



Headland High School

8 Sporman Street

Headland, AL 36345

(334) 585-7086

(334) 585-7088 fax

Student/Parent Handbook

2023-2024

ACCREDITED BY

Alabama State Department of Education

And

AdvancED

Advancing Excellence in Education Worldwide

HHS ADMINISTRATION

Brent Maloy, Principal
Michele Crews, Assistant Principal

Superintendent of Henry County Schools

Lori Beasley

Henry County Board of Education

Mrs. Jean Bush
Mr. Tyrone Watson
Mrs. Mary Wiggins
Mr. Tim McCraney
Mr. Emanuel Davis

COVID-19

Henry County Plan for Reopening and COVID-19 information and updates will be found on our website www.henrycountyboe.org Questions and concerns may be emailed to covidconcerns@henrycountyboe.org Henry County Schools will follow all guidelines from the CDC and ALSDE.

This handbook belongs to:

The contents of this handbook should be read and understood by the above named student and his/her parent(s) or guardian(s). This handbook should be kept for future reference.

2023 - 2024

Henry County Vision Statement:

“Empower, Engage, Educate”

Henry County Mission Statement:

“Henry County Schools: Where students are inspired to learn and teachers are empowered to teach”.

Core Values and Beliefs:

We believe ALL students can learn.

- High expectations of all stakeholders is necessary to achieve goals and expand opportunities for all.
- A safe and physically comfortable environment promotes student learning.
- Equity, fairness, accountability, and fiscal responsibility are foundations of our decisions.
- Diversity and individual learning needs are respected, included, and valued.
- Education is a shared responsibility that positively impacts the quality of life.
- Facilitating open communication between school staff, learners, parents, and community promotes a sense of involvement and commitment to the entire educational process.
- A school community should be a safe and caring environment that promotes respect, self-worth, creativity, and academic growth.

VISION STATEMENT

Headland High School’s goal is to provide students with the knowledge, skills, and abilities to be competitive in college and/or a career.

HEADLAND HIGH SCHOOL MISSION STATEMENT

Our mission at Headland High School is to empower students with the knowledge and skills to be successful in an ever-changing world. The mission is based on five guiding principles:

We at HHS believe:

1. The best teachers produce the best students;
2. Technology will prepare our students for the digital age;
3. Great schools require involved parents;
4. We are in the business of building students one day at a time; and
5. Nothing less than our best will do.

SCHOOL PHILOSOPHY

Learning Today...Leading Tomorrow

SCHOOL COLORS

Navy, White, and Gold

SCHOOL MASCOT

Ram

HEADLAND HIGH SCHOOL ALMA MATER

We will sing for Headland High School

Wherever we may be.

May those happy days be cherished in our

Fondest memories.

Where the blue and white are flowing,

Flowing for our loyalty.

We will sing for Headland High School and our pride she'll ever be.

The Henry County School System implements the NCLB Parents Right-to-Know provision by providing parents with copies of all required notifications/forms. These include both English and Spanish (and other languages as needed) versions of the required documents. TransACT is used as a resource for the documents.

The Henry County School System is committed to enrolling without barriers and providing fair and equitable services to students with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, homeless children and youth, and immigrant children. For further information see the LEA Title I Plan, EL Plan, and/or Homeless Children and Youth Plan available in the school principal's office, the superintendent's office, or on the Henry County website <http://www.henrycountyboe.org> (Departments + Federal Programs + Documents + Federal Programs Documents).

Headland High School Faculty and Staff

Administrative Staff

Maloy, Brent	Principal
Crews, Michele	Assistant Principal
Sanders, Amy	Guidance Counselor

Teaching Staff

Banner, Amanda	Health Science
Birdsong, Brett	PE/Driver's Ed
Bradford, Jennifer	Education and Training
Bower, Tricia	English
Cook, Karen	Special Education
Daughtry, Elizabeth	Math
Davis, Kirstan	Instructional Coach
Forrester, David	History
Hardy, Amanda	Career Coach
House, Chris	PE/Health
Johnson, Donna	Special Education
Johnson, Jennifer	PE/Health/Driver's Ed
Jones, Jodie	English
King, Jill	Family and Consumer Science
King, Paul	Business Education
McGee, Brianna	English
Melton, Reginald	PE
Michalak, Bryanna	Math
Parker, Rene	Science
Phillips, Denise	Science
Scott, Tracy	Agriscience
Smith, Eric	History
Taylor, John	Music/Band Director
Valentine, Sarah	Math
Walker, Shannon	Science
White, Brad	Graphic Design
Williams, Amanda	History
Wilson, Stephanie	Special Education
Womack, Billy	Construction Science
Wright, Jennifer	JAG
Yance, Jana	Media Specialist
Zahller, Tom	Social Science

