

HOOVER HIGH SCHOOL DIGITAL AGENDA 2016-17

SCHOOL COLORS - Orange, Black and White
SCHOOL MASCOT –The Buccaneer

FIGHT SONG

Hooray for Hoover, Hooray for Hoover.
Someone in the crowd is yelling hooray for Hoover.
One, two, three, four, who you gonna yell for?
Hoover, that's who!



ALMA MATER

All our love, respect, and honor Hoover High we give to you,
Always mindful of our promise ever to be true.
This is then our pledge to you, all our whole lives through:
We will ever hold your torch, Hoover High for you.
Through the years, as we remember all our happy hours here,
We will offer up thanksgiving, Alma Mater dear.

HOOVER HIGH SCHOOL ADMINISTRATORS

Don Hulin – Principal	439-1210
Carrie Busby - Assistant Principal 12 th Grade	439-1212
John Montgomery - Assistant Principal 11 th Grade	439-1313
Brad Hayn – Assistant Principal 10 th Grade	439-1316
Rita Barksdale - Assistant Principal 9 th Grade	439-1312
Jennifer Hogan - Assistant Principal Curriculum and Prof. Dev.....	439-1214
Taurus Felton – Assistant Principal Hoover Hall/CTE/Academies	439-1213
Andy Urban – Athletic Director.....	439-1332
Lisa Bridgeman - Assistant Athletic Director.....	439-1233

IMPORTANT PHONE NUMBERS

Counselors.....	439-1230 / 1318
Cindy Bond - College & Career Specialist.....	439-1280
Zach Butler	439-1222
Deborah Grant	439-1224
Tonah Montgomery.....	439-1225
Katie Smith	439-1323
Patty Phillips	439-1324
Marley Stephens	439-1226
Front Desk	439-1200
Front Desk Hoover Hall (Academy School).....	439-1315
Athletic Department	439-1233
Athletics Bookkeeping	439-1331 / 1244
Attendance Office	439-1320 / 1314
Band Room	439-1228
Bookkeeper	439-1321 / 1261
Choir Room	439-1227
Counselors	439-1230
Cafeteria.....	439-1229
Health Room	439-1330
Library	439-1242 / 1342

Where to Go and Whom to See

<u>INQUIRY</u>	<u>WHOM TO SEE</u>	<u>LOCATION</u>
Academies	Mr. Felton / Mrs. Wilson	Hoover Hall
Athletics	Mrs. Armstead/Coach Urban/Bridgeman	Ath Off
Athletics Bookkeeping.....	Mrs. Irish / Ms. Steinert	Athletic Office
Attendance.....	Attendance Desk.....	Main Office
Bus Schedule.....	Mrs. Baugh/ Mrs. Latta.....	Main Office
Clubs.....	Mrs. Hogan	Main Office
College Admissions	Mrs. Bond	B112/A
Community Service Program	Mrs. Phillips.....	Counselors' Office
Discipline.....	Grade Level Administrator	Main Office
Fees.....	Bookkeepers.....	Main Office
Free / Reduced Lunch	Ms. King.....	Cafeteria
Graduation Requirements.....	Counselors.....	Counselors' Office
Lockers	Mrs. Harper.....	A101
Lost and Found	Mrs. Williamson.....	Principal's Office
Medication Forms	Mrs. Stoudenmire/Mrs. Genry	Health Room
Parking.....	Mrs. Harper	A101
Registration & Scheduling.....	Counselors.....	Main Office
Student Government.....	Mrs. Thomas/Mrs. Barnes.....	Room C229/G212
Student ID's	Librarians	Library Media Center
Summer School	Counselors.....	Counselors' Office
Textbooks	Mr. Hayn	Main Office

**Hoover High School
PTSO Board 2016-2017**

President	Kristi Phillips	mom3byz@gmail.com	205-451-8656
1 st VP (Pres. elect)	_____		
2 nd VP (Volunteers)	Sandy Johnson	sandysshellj@gmail.com	
Treasurer	Crystal McMeekin	crystalmcmeekin@bellsouth.net	205-616-7689
Recording Secretary	Jennifer Presley	unclerojo@aol.com	205-337-0613
Corresponding Sec	Carrie Thomas	carrieto@gmail.com	205-542-8812
Parliamentarian	Cathy Edwards	mcibedwards@charter.net	205-987-2863
Members at Large	Shay Warren	sjwarren@uab.edu	205-908-0945
	Natalie Melton	melton.natalie@ymail.com	205-577-9860
	Vonya Clark	jayvonya@usa.com	205-823-9040
Band Represen.	Pat Morris	patcm@bellsouth.net	205-901-8823
Choir Represen.	Jacken Stubblefield	stubblefamily@charter.net	
Athletic Repres	Vicky McDowell	mcdvicky@gmail.com	205-403-8657
Faculty Liaison	Mr. Rutsky		
SGA Representative	Makinley Parker		

2016-2017 School Calendar

FALL SEMESTER

Aug.3-5.....New Teacher Orientation
Aug.8.....Institute for All HCS Personnel; 1st Day for Teachers
Aug.9.....Teacher Local PD
Aug.10.....Teacher Workday
Aug.11.....1 st Day of School for Students
Sept.5.....Labor Day Holiday; Schools/Offices Closed
Oct.7.....End of 1st 9 Weeks
Oct.10.....Teacher Workday / Students Out
Nov.11.....Veterans Day Holiday; Schools/Offices/Closed
Nov.21.....Teacher Flex/District PD/ Schools/Offices/Closed
Nov.21-25.....Thanksgiving/Schools/Offices/Closed
Dec.16.....End of 1st Sem. & 2 nd 9 Weeks
Dec.19-Jan.2.....Winter Holiday

SPRING SEMESTER

Jan.2.....Teacher Workday
Jan.3.....Students Return to School/1st Day of 2nd Semester
Jan.16.....MLK, Jr. Day Holiday; Schools/Offices Closed
Feb.20.....District PD/ Students Out
March 10.....End of 3rd 9 Weeks
Mar.27-31.....Spring Break/Schools/Offices/Closed
Apr 14.....School Holiday/Schools/Offices/Closed
OR Weather Makeup Day if Needed
May 23.....Spain Park HS Graduation
May 24.....Hoover HS Graduation
May 26.....Last Day for Students; End of 4th 9 Weeks/2nd Semester
May 29.....Memorial Day Holiday
May 30.....Teacher Workday

