresser will document each occasion and will follow the “Excessive Tardiness” procedures found in the EC Code of Conduct.

# DRESS CODE HIGHLIGHTS

1. Shoulders, cleavage, abdomen, and back covered.(no sleeveless tops, tank tops,etc.)
2. **No hats, hoods, or any other head cover in the building.**
3. Shorts, skirts, etc. must be no shorter than mid-thigh.
4. No holes in pants 2 inches above the knee that reveal skin or undergarments.
5. Jeggings & leggings may be worn if shirt length is mid thigh or longer.
6. No **pajamas/pajama pants, blankets**, or bedroom shoes.
7. **No Headphones/earbuds unless directed by a teacher. If headphones/earbuds are being worn, they will be confiscated.**
8. Exhaustive list in Elmore County Code of Conduct.

\*We want to represent HHS well, demonstrating pride and excellence in everything, including the way we dress.

# CELL PHONES

Phones are valuable tools that students may utilize for instructional purposes **only when directed to do so by the teacher.**

**All classrooms have a red/green cell phone use sign.** When the sign is on red, cell phones must be put in the classroom phone pocket chart. When the sign is on green, students can leave them in their backpacks and not in the phone pocket chart.



# CELL PHONES

Any student who is using, looking at, etc. his/her phone without permission may result in the phone being “pouched” and the student must see Ms. Bass after the last bell rings at 3:05 to have it unlocked. Any further infractions may warrant an office referral.

If a phone violation occurs during a test, the phone may be “pouched” and the punishment for plagiarism/cheating will be administered.

Any student who tampers with, damages, or does not return a pouch **will be assessed a \$25 fee** to cover the cost of the pouch.

# CELL PHONES

Any Class II Offense involving using a cell phone inappropriately to record other students, send/view/take unauthorized pictures, etc. will result in an office referral and disciplined according to the EC Code of Conduct.

# EXTRACURRICULAR ACTIVITY ATTENDANCE

Students may periodically be excused from school to attend and support extracurricular activities (Ex. Area/State Playoff Events).

\*\*In order to be excused, students must have a C or higher in classes that will be missed and no more than 5 absences total.

A parent note and ticket must be turned in to the attendance secretary after the event in order to be excused for the absence.

# EXTRACURRICULAR ACTIVITY PARTICIPATION

Students must maintain academic eligibility per AHSAA guidelines. For example, must maintain 70 average across all classes and be on track to graduate.

Students must attend a minimum of 2 out of 4 blocks in order to participate in extracurricular activities.

# MEDIA CENTER

Students will have a printer available in the media center to print information for classes. The Media Center will be open daily during Bulldog Period.

Students will not be allowed to print excessive or recreational materials.

# PLAGIARISM

## **1st Offense**

Conference with student.

9th & 10th Graders: Student will receive a 0 until the assignment is re-written. Must be re-written within 1 week of being notified. 70 is the highest grade possible.

11th & 12th Graders: Will receive a 0 with no opportunity to re-write.

Parent will be notified.

## **2nd Offense**

Student will receive a zero with no opportunity to make-up

# CHEATING

Cheating on a test or non-research based assignment will result in a student receiving a 0 with no opportunity to make up the assignment.

Student will also receive a step on a Behavior Management Form.

Just a reminder that giving or receiving an unfair advantage on any form of academic work to include use of an electronic device to text/take pictures of/convey exams and/or answer sheets.

# STUDENT AIDES

Students grades will be determined by teacher rubrics according to effort, attendance, task completion, etc.

Same attendance rules as any other course. May be denied credit for excessive absences per the Elmore County Code of Conduct.

Student aides not assigned to HHS classroom teachers must sign in outside the attendance office each block.



# AFTERNOON DISMISSAL

## Buses/Car Pick-Up

Straight out to buses or out front for pick up.

## Drivers

Straight out to parking lot.

Students in back lot must wait until buses are clear and go out the bus road behind HES.

RECENT POLICIES  
AFFECTING GPA

# STUDENT AIDES

- Students taking this course are assigned to help a specific teacher, administrator, or staff member with a variety of tasks as running errands, making bulletin boards, and other routine classroom tasks.

Credit =  $\frac{1}{2}$

9 weeks

Credit = 1

18 weeks

- Classes designated with an “aide” descriptor will count as a graduation credit AND calculate into grade point average.
- Aide credit will not count toward Valedictorian and Salutatorian
- Must be Junior or Senior UNLESS permission of administration

# ADVANCED PLACEMENT

- Each student who elects to take an AP course will earn +1 quality point provided the student takes the AP exam for that course in May.
- Students will receive an additional +.20 quality point if a qualifying score is received on the AP Exam.
- A student who successfully completes an AP course but **does not take the AP exam** will earn +.20 quality points for the course just as any other advanced or honors course, and **the student will be required to take a final exam for the class regardless of exemption status.**

# SIGNATURE PAGE

All students must return the HHS Student Handbook Agreement to your Advisory teacher by Friday. Students who have not returned the handbook will not be able to participate in Bulldog Period until returned.