Support Staff

Bright, Allison	Nurse
Baxley, Terri Lynn	Bookkeeper
Brown, Melissa	Access
Cunningham, Darlene	Lunchroom Manager
Johnson, Toccara	Behavior Specialist
Langlois, Malinda	Secretary
McKinney, Cherie	Lunchroom
McLean, Fulisha	Custodian
Noble, Sherri	Lunchroom
Oliver, Linda	Custodian
Payne, Nicole	Special Education Aide
Windham, Michelle	Access
Wright, Shane	ISS

Headland High School Bell Schedule

2023-2024

Homeroom	7:40-7:47	
1st	7:50-9:10	
Break	9:10-9:25	
2nd	9:28-10:48	
3rd	10:51-12:24	
	Lunch A	10:55-11:20
	Lunch B	11:27-11:52
	Lunch C	11:59-12:24
Skinny	12:27-1:12	
4th	1:15-2:35	

Fees and Charges

All students must clear up unpaid fees, return textbooks, return uniforms, and return library books, etc. before they can be cleared by the school each semester.

School fees may be charged for all elective courses and some required courses. All fees should be paid and cleared by Mrs. Baxley before credit can be given for the classes requiring a fee.

Lockers will cost \$10 for all year.

Permits to park in the parking lot will cost \$20.00.

A service charge of \$10.00 is required on ALL returned checks. After the first returned check only cash will be accepted.

Class Fees

<u>Subject</u>	<u>Teacher</u>	<u>Amount</u>
Accounting	King, P.	\$10
Agriscience	Scott	\$10
Anatomy	Phillips	\$20
AP Biology	Phillips	\$5
AP Calculus	–	\$5
AP Chemistry	Walker/Parker	\$5
AP English Literature & Comp	Jones	\$5
AP English Language & Comp	Jones	\$5
Biology	Phillips	\$5
Building Science	Womack	\$20 (Skills USA dues)
Business Technology Essentials	King	\$5
Forensics	Phillips/Walker	\$10
Dietetics	King, J.	\$10
Drivers Education	Johnson	\$30
FACS	King, J.	\$10
Fashion	King, J.	\$10

Food and Nutrition	King, J.	\$10
Health Occupations I	Banner	\$10
Health Occupations II	Banner	\$20 (Insurance & Fee)
Law In Society	King, P.	\$5
Multimedia Design	King, P.	\$10
Parenting	King, J.	\$10
Parking	Parking Lot	\$20
Personal Finance	King	\$5
Physics	Parker/Walker	\$10

MESSAGE TO PARENTS

You may help HHS better serve you son's/daughter's educational needs by:

1. Making a special effort to know your child's teachers.
2. Studying each mid-term and nine (9) weeks grade report carefully and contacting the school if you have any questions. (Call the school if you do not receive these.)
3. Making an appointment, if needed, to discuss your child's progress. Please call in advance to make appointments. A conference may be held with the Principal, Assistant Principal, the Guidance Counselor, or any teacher. Conferences with teachers should be scheduled through the Administrative Office and will be held during the teacher's planning period, before school, or after school.
4. Consistently monitor child's progress on INOW Parent Portal. Parent passwords are available in the Administrative office.
5. Reading the information in this book is necessary to more fully understand the policies and operations of the school.

Communication

Principal/designee will be provided information and materials about ELL, immigrant, migrant, and homeless students, and they will sign-off when receiving such materials. The principal and/or his designee will have the primary responsibility of explaining all information and materials to these students and their parents in a manner and form which they can understand.

Headland High School has a website www.henrycountyboe.org. In addition, Headland High School also has a HHS Facebook Page and a HHS Counselor Corner Facebook Page. In addition, the Principal, Counselor, and many teachers have a Remind Account set up to communicate with students and parents.

