

# HHS RULES AND PROCEDURES

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

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

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

**S**triving to love learning



# SCHOOL ARRIVAL

Students may enter building at 7:43 a.m.

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

# PARKING

New student parking lot. NO PARKING IN DIRT LOT.

Exit car immediately after parking.

All students must have a parking permit, which can be purchased from Mrs. Clark for \$20.

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 may be booted and/or towed at owner's expense.

# ATTENDANCE

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

Students who accumulate more than 7 unexcused absences in a class may be denied credit for the class.

# ATTENDANCE

## Exemption Policy

- PE and Electives (except Career Prep) will not administer exams.

### 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.

# 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 Advisory be utilized for individual student make-up work when necessary.

Do not allow students to do make-up work without a written note, email from teacher, or phone contact.

# CHECK-INS/CHECK-OUTS

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



# HALLWAYS/CLASS CHANGES

No one in the hallway without an orange hall pass around his/her neck.

Only one student out at a time.

May only visit lockers during class changes.

# RESTROOMS

Students must use restroom during class changes.

Only in an emergency should a student use the restroom during class.

If “emergencies” become habitual, parents will be contacted and informed of negative impact of students missing class time.

Take care to keep our restrooms clean and functioning.

Remember, all students must have an orange hall pass around their neck in order to leave the classroom to go to the restroom.

# BREAK

- You must be outside in the break area during break time.
  - Break area: the area outside between the hallways, and behind the library.
- No students are allowed in the building unless otherwise instructed by faculty or staff.
- In order to continue enjoying break time, remember to keep the break area clean and free of litter.

# LUNCH

## In Cafeteria

1. Everyone must go to the cafeteria during lunch.
2. No discernable voices.
3. Stay seated until dismissed.
4. Students may not leave without teacher's permission and pass.

## Cafeteria Dismissal

1. Bell dismisses.
2. Clean up all trash.

# 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.

# CELL PHONES

Phones are valuable tools that students may utilize for instructional purposes when given permission by the teacher. We fully expect that students are responsible enough to use phones appropriately.

However, any student who is using, looking at, etc. his/her phone without permission from the teacher will receive 1 warning.

The 2nd offense will result in the phone being “pouched” and the student must see Mrs. Connor after the last bell rings at 3:00 to have it unlocked.

# CELL PHONES

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

Students must wait until Mr. Childree returns inside from buses. No phones will be unlocked before the bell rings at 3:00 unless the student rides a bus, in which case they may see Mr. Childree at 2:50 to avoid missing the bus.

Any student who 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 explicit pictures, etc. will result in an office referral.

# DRESS CODE HIGHLIGHTS

1. Shoulders covered.(no sleeveless tops, tank tops,etc.)
2. No holes in pants above the knee that reveal skin or undergarments.
3. Tights & leggings do not really count as wearing anything, so anything over them must be appropriate length. (No more than 2 inches above the knee)
4. No pajamas, blankets, or bedroom shoes.
5. No Headphones. If headphones are being worn, they will be confiscated.
6. 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.

# FOOD/DRINKS

Students are encouraged to drink water all day to maintain proper hydration. However, no other food/drinks (except water) are allowed inside the building.

If found with food or drinks in the building, students will be required to throw them away immediately.

If food/drinks inside the building becomes habitual, students may receive after-school detention.

# STUDENT AIDES

Students will be responsible for obtaining a rubric every 4 weeks from Mrs. Pratt. Must have it completed by the teacher or a grade of zero will be earned.

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

# PEP RALLIES

ECTC students may attend pep rallies as long as it has been cleared by ECTC teacher.

All students must report to Advisory teacher and then must attend pep-rallies with their classes.

Any student who is not in attendance at a pep rally will be written up for skipping.

# TECH CENTER STUDENTS / ALTERNATIVE PROGRAM STUDENTS

Wait for bus inside/outside the front door of the school  
nearest Mr. Childree's office.

# AFTERNOON DISMISSAL

## Buses/Car Pick-Up

Quick locker visit and straight out to buses or out front for pick up.

## Drivers

Quick locker visit and straight out to parking lot.

Students in lower lot must wait until buses are clear and gate is opened to exit parking lot.

# DETENTION

Any student assigned to detention must report on the assigned day. Failure to do so will result in 2 additional days detention. Failure to appear for 2 days will result in suspension.



# DRUG TESTING POLICY

Any student who wishes to drive to school or participate in any sport, club or activity outlined in the Elmore County Drug Testing Policy must complete a Drug-Testing Consent Form in order to be eligible to drive or participate.

This will be giving the school consent to test the student for illegal drugs up to 4 times during the school year.

Failure of a drug test will result in the student receiving counseling as well as being disqualified from 20% of the team/club's contests or activities.

# DRUG TESTING POLICY

For student drivers:

- If you do not turn in a Drug Testing Consent Form by next Friday, August 19, your parking permit will be confiscated until the form is completed.
- Failure of a drug test will result in immediate loss of driving privileges for 4 weeks pending completion of education program and acceptable negative test.