2016-17 Bell Schedules

Regular Schedule

Zero Period	7:20-8:09	49 min.		4A Lunch		5A Lunch		5C Lunch
1st Period	8:15-9:06	51 min.	Lunch	10:59-11:21	Lunch	11:53-12:15	Class	11:53-12:42
2nd Period	9:11-10:00	49 min.	Advisory	11:25-11:51	Advisory	12:19-12:43	Lunch	12:46-1:08
3rd Period	10:05-10:54	49 min.	Class	11:55-12:44	Class	12:49-1:38	Advisory	1:12-1:38
4th Period	10:59-11:48	49 min.						
4th (9th Grade)	10:59-12:44	105 min.		4B Lunch		5B Lunch		5D Lunch
5th Period	11:53-1:38	105 min.	Advisory	10:59-11:25	Advisory	11:53-12:19	Class	11:53-12:42
5th (9th Grade)	12:49-1:38	49 min.	Lunch	11:29-11:48	Lunch	12:23-12:45	Advisory	12:46-1:12
6th Period	1:43-2:32	49 min.	Class	11:55-12:44	Class	12:49-1:38	Lunch	1:16-1:38
7th Period	2:37-3:26	49 min.						

Club Schedule

Zero Period	7:20-8:09	49 min.		4A Lunch		5A Lunch		5C Lunch
1st Period	8:15-9:00	45 min.	Lunch	11:17-11:38	Lunch	12:07-12:28	Class	12:07-12:52
2nd Period	9:05-9:50	45 min.	Advisory	11:42-12:07	Advisory	12:32-12:57	Lunch	12:56-1:17
Clubs	9:55-10:22	27 min.	Class	12:11-12:56	Class	1:01-1:46	Advisory	1:21-1:46
3rd Period	10:27-11:12	45 min.						
4th Period	11:17-12:02	45 min.		4B Lunch		5B Lunch		5D Lunch
4th (9th Grade)	11:17-12:56	99 min.	Advisory	11:17-11:42	Advisory	12:07-12:32	Class	12:07-12:52
5th Period	12:07-1:46	99 min.	Lunch	11:46-12:07	Lunch	12:36-12:57	Advisory	12:56-1:21
5th (9th Grade)	1:01-1:46	45 min.	Class	12:11-12:56	Class	1:01-1:46	Lunch	1:25-1:46
6th Period	1:51-2:36	45 min.						
7th Period	2:41-3:26	45 min.						

Pep Rally Schedule

Zero Period	7:20-8:09	49 min.	4A Lunch			5A Lunch			5C Lunch	
1st Period	8:15-8:58	43 min.	Lunch	10:39-11:00		Lunch	11:27-11:48		Class	11:27-12:12
2nd Period	9:03-9:46	43 min.	Advisory	11:04-11:29		Advisory	11:52-12:17		Lunch	12:16-12:37
3rd Period	9:51-10:34	43 min.	Class	11:33--12:18		Class	12:21-1:06		Advisory	12:41-1:06
4th Period	10:39-11:22	43 min.								
4th (9th Grade)	10:39-12:18	99 min.	4B Lunch			5B Lunch			5D Lunch	
5th Period	11:27-1:06	99 min.	Advisory	10:39-11:04		Advisory	11:27-11:52		Class	11:27-12:12
5th (9th Grade)	12:23-1:06	43 min.	Lunch	11:08-11:29		Lunch	11:56-12:17		Advisory	12:16-12:41
6th Period	1:11-1:54	43 min.	Class	11:33--12:18		Class	12:21-1:06		Lunch	12:45-1:06
7th Period	1:59-2:51	52 min.								
Pep Rally	2:56-3:26	30 min.								

Hoover Hall Schedule

<u>Regular Schedule</u>			<u>Club Schedule</u>			<u>Pep Rally Schedule</u>			
1/2 Block	8:25-9:50		1/2 Block	8:25-9:40		1/2 Block	8:25-9:36		
3rd Period	10:15-11:19		3rd Period	10:37-11:36		3rd Period	10:01-10:58		
3/4 Block	10:15-11:38		3/4 Block	10:37-11:52		3/4 Block	10:01-11:12		
6/7 Block	1:53-3:16		6/7 Block	2:01-3:16		6/7 Block	1:21-2:41		
3rd Period classes have a 14 minute advisory at Hoover Hall and go to 4B lunch.									

GRADING SYSTEM

The grading system at Hoover High School will reflect the student's actual performance in all facets of learning. The following grading system will be used:

90	-	100	= A
80	-	89	= B
70	-	79	= C
60	-	69	= D
Below		60	= F

Report cards will be issued at the conclusion of each nine week grading period. Report card grades will list percentages as well as letter grades. The final semester grade will be based on the value of 40% for each nine (9) weeks and 20% for the final exam.

LIBRARY @ Hoover High

The library is open Monday through Friday, 7:15 a.m. - 3:45 p.m. Students may use the library before and after school without a pass or during the school day with a hall pass from a teacher. Student ID cards serve as library cards and are required for checkout. Overdue fines are \$0.10 per day for regular books and \$1.00 per day for reference books.

ER

The ER is a tutoring option available to our students on an "as needed" basis during the school day. Certified faculty members and peer tutors are available during the lunch/homeroom periods to help students with assignments and basic concepts with which they struggle. Students who attend the ER spend the entire period in the ER classroom in lieu of going to lunch/homeroom. Students may be assigned by a teacher or may choose to attend ER help sessions.

CAFETERIA

Breakfast is available in the cafeteria from 7:45 a.m. until 8:15 a.m. on each regular school day. Menus and pricing are available at <http://bit.ly/HighSchoolMenus>. Food from outside sources can be brought in student lunch bags, but cannot be in the packaging from an outside food source. The school lunch period is an opportunity for students to enjoy nutritious meals while socializing with their friends. Our child nutrition staff works hard to provide a nutritious, well-balanced meal for students, faculty, staff, and visitors. Student breakfast cost is \$1.50. Student lunches are \$2.50 with a variety of a la carte options available. Faculty prices are \$3.00. The lunch period is a definite part of the school program, and provision should be made for all students to eat lunch in the cafeteria. Any deviation from this must be by special permission from the principal. **Parents and other visitors may not bring lunch to a student from a cafeteria or fast food restaurant during lunch period at school.** The cafeteria should be a place where everyone can enjoy his/her meal in pleasant surroundings.

Deposits can be made into your student's cafeteria account at www.paypams.com.