All Headland High School employees have an email address. See the website for specific email addresses. The Headland High School phone number is (334) 585-7086 and the fax number is (334) 585-7088. Henry County Board of Education's website is www.henrycountyboe.org.

The HHS monthly Calendar and the Breakfast/Lunch menu will be posted on the school website.

PTO

PTO is a valuable partnership to the education of Headland High students. We encourage you to join the PTO. There are numerous volunteer opportunities throughout the year. The PTO sponsors fundraisers throughout the year. Income generated from these fundraisers is given back to the school. Please visit the Headland High PTO Facebook page for more information.

RESPONSE TO INSTRUCTION (RTI)

Response to Instruction is a process of core classroom tiered support for all students in Henry County Schools. The Response to Instruction process at each school is designed around the Henry County RTI Framework which consist of Universal Screening, Tiered Instruction, Intervention Expectations, and Professional Development. The goal is success for ALL students through tiered support!

Statement of Equal Opportunities

It is the policy of Headland High School that no student will be denied access to programs of service, or treated differently on the basis of race, sex, religion, belief, national origin, ethnic group, limited English-speaking ability, handicapping condition, or economic condition.

STATE MANDATED TESTING

Alabama Student Assessment (State Testing)

All students must take all state required assessments.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting.

Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a student is observed in possession of a digital device during the administration of a secure test, then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action will be taken by the LEA.

POLICIES AND PROCEDURES

The following includes important items included in board policy but is not an inclusive listing. You are encouraged to refer to the entire Henry County Board Policy and Code of Conduct for more information or details – www.henrycountyboe.org – click “District Forms and Policies”

SCHOOL SAFETY

It is the desire of the administration and staff to make the environment of Headland High School comfortable and safe for everyone. The following actions have been taken in order to make the school a better place.

School Safety Plan:

All teachers have a copy of the school safety plan, and it will be reviewed with all students at the beginning of the year.

Arrival/Departure:

Students are **NOT** to arrive on campus before 7:00 a.m. and must report to their homeroom upon arrival. Students must leave the campus by 2:45 p.m. unless directly supervised by a faculty member. Students should be dropped off in the morning in front of the gym. Persons picking students up should pick up students behind the school. These are the only authorized drop-off or pick-up areas for high school students. (Failure to comply with traffic safety protocol presents safety issues for our students.)

Early Dismissal:

Safety procedures in the event of a FIRE OR EXTREME WEATHER CONDITIONS will be conducted occasionally. We encourage parents to listen to the television and radio stations should weather conditions threaten THE EARLY CLOSING OF SCHOOL.

Please be advised that the school communication device known as BlackBoard will be used to contact each parent individually in the event of an early dismissal due to weather; therefore, **it is very important that telephone numbers are kept current.**

Field Trips

Field trip information will come home with your child as needed. Students going on a field trip must be in “Good Academic Standing”. **Please be aware that Headland High School will not be able to give refunds in the event your child is unable to attend.**

Visitors:

Each visitor must check in through the Administrative Office where he/she may be issued a visitor's pass. The visitor must sign in upon arrival and sign out before leaving the campus. Students may not bring visitors or small children (brothers, sisters, sons, daughters, cousins, etc.) on campus for school functions during normal school hours.

Visitors looking to visit with teachers must have legitimate business and schedule a meeting with the teacher during their planning period, before school, or after school. Requests must be made at least 24 hours in advance. Requests can be made through the Administrative Office.

Trespassing:

Unauthorized persons on school property are trespassers and will be subject to legal prosecution.

Campus Supervision:

Staff members are assigned specific areas of the campus to supervise when students are not in class.

Break Area:

Students are to remain in the Break Area during break unless going to or from class.

Emergency Drills:

Building evacuation and emergency drills will be held at intervals throughout the school year.

Remember these basic rules:

1. Check the instructions posted in each area indicating how to leave the building in case of building evacuation or where to go during a weather drill.
2. Listen for additional instructions given by school personnel.
3. Walk quickly and quietly to the designated area.

Buildings:

The front doors along Sporman Street will remain locked at all times and can only be used by authorized personnel. Students and visitors may gain entrance to the Administrative Office through the double doors under the clock. All classrooms will remain locked throughout the school day.

School Property:

Desks and lockers are public property and school authorities may make regulations regarding their use.