EMERGENCY EVENTS

In the unlikely event that an emergency evacuation should occur at this school, **the school system superintendent or designee will notify media of all evacuation information.**

DRESS CODE

The Hoover City Board of Education recognizes the effect of student dress upon safety and the learning environment. Parents have an important role in helping their children make appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain a safe environment that is conducive to learning, attire considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not allowed. Failure to comply with the following rules will make the student subject to disciplinary action. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Hoover City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance, or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of any Hoover City School.
2. Clothing should not reveal the body in an inappropriate manner. Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, off-the-shoulder tops, tank tops, razor-back tops, low-cut front or back tops, sheer or see-through clothing, clothing worn backward or inside-out, pants worn too low (low riders), too long, or excessively large, etc. Legging/Jeggings are not considered pants. Undergarments should not be visible.
3. Excessively large clothing is not allowed.
4. Pants with holes above the knee are not appropriate.
5. Shorts must be hemmed and not shorter than mid-thigh when student is seated. The following types of shorts are not allowed: shorts that are torn or in disrepair, sweatshirt material, tennis shorts, spandex shorts.
 - High school students may wear athletic shorts.
 - Shorts Rule may be adjusted at the Elementary Level.
6. Length of dresses, skirts, etc., is required to be at the top of the knee front and back when standing or walking.
 - Length of dresses, skirts, etc. may be adjusted at the Elementary Level.
7. Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment or may pose a safety risk/hazard (ex. excessively large, noisy jewelry and/or belts). Facial jewelry is not allowed for males or females. No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed.
8. T-shirts or any other type clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being "off-color," suggestive, obscene, or offensive, or relating to, death, the occult, etc. are not permitted.

9. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identify a student as being a member of a gang, unauthorized organization, or any subversive or unlawful organization will not be allowed.
10. During the school day, students are not to wear or carry caps, hats, bandannas, sunglasses, or other inappropriate headwear (ex. Hoodie pulled up over head, ski hat, etc.).
11. Outerwear (coats, gloves, etc.) are not to be worn in the building during normal school time unless temperature or individual medical problems dictate this to be appropriate or the administrator approves it as appropriate.
12. Hair cannot obscure the student's face or impair the student's vision. Hair design or style which causes disruption to the learning process or that can be associated with unauthorized organizations is not allowed.
13. Extreme facial make-up, face painting, etc. that obscures the student's face or causes a disruption to the learning process is not acceptable.
14. Students are not to wear heavy metal chains, metal spiked apparel, or accessories, etc.
15. Students are required to wear shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed.
16. Gym style fleece sweat pants and basketball shorts may be worn at the elementary and high school level, but may not be worn at the middle school level. Such pants or shorts must conform to general dress code criteria with regard to being too large/sagging or too tight/revealing.
17. Clothing & accessories designed to conceal illicit objects are prohibited.

NOTES:

- The privileges offered under the school Dress Code may be withdrawn from any student who fails to meet the Code of Conduct in general.
- Students who violate the rules and/or intent of the Dress Code will be subject to consequences as well as having privileges allowed under the Dress Code withdrawn.
- If any aspect of the Dress Code becomes a consistent problem, appropriate adjustments will be made by the administration to address the situation.

TELEPHONE, CELL PHONE USE AND MESSAGES –

Misuse of the cell phones/electronic devices will lead to confiscation from the student and will be returned only to a parent/guardian.

- 1st offense: Staff delivers the device to grade level administrator. Device is held until the end of the next school day. If a device is confiscated on Friday, device will be returned at the end of the day on the following Monday. Devices will only be returned to a parent/guardian.
- 2nd offense: Staff delivers the device to grade level administrator. Device will be returned to parent/guardian after one week. Student will be assigned 3 days in ISS.
- 3rd offense: Discipline referral for 5 days to Alternative Class for defiance of rules. Student will no longer be allowed to have the device at school.

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cellphone, iPad, laptop, tablet, etc.) to record media

or take photos during school (not limited to classrooms) or at school events unless they have permission from both a faculty/staff member and those whom they are recording.

Students may be permitted to use the office telephone only in cases of illness or **absolute necessity** as determined by school officials. Students who use the office telephone must have written permission from their teacher and permission of office personnel. **Students will not be called to the telephone nor will students be called out of class to talk with a parent or other person unless the situation is deemed as an emergency by an administrator.**

Naturally there are emergencies which arise from time to time which necessitate a message to or from a parent or the delivery of an item to a student. The school is happy to cooperate with the delivery of emergency messages, but this becomes **very** time consuming; therefore, only **emergency** messages (as determined by an administrator) will be delivered. Parents should have an understanding with their child as to his/her plans for after school since after school arrangements are not considered to be an emergency.

The school will accept no personal deliveries for any student.

STUDENT ID CARD

Each student will be provided a photo ID card. There will be NO CHARGE for the first ID card provided. **The ID card must be on the student's person at all times during school hours.** The ID card must be shown to check out materials from the library, use the writing center, use the computer facilities, etc. Students who lose their ID card will be charged a \$5 fee for a replacement. When a student is withdrawn, he/she must surrender the ID card.

ATHLETIC ALL SPORTS SEASON PASS

The Hoover Bucs Athletic All Sports Season Pass can be purchased while registering for school fees and any time during the school year at: myschoolfees.com. The Hoover Bucs Athletic All Sports Season Pass is your admission to all regular season Hoover High and Hoover Middle School sporting events (does not include jamborees, AHSAA play-off games or tournaments). The cost of the Hoover Bucs Athletic All Sports Season pass is \$60 per student.

STUDENT MONEY/VALUABLES

Students should not bring excessive amounts of money or valuable items to school. Please secure in lockers if possible.

HALL PASSES

Teacher hall passes will be used to grant permission for a student to be out of class. Students must be in their assigned places unless they have teacher or administrator permission to be in another place. Students must not leave any class or place of assignment without permission. Student must not leave school grounds for any purpose without permission from an administrator. **Students who are outside of class during class time must be accompanied by a teacher or have an appropriate hall pass from an authorized staff person.**

ANNOUNCEMENTS

Announcements will be made over the intercom during first period. Please remain quiet so that all students can hear the information.

WEIGHTED GRADES

All Pre-AP and Pre-IB courses will be weighted 0.25 for the purpose of class rank. Math Team and Dual Enrollment courses will be weighted 0.50. Advanced Placement courses will be weighted 1.00. Weighted G.P.A.'s will be sent to colleges. CAUTION: Students taking courses with weighted credits should be aware that taking health or other non-weighted courses in summer school will reduce the student's grade point average even when a grade of "A" is earned. A student should discuss this with his/her counselor for complete clarification.