Police Department Check:

The HHS Administration in conjunction with the Henry County Sheriff's Office and the Headland Police Department will periodically check the campus, lockers, vehicles, and personal property for illegal substances or items not permitted on school campus. Police dogs may also be used in random searches for illegal substances. The administration of HHS reserves the right to

search students and personal property upon reasonable suspicion. Including searches for contraband.

Asbestos Notification

The Henry County Board of Education has removed all friable asbestos from its facilities; however, there are areas within the school system that contain suspected non-friable asbestos materials. Such areas may include floor tile, attic/roofing material, and thermal insulation beneath crawl spaces and in attics. For more information, contact the school office for the school's Asbestos Management Plan.

Sexual Harassment

Employees and student shall not engage in conduct constituting in sexual harassment. Sexual harassment is illegal and will not be tolerated. The Henry County School Board shall investigate all allegations of sexual harassment and take appropriate action against employees or students who engage in sexual harassment.

Lunchroom

1. Lunch purchased at restaurants is not allowed to be brought into the lunchroom.
2. Canned drinks are not permitted in the school lunchroom.
3. Student lunches and snacks brought from home cannot be stored in the lunchroom refrigerators.
4. Charged meals-The Board does not permit students or adults to charge meals from the Child Nutrition Program. Uncollected charged meals are in actuality bad debts and are not an allowable expenditure for the Child Nutrition Program.
5. If your child was a student at Headland High School last school year and received free or reduced meals, then they will receive the same for the first week of this school year. However, you must fill out a new application each year.
6. If your child is new to Headland High School this year, the parent is responsible for paying for breakfast and lunch until the application has been either approved or denied. The school system is given 10 days to make this determination.
7. Parents are urged to purchase meals weekly or monthly.

*Meals for the '23-'24 SY will be free for ALL students.

Breakfast will be served from 7:20-7:35 a.m. daily.

MAKE UP WORK

Excused Absences

If a student is absent for any excused reason, the student shall be allowed to make up school work and/or examinations missed during said absence or absences.

Make Up Work Procedure

Students may make up work missed only if the absence is excused. A student must personally contact each teacher within two (2) days of returning to school to make arrangements for the work missed.

A zero will be entered at the time work is missed. When the work is made up, the 0 will be removed and the grade entered. The students shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange make up work and/or examinations.

Students with an excused absence will have two days to make arrangements with their teacher for a reasonable duration to complete/submit work missed, up to one week. Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn lessons missed due to excused absences.

Parents who call, requesting that teachers send make-up work home when a student has an extended absence, may obtain the assignments from the office the following day.

Unexcused Absences

Teachers shall not be obligated to provide make-up work and/or examinations for students absent for inexcusable reasons. Students may be assigned Saturday School to complete work.

Tardiness

Students are required to report to their individual schools no later than the beginning of the school day and to be punctual to all classes during the day. Tardiness is excused for the same reasons that absence is excused. Tardiness for any other reason is unexcused. Excessive tardiness will result in disciplinary action.

HHS RESPONSE TO STUDENT TARDIES/UNEXCUSED CHECK OUTS

A tardy is defined as being late to school / class. Students are expected to plan their time effectively; therefore, it is important that students arrive at the school and each class on time. Punctuality is extremely important in school, college, and the workplace.

Students are required to sign in at the office when they are tardy or late to school or when they return to school after checking out. Failure to sign in will result in disciplinary action. Checking out without an excuse will be marked as an unexcused check out and will be handled like a tardy.

General Policy:

1. Tardy to school / Class:

- **First – Third Tardy:** Students will be assigned to Break Detention that day.
- **Fourth – Fifth Tardy** – 1 Day of Early Morning Detention for each offense.
- **Sixth Tardy** – 3 Days of ISS
- **Seventh Tardy** – 5 Days of ISS
- **Eight Tardy** – 3 Days of Alternative School
- **Ninth Tardy** – 5 Days of Alternative School
- **Tenth and EACH subsequent Tardy**- 9 Days of Alternative School

CHECK IN AND OUT PROCEDURES

Check outs and late check-ins should not be permitted for any reason unless authorized by the principal or his/her designee upon written request by the parent or legal guardian. The school must be notified in writing of other individuals who may perform this act in the absence of the parent or legal guardian. Under emergency conditions, school officials may grant permission for students to leave school and notify parents as soon as possible.