Additionally:

1. For students who have exhausted all upper-level core curriculum courses at Hoover High School:

Students who have surpassed upper level academic core level courses at Hoover High School and attend a university/college while receiving a passing grade will receive the grade in the class and a 1.0 weighted value quality point per course per semester equivalent to AP and IB weight. This grade will be included on the high school transcript and included in the GPA. Example: John Black takes AP Calculus BC as a sophomore and attends UAB to take Advanced Linear Calculus. He will receive the grade he makes in the class and 1.0 weighted value for the course.

2. Dual Enrollment Weighted Grade Policy:

Students who enroll in a college/university course(s) in order to receive college credit will receive the grade in the class and 0.50 weighted value quality point per course per semester. Student must select courses on the approved state dual enrollment course listing.

CLASS RANK

The valedictorian and salutatorian of the class will be the individuals who have attained the actual first and second highest grade point average in their class and will be determined at the end of eight semesters. All students with a 4.00 or higher G.P.A. will be designated as honor graduates. **The Hoover High School valedictorian, salutatorian, and all honor graduates are determined based on eight (8) semesters of work.**

HOMEWORK

The purpose of homework is to facilitate classroom participation and/or to reinforce previously taught objectives. Homework is considered to be an appropriate aspect of the instructional process. Students are expected to complete all homework as assigned. High school students are normally assigned daily homework that will take approximately 60 - 90 minutes to complete.

ATTENDANCE

Tardies

Few things affect a student's success as negatively as poor attendance. We encourage parents to make every effort to be sure that their student is in school on time every day. Students must be in the classrooms prior to the ringing of the tardy

bell. Any student who is more than 10 minutes late to Zero or First Period must check in through the Attendance Office.

Students are required to be in the 1st period class by the beginning bell. At the Senior Campus, a warning bell rings 15 minutes prior to the beginning of first period each morning. At this time all students should move to their assigned 1st period class. An accumulation of three (3) tardies to any class will constitute excessive tardies. The penalty for excessive tardies will escalate with each subsequent tardy. An accumulation of three (3) tardies in any class is equivalent to an unexcused absence.

Attendance Policy

Any student absent more than nine (9) days in a semester may not receive credit for the semester's work except in those cases approved by the school administration.

Reasons for excused absence shall be the following:

1. Illness
2. Inclement weather which would be dangerous to the life or health of the student if the student attended school, as determined by the Superintendent
3. Legal quarantine
4. Death in the immediate family

Other circumstances resulting in more than nine (9) absences in a semester must be considered on individual merit. **When a student reaches nine (9) absences (whether excused or unexcused) in a semester, only a doctor's note will excuse absences. Students who have unexcused absences are not entitled to receive credit for make-up work or to receive credit for tests, projects, etc., missed during the absence. Loss of credit means a grade of zero is assigned.** School days missed as a result of suspension will be provided the opportunity to make up and receive credit for major projects and test that were missed during the suspension.

Students who miss time from school for any type of "skip day" need to understand that such days are unexcused regardless of whether the student has parental permission for such an absence.

The Driver Improvement Unit of the Driver License Division in the Department of Public Safety will be notified of students who have excessive unexcused absences. This notification is required by state law and could result in the suspension of the student's license or their ability to apply for a driver's permit.

Parent's Responsibility

Parents should call the Attendance Office (439-1220 or 439-1320) by 12 noon on the day of an absence or check-in with the reason for the absence/check-in. A note must also be sent to provide written confirmation from the student's parent or guardian. This excuse should include the student's full name and grade level, date(s) of absence, reason for absence, and be signed by the parent/guardian. This note must be turned in to the Attendance Office within three (3) days following the absence. Coding of the absence is not done until this written confirmation is received. If the Attendance Office has not been notified by noon of a student's absence, the parent/guardian will receive an automated message through the School Messenger system. Please insure that the Attendance Office is notified of any change in contact information.

Pre-arranged Absence

A Prearranged Absence form is required for any planned absence, other than the reasons listed above. This includes vacations, family events, community service, college visits, job interviews, etc. This includes all-day or partial –day absences. In order for these absences to be considered by an administrator, the student must secure a form from the Attendance Office. It should be accompanied by a parent/guardian note (detailing the reason for the absence) or be signed by the parent/guardian at the bottom. The student should present the form to each of his/her teachers for signature, secure written approval of Mr. Hulin and then submit the form back to the Attendance Office **NO LATER THAN THREE DAYS PRIOR TO THE ABSENCE**. Approval or non-approval will be based upon attendance record and/or grades and reason for the request.

Check out

Students are expected to be in class at all times. **Excused check outs will be allowed in cases of personal illness or verifiable medical appointments.** Other check outs will be permitted for family emergencies with an administrator's approval. The following procedures will be followed when a student must leave campus prior to the end of the school day:

1. A parent/guardian or other authorized adult (designated by the parent/guardian as Emergency Contact) **must come to the school** and sign the student out through the attendance office. **Students are not permitted to check out of school with a parental note or telephone call.**
2. The student will not be called to the office until the parent or authorized adult arrives at school. We will not take students out of class to wait in the office for their checkout.

Check in

Students must be in class when their first period begins. Students arriving to class within 10 minutes of the beginning of class will be counted tardy by the teacher. Students arriving more than 10 minutes late must sign in through the attendance office. **Excused check-ins will be allowed in cases of personal illness or verifiable medical appointments.** These procedures should be followed when a student checks in late:

1. Students must sign in through the Attendance Office. Students must bring a parent/guardian excuse, or be accompanied by a parent/guardian when checking in. If the parent/guardian leaves home before the student, the parent/guardian should contact the Attendance Office (430-1320) to inform the Secretary that they are aware that their student is tardy. Any check-in without a parent not or parent/guardian signature is automatically unexcused.
2. Reasons for excused check-ins are the same as those for an excused absence. However, car trouble, traffic, or family emergency (except as deemed excused by an administrator) are not excused.
3. Students must obtain a check-in pass from the office, which will admit them to class. If the check-in is unexcused, the student is considered tardy for that class.

4. Students are responsible for making up any class work they miss when checking in late if the check-in is excused. If the check-in is unexcused, the student is not eligible to complete make-up work.