Students and/or parents or legal guardians must make arrangements **at least one day in advance** by a written note when a student needs to leave school for personal reasons. Students will not be allowed to check out if previous arrangements have not been made. **The office will not make or accept phone calls or emails from parents for check outs.** Parents must come check students out in person.

Students must sign out in the office before leaving the school campus for any reason. Failure to do so will result in disciplinary procedures being enforced in accordance with the Henry County Code of Conduct.

HHS - MEDICAL AND DENTAL APPOINTMENTS

Every effort should be made to schedule medical or dental appointments outside of school hours. However, **if a student must check out, he/she should report back to school with a statement from the doctor or dentist stating the time spent in the office.** This statement should be given to the person writing the admit slip for the student to return to class.

Student School Attendance Standards and Operation of a Motor Vehicle (Pertaining to a Driver's License)

It is the policy of the Board to comply with Act 93-368 as adopted by the Alabama Legislature which provides for school attendance standards and the operation of motor vehicles. Any person under the age of 19 at the time of application for, or renewal or reinstatement of a driver's license or a learner's license must present documentation of graduation or school attendance or qualify for one or more of the following expectations:

1. Is enrolled and making satisfactory progress in a course leading to a general education development test (GED) from a state approved institution or organization or has obtained the certificate.
2. Is enrolled in a secondary school of this state or any other state.
3. Is participating in a job-training program approved by the State Superintendent of Education.
4. Is gainfully and substantially employed.
5. Is a parent with the care and custody of a minor or unborn child.
6. Has a physician certify that the parents of the person depend on him/her as their sole source of transportation.
7. Is exempted from this requirement due to circumstances beyond his/her control as provided commencing with Section 16-28-1 Title 16 Code of Alabama 1975 as amended.

TRANSPORTATION (BUS)

Students may not ride any bus other than their assigned bus. For special circumstances, a written note must be approved by the principal/designee prior to the transportation change. Please include the address of where the student is going and a contact number in the event the change cannot be approved. **If proper written documentation is not received and approved, the child will have to go home on their regular bus. PLEASE BE SURE TO KEEP THE SCHOOL INFORMED OF ANY CHANGES IN TRANSPORTATION.**

Bus Rules

The school bus driver is in authority when transporting children to and from school. All students are expected to follow the school bus rules in accordance with the code of conduct, which are as follows:

1. Remain seated and keep hands, arms and head inside the bus.
2. Be kind to other riders; no fighting, pushing, name calling or horse-playing.
3. Talk quietly; no yelling or loud talking is permitted.
4. Show respect for the bus driver and obey the driver at all times.
5. No eating on the bus.

Students failing to follow the above rules may be given a bus referral from the driver. The principal or his/her designee will be responsible for assigning disciplinary actions. Depending on circumstances and frequency of misbehavior, students may be removed from the bus for 1 to 10 days. Continuous misbehaviors will require a hearing with the Transportation Supervisor.

E-MAIL / INTERNET ACCOUNT

Students at Headland High School will get a Gmail account for Google Classroom and other Google products for school use. Students will have a Gmail Email account in Google Classroom to communicate homework assignments. Parents will have the option to opt out to keep their child from participating. They will receive a form at the beginning of school to complete.

SCHOOL NURSE, MEDICAL AID, AND MEDICATIONS

In case of an emergency, students should report to their teacher or the Administrative Office immediately for assistance. A school nurse is on duty at the Elementary School. Parents or emergency services will be contacted in serious cases. Each student should see that a family doctor is listed on his/her medical form that is kept by the nurse and the guidance office.

The school nurse can administer prescription medications only. Over the counter medications should not be brought to school. Over the counter medications cannot be administered by either the nurse or faculty members. The school nurse can contact a parent to come and administer medications to a student if necessary.

Administration of Medication

The goal of the school system regarding the administration of medication is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Please be reminded that the authority to administer medications to your child must come from you as the parent/guardian and the prescriber when medication is prescribed. Please contact your child's school nurse regarding administration of medications.

1. Medications Forms: Prescribed medication including over the counter medication is administered only upon receipt of a correct, current completed School Medication Prescriber/Parent Authorization Form (PPA). Over the counter medications also require a prescriber's authorization. This form is available from your child's school nurse. Please ensure the PPA matches the pharmacy label. These forms have to be renewed yearly. Also, an updated form is needed when a medication dosage is changed or time to be administered is changed. A discontinue order from the medication prescriber is required to discontinue medications. The school nurse cannot implement changes in a medical order from the parent or guardian. A prescriber order is required.

2. Delivery of Medication: All prescription medication must be in a current, pharmacy-labeled prescription container. All over the counter medication must be in a sealed-unopened, manufacturer-labeled container. The parent/guardian (not the student) should deliver the medication and the PPA to the school nurse.
3. Acceptance of Medication: Both the parent/guardian and the licensed nurse or medication assistant will sign the back of the Medication Administration 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 that have been authorized for self-administration/self-carry by the school nurse.
4. Storage of Medication: All medication must be stored in the school health office according to ALSDE/ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies that have been authorized by the school nurse.
5. 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 school nurse.
6. Expired Medication or Needed Inventory of Medication: The parent/guardian will be notified when medications expire and when medication inventory is needed. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, the medication will be destroyed in accordance with guidelines. It is the parent/guardian's responsibility to bring additional medication to school. If medication is not brought in a timely manner, the prescriber will be notified.
7. First Dose of Medication: The first dose of any new medication or change in dosage (increase or decrease) of a current medication should be given at home with the exception of emergency medications (ex. EpiPen).
8. Suggested Recommended Medication Administration of Early Morning AM Medications and Antibiotic Medications: It is recommended that AM medications be administered at home before school. Also, when a medication is prescribed for three times a day it should be given at home; just before leaving for school, upon returning home in the afternoon, and at bedtime (ex. antibiotics).
9. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by the parent/guardian.
10. End of Each School Year: The parent/guardian must pick up all medications on or before the last day of classes or the medication will be destroyed.

CONFIDENTIALITY

All reports and test results and other information will be kept confidential by the Board and may not be used as evidence or disclosed in public or private proceedings except in the following:

Written consent of the student authorizing release of the information to an identified person.

- (a) To a student having decisions made in a lawsuit, grievance or other proceedings initiated by or on behalf of the student.
- (b) When compelled to do so by federal or state law or order from a court of competent jurisdiction.

All questions should be directed to the Board's Drug Testing Coordinator. Any employee responsible for a breach of the confidentiality provisions of this policy shall be subject to appropriate disciplinary action, including termination if warranted.

CLARIFICATION

This policy does not circumvent or replace the Board's Code of Conduct pertaining to the use, possession, distribution, manufacturing of drugs or alcohol or other drugs at/or away from school, Board property, or school sponsored events. Violations of policies and rules will follow normal Board policy consequences. The consequences under the Drug Testing policy will become secondary.

GUIDANCE SERVICES

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially.

This is done by:

1. Helping new students feel at home in a new school environment.
2. Setting up individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
3. Providing a testing program designed to help students learn as much as possible about his/her capabilities.
4. Counseling with students, parents, or teachers. Parents may call a counselor any time during the school day to schedule a conference.
5. Being available during the school day for all students to come by and talk.
6. Assisting students with career plans.
7. Assisting students who are applying to colleges, junior colleges, or technical schools with applications and financial aid forms

Many materials about different schools, the military, occupations, tests, and ACT or SAT registration forms are available in the counselor's area for students to use along with applications for most in-state colleges. The counselor's offices are located in the Administrative Offices.

ENROLLMENT REQUIREMENTS

A parent/guardian must accompany and register a new student.

The following items must be brought at the time of registration:

1. A social security number (Optional)
2. Proof of residence with a legal guardian within the Headland High School area.
3. A valid Certificate of Immunization
4. A copy of the student's birth certificate
5. A withdrawal form from student's previous school indicating the school's name, address, phone number, grade level of student, current academic grades, reason for withdrawal, and student status.
6. Guardianship paperwork (if applicable)

WITHDRAWAL PROCEDURES

Students, who are planning to withdraw to attend other schools, need to notify teachers and counselors at least one day in advance of intended withdrawal.