MAKE-UP WORK PROCEDURES

Regular school attendance is an important part of a student's school experience. The make-up procedures are based on the premise that class time is of prime importance. After an excused absence, the following responsibilities exist:

Student's Responsibilities – Excused Absence

1. The student shall contact the teacher no later than the second day following an absence to make arrangements to make up the work missed. Unless otherwise specified by the teacher, make-up work for PREARRANGED ABSENCES may be completed BEFORE the student leaves. The missed work is due no later than two (2) days after the student returns.
2. If a student **has been absent for more than three days**, a telephone request to collect assignments from the appropriate teachers may be made to the school office. The call must be received no later than 8 a.m. if the work is expected to be ready the same day. Assignments may be picked up in the office after 3 p.m. and before 4 p.m. Assignments will not be gathered for students absent less than three days.
3. If a long-term assignment is due on the day a student returns from a short absence (1 or 2 days), the assignment is due as scheduled unless the student has made prior arrangements with the teacher.
4. If a scheduled exam falls on the day a student returns from a short absence (1 or 2 days), and the material was presented while the student was present, the student will be expected to take the exam as scheduled, unless the student has made prior arrangements with the teacher.
5. Normally the student shall complete the make-up work for EXCUSED ABSENCES outside of scheduled class time. Tests and quizzes will be made up during Morning Makeup sessions at the Senior and Freshman Campuses. Students will need to arrange with their teachers what day they will be taking the test/quiz.
6. If a student fails to meet the agreed schedule, the work will be made up during Saturday School. If the student fails to attend the assigned Saturday School without a valid excuse, a zero will be assigned for the work missed.
7. Any student who abuses the attendance policy to avoid scheduled tests, etc., shall be referred to an administrator.
8. If a student has been absent for more than three days, the student is responsible for meeting with the teacher to determine when the missed work will be due.

Teacher's Responsibilities – Excused Absence

1. The teacher shall work with the student to establish a reasonable time to require the student to make up all work missed.
2. The teacher shall provide reasonable assistance.
3. The teacher shall provide tests and other activities. Normally, a different form of the test will be given.
4. If the teacher does not meet the student as agreed to complete make-up tests, it will be rescheduled. If, however, the teacher fails to meet the student at the rescheduled time, the student will be excused (without penalty) from completing that test.

WITHDRAWAL

A student who is withdrawing from school must see his/her counselor for forms and information on withdrawal procedures. The student is responsible for completing the following:

1. Return:
 - a. all textbooks
 - b. parking pass (if applicable)
 - c. I.D. card
 - d. all library books/materials
 - e. iPad
2. See attendance secretary for attendance record and signature.
3. See bookkeeper to check for outstanding fees and obtain signature.
4. See school registrar for final approval.

HOOVER CITY SCHOOLS HIGH SCHOOL GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS FOR STUDENTS

	Alabama High School Diploma with Advanced Academic Endorsement (First Choice)	Alabama High School Diploma
English	4 Credits to include the equivalent of: English 9 English 10 English 11 English 12	4 Credits to include the equivalent of: English 9 English 10 English 11 English 12
Mathematics	4 credits to include the equivalent of: Algebra 1* Geometry* 2 Additional Core Mathematics Courses (as defined in the Alabama Course of Study) <i>*Algebra and/or Geometry may be taken as Algebra 1-A and 1-B and Geometry A and B Math credits must include at least 1 credit in Algebra 2 with Trigonometry</i>	4 credits to include the equivalent of: Algebra 1* Geometry* 2 Additional Core Mathematics Courses (as defined in the Alabama Course of Study) <i>*Algebra and/or Geometry may be taken as Algebra 1-A and 1-B and Geometry A and B</i>
Science	4 credits to include the equivalent of: A Physical Science (i.e. Physical Science, Chemistry or Physics) Biology 2 Additional Core Science Courses (as defined in the Alabama Course of Study) <i>Science credits must include at least 1 credit in Chemistry or Physics</i>	4 credits to include the equivalent of: A Physical Science (i.e. Physical Science, Chemistry or Physics) Biology 2 Additional Core Science Courses (as defined in the Alabama Course of Study)
Social Studies	4 credits to include the equivalent of: World History: 1500 to Present (9 th) US History to 1877 (10 th) US History 1877 to Present (11 th) US Government (12 th - semester) Economics (12 th – semester)	4 credits to include the equivalent of: World History: 1500 to Present (9 th) US History to 1877 (10 th) US History 1877 to Present (11 th) US Government (12 th - semester) Economics (12 th – semester)
Foreign Language	At least 2 credits of a foreign language in the same language	
Health and Physical Education	1.5 credits to include the equivalent of: Physical Education, LIFE Course Health (semester)	1.5 credits to include the equivalent of: Physical Education, LIFE Course Health (semester)
Fine Arts	1 credit to include the	1 credit to include the

	equivalent of: Any Core Art Course (as defined in the Alabama Course of Study)	equivalent of: Any Core Art Course (as defined in the Alabama Course of Study)
Computer Technology (may be waived if computer literacy, keyboarding skills, and introductory applications are verified by means of a written and practical examination administered by a certified technology education teacher. The designated .5 credit requirement will then be added to the electives)	At least .5 credit to include at least one of the following: Computer Applications (semester) Business Technology Essentials (year)	At least .5 credit to include at least one of the following: Computer Applications (semester) Business Technology Essentials (year)
Electives	5 credits from approved course offerings: Students work with counselors, parents and teachers to develop a four-year plan to meet post-secondary goals	5 credits from approved course offerings: Students work with counselors, parents and teachers to develop a four-year plan to meet post-secondary goals
Total Credits	26	24

- **Hoover City Schools Seal of Scholastic Excellence**

- At least four (4.0) credits that meet one of the following criteria:
 - Two (2.0) credits of a foreign language in the same language and two (2.0) credits in a college-level course (i.e., Advanced Placement, International Baccalaureate, or Dual Enrollment classes)
 - Three (3.0) credits of a foreign language in the same language and one (1.0) credit in a college-level course (i.e., Advanced Placement, International Baccalaureate, or Dual Enrollment classes)
- At least two (2.0) credits of science that meet one of the following criteria:
 - One (1.0) credit in Chemistry and one (1.0) credit in Physics, or
 - One (1.0) credit in Integrated Chemistry / Physics, Pre-AP and one (1.0) credit in an Advanced Placement or International Baccalaureate science course
- At least one (1.0) credit in math at the Precalculus level
- Cumulative GPA of 3.00 or higher
- A minimum of 28.0 earned total credits

Special Information

TRANSFER STUDENTS

A student transferring into the Hoover City Schools will be assigned specific graduation requirements when registering as a new student. These requirements will be based upon the student's prior approved program of study and accumulated credits at the time of entry. Upon entry in the Hoover City Schools, the student must follow the graduation requirements approved by the Hoover Board of Education and the Alabama Department of Education.

GRADE LEVEL CLASSIFICATION

Grade Level Classification	Credits at Start of Semester 1	Credits at Start of Semester 2
FRESHMAN		
SOPHOMORE	6 Credits	8½ Credits
JUNIOR	11 Credits	14 Credits
SENIOR	17 Credits	21½ Credits

WHAT DO I DO THIS YEAR? **A timeline for college planning**

Parents should keep up with information provided by the counselors from the moment students enter the ninth grade and frequently visit the Hoover High School website for updates. We also encourage families to attend evening programs designed to give parents and guardians important information about the college admission process.

GRADE 9

- ☐ For planning purposes, remember that grade 9 produces 1/3 of the GPA used for college admission. Every grade counts! There is a huge difference between an 89 (a B) and a 90 (an A)!
- ☐ Determine appropriate course placement. It is important to begin at the correct level. If you are and always have been a strong academic student, assume that you will continue to perform in the same manner. Good students should have no trouble carrying four academics and a foreign language during their freshman year. You may not need to be in four preAP/preIB classes, but preAP/preIB classes tend to better prepare students for college entrance exams. Discuss preAP/preIB courses with your parents to determine which would be best to take.
- ☐ Remember that school and community activities are an important aspect of your education. Participate in at least one activity. Colleges are very interested in outside activities of prospective students. They would prefer to see two or three activities in which the students have been involved for long

periods of time and have developed leadership roles. Community service is an excellent activity which benefits others as well as the students who give of their time.

- ☐ Start a Very Important Papers (VIP) file. Keep every item of importance (report cards, academic accomplishments, athletic awards, copies of newspaper articles, theater programs, etc.). When you prepare your résumé during your junior year, you will need this information. Take ownership of this responsibility.
- ☐ Visit college websites and your family connection account to learn what the admission requirements are for different schools.
- ☐ If you haven't already done so, talk to your parents about financial planning and saving to pay for college or other postsecondary training.
- ☐ During the second semester you will plan for the 10th grade schedule. Make sure you have selected the most appropriate courses. If you have done well in 9th grade select preAP/preIB classes and continue in academies or selected electives that match your current career goals.
- ☐ During the Summer:
 - **READ! READ! READ!** Reading is one of the best ways to improve your academic skills and enhance college standardized test scores.
 - When you are making a family trip to visit friends and relatives or the beach, visit a college campus along the way. Visit large and small campuses, public and private schools, in order to get a feel for what you might like.

GRADE 10

- ☐ Grade 10 produces 1/3 of the GPA used for college admission! Every grade counts!
- ☐ Sophomores should be looking for ways to develop their skills and talents. You will begin to think about your interests and aptitudes. Your counselors have been working with you on career planning.
- ☐ Keep up involvement in school and community activities. Build leadership and community service. Remember—school **IS** your job!
- ☐ The PSAT and PLAN tests are given at the school in October. Students should take BOTH of these tests. The PLAN is a practice test for the ACT, and the results will provide valuable academic and career information for the student. The PSAT is the practice test for the SAT Reasoning Test, and valuable preparation for retaking the PSAT as juniors, when it will count for National Merit Scholarship competition. Results for these tests will be received in December or January. Use these results to plan for improvement in areas needed.
- ☐ Continue extracurricular involvement. Keep your VIP file updated.

- ❑ Begin serious college exploration. Attend the September National College Fair that is held at the Birmingham-Jefferson Civic Center. Make more college visits and explore more college websites.
- ❑ In the spring review your four-year plan with your parents to be sure you are staying on track with course selections. Select the most appropriate courses for grade 11. Register for AP/IB and/or dual enrollment classes if you are capable of taking these classes and have done well in 10th grade.
- ❑ Explore summer programs at the universities. Information which we have received will be online at www.hoover.k12.al.us/hhs. If you are mature enough to attend one of these programs, talk to your parents and ask that they consider letting you go in order to experience college life.
- ❑ During the summer: READ! READ! READ! Visit college campuses and perhaps even take a class at a college. Build a study schedule for the fall PSAT.

GRADE 11

- ❑ Grade 11 produces the final 1/3 of the grades used for college admission. Students will begin applying at the end of this year, so colleges pay particular attention to junior year grades. Now is the time to do your very best!
- ❑ Continue to be involved in school and community service activities. Increase leadership skills by adding responsibilities such as becoming an elected officer or volunteering to chair a committee.
- ❑ College planning activities seriously begin. Attend again the National College Fair at the Birmingham-Jefferson Civic Center in September. Go to college open houses and visit with college representatives when they come to our school.
- ❑ Take the PSAT in October! This is the ONLY test used to enter National Merit Scholarship Corporation and related recognition programs. (Find out more at www.nationalmerit.org.)
- ❑ Use the Internet to access college web sites, conduct virtual college tours, request additional information, and explore scholarship opportunities and financial aid information.
- ❑ Visit the school media center or public library to check out college guidebooks.
- ❑ Talk about college options. Have a family discussion about the amount of money your parents are able to contribute to your college education.
- ❑ Register for the ACT and/or the SAT early in the spring. We suggest the January date for the SAT and the February date for the ACT as the earliest times to begin this procedure. The college counselors will talk with you about the ACT/SAT testing in the fall of this year. This testing may be stressful, so try to maintain calm in the household. We suggest taking the test twice but no more than three times because colleges take the highest scores.
- ❑ The college specialist will meet with all juniors and host an evening meeting for all 11th grade parents during the second semester. Be sure to attend these

very important meetings. The Hoover City Schools College Handbook and other valuable information are available on our website.

- ☐ Make wise curriculum choices for next year. Take AP or dual enrollment courses, if you are qualified, and preAP courses where applicable. Students who take challenging courses are better prepared for college and may even earn college credit.
- ☐ All juniors will write résumés in the spring. Go over your child's VIP file to be sure all pertinent information is included. The résumé should be updated at the end of the summer, and again at the end of the first semester of the senior year. It is your child's responsibility to make sure the college counseling department always has the current résumé on file.
- ☐ Be sure to complete the senior packet and all materials that should be turned in to the college counseling office by April 30.
- ☐ During the summer: READ! READ! READ! Visit college campuses and perhaps explore summer programs on college campuses. Select a meaningful activity and GET INVOLVED!