Adhere to the following procedures when withdrawing:

1. Get a withdrawal form from the guidance counselor.
2. Obtain parental/guardian consent.
3. Complete the student section of the withdrawal form. Include the name and address of the new school.
4. Secure current academic averages from all teachers and return all textbooks and materials.
5. Clear all fees and fines. These must be cleared before the withdrawal process is complete.
6. Return all completed forms to a guidance counselor.
7. All withdrawals must include a conference with the Principal or his/her designee.

For more information for enrollment/withdrawal procedures contact the HHS Guidance Office

GRADUATION REQUIREMENTS

5.20

All students entering the 9th grade are required to complete course requirements for graduation as specified by the Alabama State Board of Education and the Henry County Board of Education. The Henry County Board of Education directs the Superintendent to produce a widely-disseminated publication which describes requirements for all diplomas and certificates awarded by the Henry County Board of Education. Students entering the 9th grade during the 2018-2019 school year and after will be required to complete at least 26 credits (24 required by the state department of education plus two electives of their choice).

Publications describing graduation requirements for Henry County students shall describe types of diplomas and endorsements by graduating class/year/cohort, total credits and assessments required, core course requirements, elective course offerings, and the process for earning weighted credit when appropriate. Additionally, such publications shall describe courses and/or procedures by which students may earn credits toward graduation prior to grade 9 and procedures for the validation and/or acceptance of credits for students transferring into the Henry County School System.

REFERENCE(S):

**CODE OF ALABAMA
16-8-8, 16-26-1, AAC §290-030-010-.06(11)(k)1**

VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES

5.23

The grades earned in all core courses from the ninth (9th) grade through 1st semester of the (12th) twelfth grade are used for determining valedictorian, salutatorian, and honor students. GPA calculations of senior candidates for valedictorian, salutatorian, and honor graduates shall be calculated to the second decimals place. (See Policy 5.22 Class Rankings and Weighted Credit.) The following criteria shall be used in determining valedictorian, salutatorian, and honor graduates at each Henry County high school (Students entering the 9th grade during the 2018-2019 school year and after):

1. Valedictorian, salutatorian, and honor graduates shall be selected from students pursuing the highest available diploma endorsement (See Courses Attached on Page 3).
2. Students will be ranked by the Core GPA. The student with the highest Core GPA will be the valedictorian. The student with the second highest Core GPA will be the salutatorian. In case of a tie in the Core GPA, numerical grade average will be used.

3. The student with the highest numerical grade average will be valedictorian. The student with the second highest numerical grade average will be salutatorian. In case of a tie, there will be a co-valedictorians or co-salutatorians. Numerical grade averages which have a differential of .25 or less will be considered a tie.
4. Honor graduates are those students who maintain an overall Core GPA of 4.0 or above in grades 9-12 in all core courses and who are graduating with an Advanced Diploma.
5. Core course credits/grades in the following subjects shall be used when calculating GPA and numerical grade averages for the selection of valedictorian and salutatorian:
 - 4 English credits
 - 4 Social Studies credits
 - 3 math credits including Algebra II with Trigonometry
 - 3 science credits

Core course credits/grades in the following subjects shall be used when calculating grade point averages (GPA) for the selection of honor graduates:

- 4 English credits
 - 4 Social Studies credits
 - 3 math credits including Algebra II with Trigonometry
 - 3 science credits
6. A transfer student must have transferred in by his/her junior year to be considered for valedictorian or salutatorian unless the transfer was a result of a move into the school's attendance zone by the parent(s)/guardian(s) of the student. When the student transfers due to a bona fide move of the parent/guardian, the transfer student could share the honor with the non-transfer valedictorian or salutatorian. Honor graduates may be students who transfer in at any time.
 7. Grade point averages shall be computed at the end of the 1st semester of the senior year. Calculations shall be done immediately after grades are posted to the grade sheets. Grade point average (GPA) and numerical averages shall be expressed in numbers calculated to the second decimal place.

Honor Graduates

In order for any Henry County student to be considered an honor graduate, the student must complete the requirements below and maintain a combined 4.0 GPA in core courses. Beginning with 9th graders entering high school during 2018-2019 school and after.