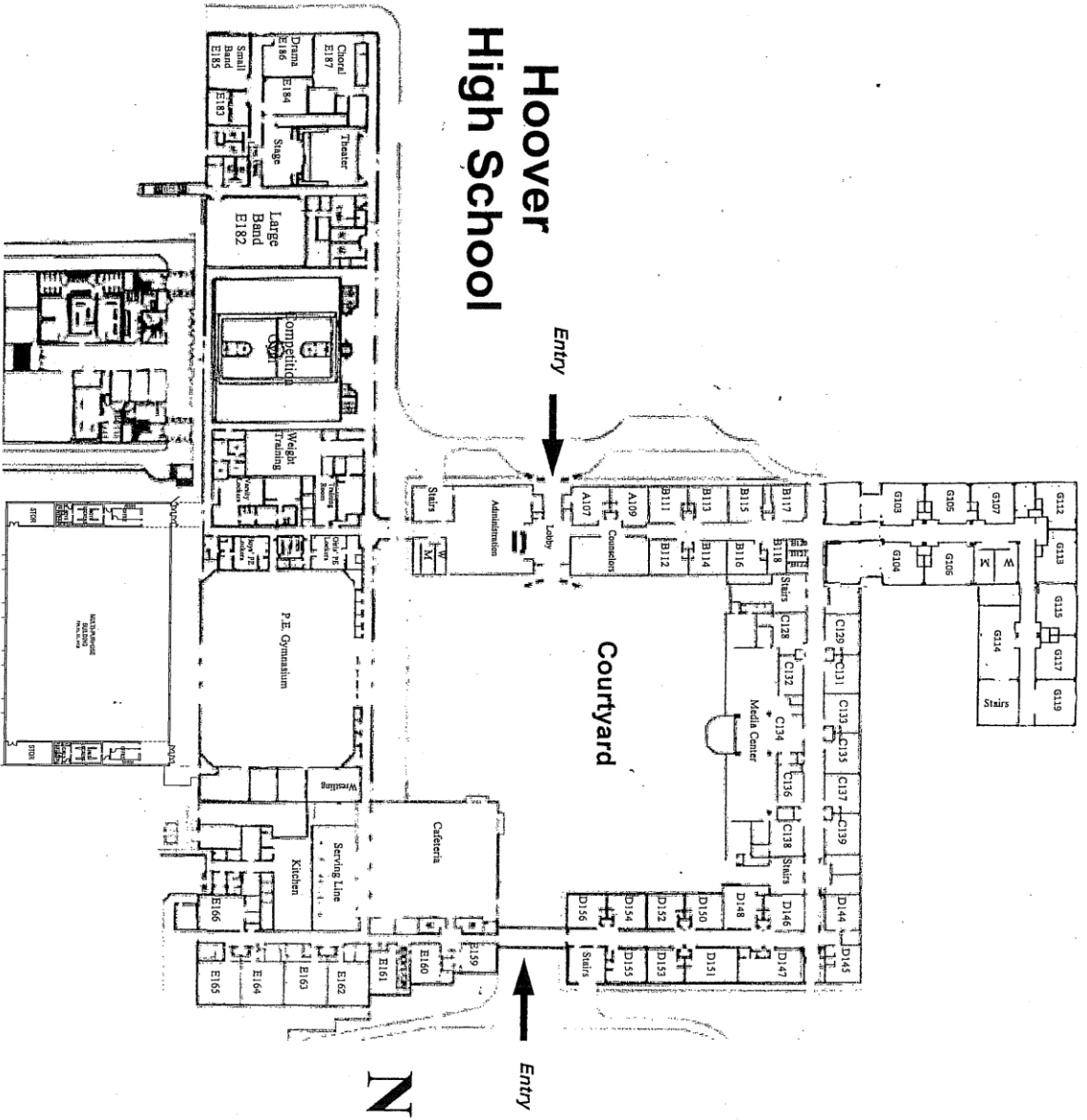
Grade 12

- ☐ Enjoy being the fine young adult that you have become.
- ☐ Take time for college visits that include overnight stays.
- ☐ Continue to update the VIP file and résumé.
- ☐ The senior year transcript does count! Even though most college admissions are based on the first three years of high school, many colleges require midyear reports, and ALL college and universities require final transcripts. Until the final transcript is approved by the college, students are only conditionally admitted. Now is not the time to slack off!
- ☐ Be organized. This is the perfect time to concentrate on time management skills, such as setting up a calendar for the year. Seniors should use this calendar to record test dates, college visit days, DEADLINES for applications, etc.
- ☐ Retake the SAT and ACT in the fall if you are not happy with your test results. October is the first national test date, but the ACT is available in Georgia and Florida during September for another testing opportunity.
- ☐ Complete admission and scholarship applications EARLY! Halloween is a good target date. Deadlines are important. Counselors must have materials for completion **at least three weeks** before any deadline.
- ☐ Complete financial aid information. Research and apply for scholarships.
- ☐ Save **all** scholarship offers to report to the college counseling office in the spring. We use this information to recognize seniors who have been offered any type of scholarship and to track the total scholarship dollars that our school has been offered.

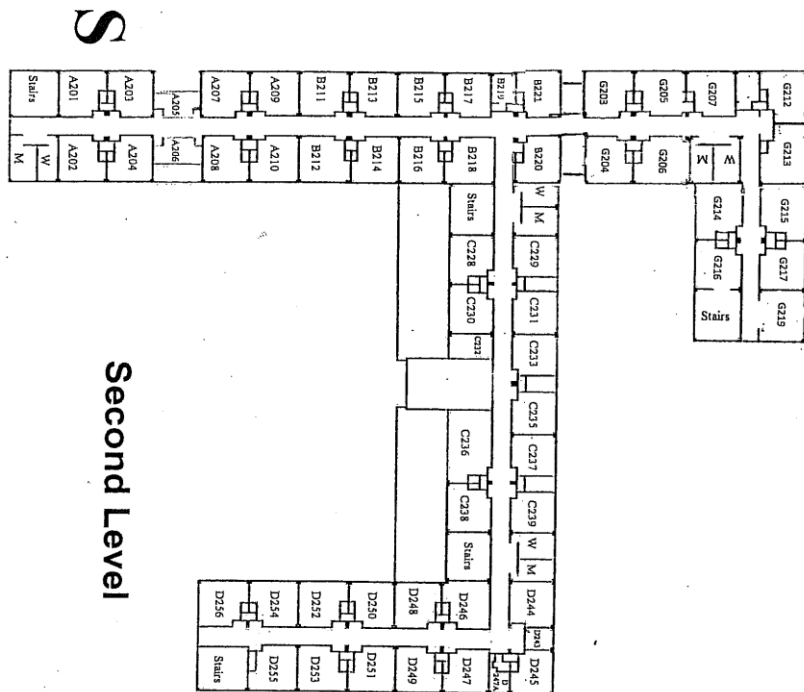
HAVE FUN!

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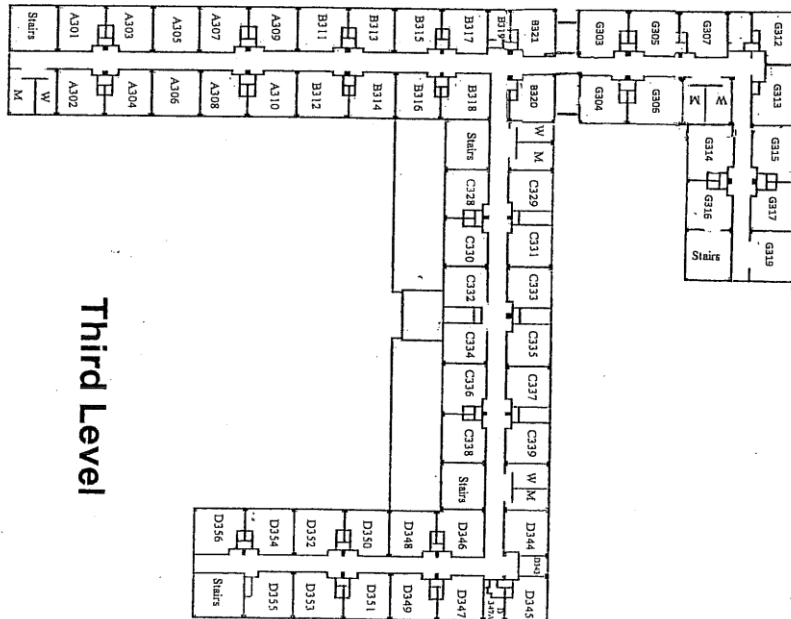
Hoover High School



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Second Level



Third Level

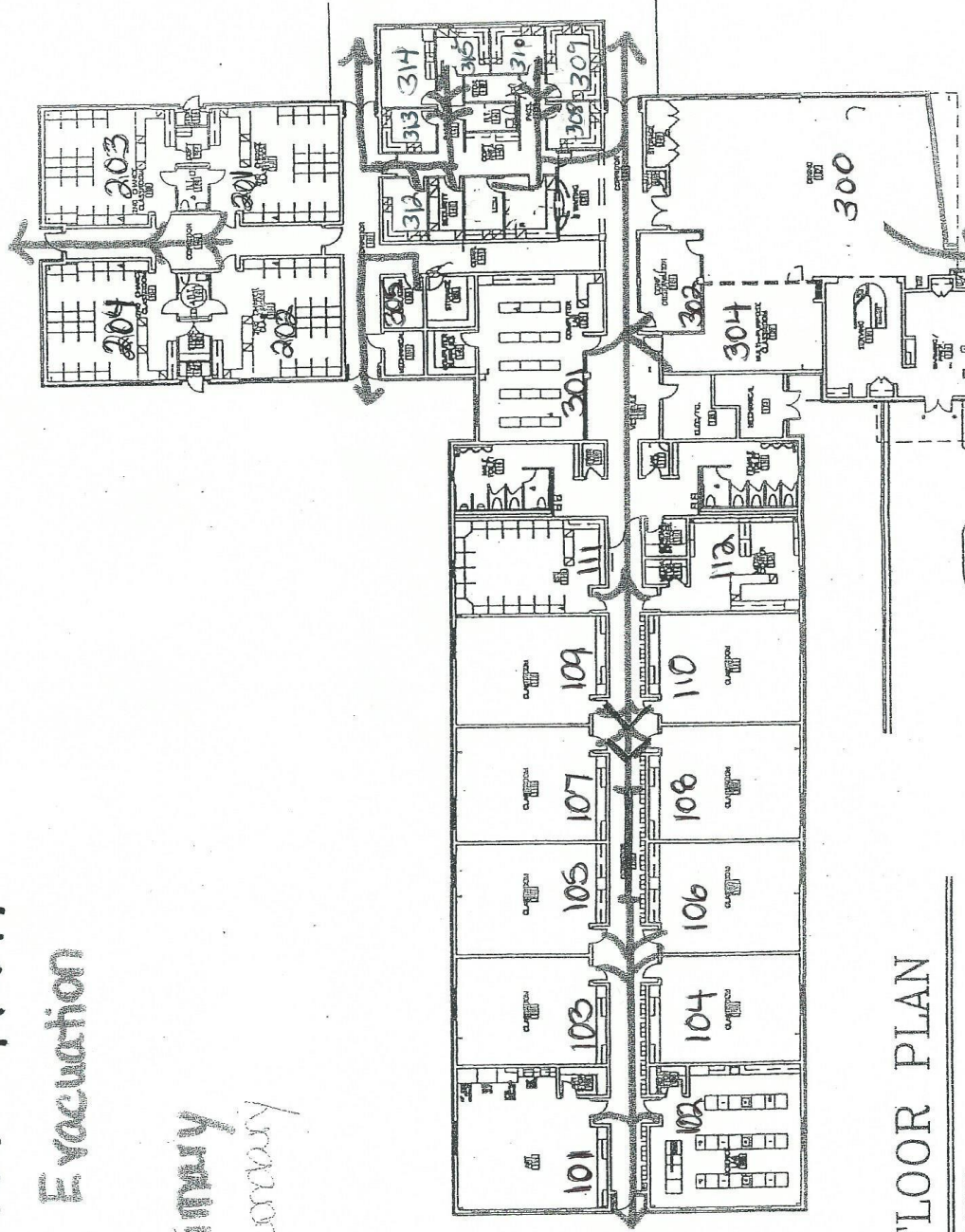
Hoover High School

Hoover Hall

Fire Evacuation

● Primary

● Secondary



FLOOR PLAN

NO SCALE



Alabama Safe Schools Hotline Number
1-888-SAV-KIDS
(1-888-728-5437)