English 4 Credits (or any AP/postsecondary equivalent of these courses)

- Honors English 9
- Honors English 10
- Honors/Advanced/AP English11
- Honors/Advanced/AP English 12

Mathematics 4 Credits (or any AP/postsecondary equivalent of these courses)
•Algebra I •Geometry •Algebra II with Trigonometry •Precalculus

Social Studies 4 Credits (or any AP/postsecondary equivalent of these courses)
•World History •U.S. History to 1877 •U.S. History from 1877 •½ U.S. Government •½ Economics

Science 4 Credits (or any AP/postsecondary equivalent of these courses)
•OnePhysicalScience •HonorsBiology •HonorsChemistry •1 Honors/AP Courses (2 if Chemistry took the place of Physical Science)

Physical Education 1 Credit LIFE (Personal Fitness) Health Education ½ Credit

CTE and/or Foreign Language and/or Arts Education 3 Credits

2 credits must come from a Foreign Language course in sequence

Career Preparedness 1 Credit Electives 4 ½ Credits

Total Credits 26 Credits

REFERENCES:

CODE OF ALABAMA

16-8-8

Advanced Placement (AP) Requirements

Pre-requisites:

1. Students must maintain an 80 average or above in all core classes
 2. Students must maintain a 3.0 unweighted average in all core classes
 3. Students must be recommended by a teacher to enroll in subject matter
-
1. Upon failure of an Honors/AP course, students **WILL NOT** continue the advanced track in that core subject and **WILL NOT** qualify for an advanced diploma.
 2. Students must also maintain a 70 average or higher in their foreign language class/es in order to continue on the advanced track.
 3. In order to continue in Pre-AP/AP core courses, students must maintain a 3.0 unweighted GPA. (GPA will be calculated at the end of each semester)

Dual Enrollment

Pre-requisites:

1. Students must be enrolled as a 10th, 11th or 12th grade student.
 2. Students must have a “B” average in all core classes
-
1. Students who are enrolled in a Dual Enrollment course will not leave prior to the end of 3rd block.
 2. Per Wallace Community College policy, students who fail a class will be required to sit out the next semester (Summer semester is not included).
 3. Only Dual Enrollment courses that take the place of a required high school course will be listed on the high school transcript. All other courses are listed on the college transcript.

Grades

Each class shall have a minimum of six tests and nine daily grades with the exception of AP classes.

HELP US LOCATE CHILDREN WITH DISABILITIES...CALL

Henry County Board of Education

Dr. La’Keisha Newsome, Special Education Coordinator 334-585-2206

Help the Henry County System locate, identify, and evaluate individuals from birth to age 21 who have disabilities. Children may be eligible for special education services in one or more of the following areas of disability:

Autism	Other Health Impaired
Deaf-Blind	Specific Learning Disabilities
Speech Language	Emotional Disability
Hearing Impaired	Traumatic Brain Injury
Intellectual Disabilities	Visually Impaired
Multiple Disabilities	Developmentally Delayed
Orthopedically Impaired	

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team, outside agencies, or parents/guardians may make a referral. Anyone wishing to make a referral may contact your child’s school or the office of Special Education Services at (334) 585-2206 ext 1230. The Henry

County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

Saturday School

Saturday School may be assigned to any student as an alternative disciplinary action or to make up seat time for unexcused absences, unexcused tardies, and/or unexcused checkouts by an administrator. Saturday School may also be assigned to “at risk” students in an attempt to complete or make-up missing assignments or any time a student accumulates three or more “0s” in any of their classes. Saturday School will be each Saturday from 8:00-12:00 at HHS. Students must meet at the Ram out front by 7:55 and are required to stay for the entire duration.

HEADLAND HIGH SCHOOL IS A NON-TITLE I SCHOOL

The Henry County School System implements the NCLB Parents Right-to-Know provision by providing parents with copies of all required notifications/forms. These include both English and Spanish (and other languages as needed) versions of the required documents. TransACT is used as a resource for the documents.

The Henry County School System is committed to enrolling without barriers and providing fair and equitable services to students with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, homeless children and youth, students in foster care, and immigrant children. For further information see the LEA Title I Plan, EL Plan, Foster Care Plan, and Homeless Children and Youth Plan available in the school principal’s office, the superintendent’s office, or on the Henry County website <http://www.henrycountyboe.org> (Departments + Federal Programs + Documents + Federal Programs Documents).

DISCRIMINATION POLICY

Henry County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Dennis Brand, Title IX Coordinator
300 North Trawick Street
Abbeville, AL 36310
dbrand@henrycountyboe.org