

BROOKWOOD HIGH SCHOOL

NEWSLETTER

SUMMER 2020

The administration, faculty, and staff of BHS hope our students are having a great summer. As our school year quickly approaches, we want to prepare students for the upcoming year. I know this year there are a lot of questions and concerns related to the opening of school. Please know we are doing everything in our power to make this school year the safest that we possibly can. We will have hand sanitizing stations throughout the school and will be cleaning high touch surfaces during every class change. This newsletter will provide students and parents with valuable information needed to have a successful 2020-2021 school year.

TO RECEIVE YOUR SCHEDULE AS EARLY AS POSSIBLE...

In an effort to limit the number of people in our school, we are allowing only one parent/guardian to accompany each student. We also would like to encourage everyone to go on MYSCHOOLFEES and take care of any school fees. Once you have paid your fees, completed InfoSnap, and provided documentation verifying your residency (rising 9th graders and new students) by emailing khubbard@tcss.net, we can email you the schedule if requested.

Schedule Pick-Up

Tuesday, August 4th
Seniors & Juniors
12:00 p.m. – 6:00 p.m.

Wednesday, August 5th
Sophomores & Freshmen
12:00 p.m. – 6:00 p.m.

Required Fees

We encourage everyone to pay fees online on our website or at myschoolfees.com. **All past due and current fees must be paid and INFO SNAP completed to pick up a schedule and receive a parking spot.** The administrative fee (\$50) covers the cost of postage and instructional materials. Students may also purchase parking decals, and pay any other course fees for the year online or at schedule pick-up. **You will be able to begin paying for fees online Monday, July 27th.** Please be sure to print your receipt and bring it with you to schedule pick-up. Students will be able to complete requests for schedule changes at schedule pick-up only. Please note that changes will not be made to alter class times or teachers. Many sections will be full; therefore, schedule changes will be very limited.

Student Parking

Student parking at BHS is a privilege, not a right. Applications and granted permits are evaluated in an ongoing process based on the students' attendance, academics, and behavior.

To be considered for a parking spot on campus, please visit our website and navigate to our Brookwood High School Parking page. **You must complete the PDF form "BHS Parking Application/Contract" AND register using the link provided on our website.** You will need to bring the application and copies of your driver's license, proof of insurance, and registration to schedule pickup. Priority procedures for allocation of parking permits are listed online.

Open House for All Students and Parents

BHS will host an open house for all students and parents. **Our Virtual Open House will be posted on teacher's websites no later than Friday, August 14th at 6:00 p.m.**

Dress Code Information

As you begin to prepare for the fall semester, please ensure that your students' clothing meets the Tuscaloosa County Board of Education's dress code. While some clothing may be perfectly suited for home, casual events, or the beach, it may not be appropriate to wear in a school setting. At Brookwood High School, **students will not be allowed to wear sleeveless shirts, yoga pants, or running shorts.** Leggings cannot be worn as pants. However, leggings can be worn if the skirt, dress, or shirt is knee length. Skorts and shorts must also be knee length. Pants must be worn at the waist and secured with a belt. No student may wear sunglasses, pajama bottoms, slippers, hair rollers, or clothing that reveal exposed midriffs or undergarments at school. T-shirts with offensive language, references to drugs or alcohol, or Confederate flag insignias and tight clothing are also prohibited by the Board. Additionally, all holes above the knee in jeans must be covered, splits in skirts cannot go above the knee, and undergarments such as bralettes, should not be visible. The underlining layer of a long sheer dress must come to the knee. Do not bring blankets to school. **HATS ARE NOT ALLOWED ON CAMPUS.**

It is our goal to ensure that students remain engaged in classroom instruction throughout the school day and that interruptions for inappropriate attire are kept to the absolute minimum. Please help us to ensure that students dress appropriately for school.

Attendance

Attendance and punctuality directly affect a student's performance in school as well as his or her success in the work place. **Therefore, please ensure that your students are here every day and that they are on time. The first bell will ring at 7:40 a.m. and classes will begin at 7:45 a.m. each day.**

After an absence, students must:

- ◆ Bring a written excuse to their first period teacher or email/fax excuse to fjhagood@tcss.net
- ◆ Make arrangements with their teachers to make up any missed work within two (2) days of the absence

Every effort should be made to schedule appointments before or after school so students can avoid missing instruction and having to make up tests or quizzes. **For seniors, visits to local colleges must be pre-approved by Principal Bray.** If you have any questions about your student's attendance, please call the school office at any time. You may also consult I-NOW.

Student Check in/Tardy

A tardy is defined as a student's arrival after the official time set for the commencement of the respective school's regular daily activities. Tardiness is a Class I Offense in the Student Code of Conduct. Tardiness, for the most part, reflects improper planning and a disregard for punctuality. Tardiness to school is not distinguished as excused or unexcused. If a student is late, he/she is considered tardy. Exceptions will be made for a doctor office visit if the student brings a note from the physician. All other exceptions must be approved in writing by the administration. Students who are tardy to school or to class will be assigned a

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disciplinary action. (Please refer to the Student/Parent Information Guide, pg. 48.)

THERE WILL BE NO VISITORS ALLOWED TO ENTER THE BUILDING ONCE SCHOOL OPENS.

Student Checkouts

A check-out is defined as a student's departure from school before the official time set for dismissal. Check-outs are a Class I Offense in the Student Code of Conduct. Check-outs from school are not distinguished as excused or unexcused. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration. Students who check-out from school or to class will be assigned a disciplinary action. (Please refer to the Student/Parent Information Guide, pg. 48)

Because the safety of all BHS students is very important to us, **only two** methods of student check out are permitted: A parent, guardian, or other adult listed on the student's enrollment form can come to the school in person, show a photo ID, and check the student out of school. **Adults NOT on a child's enrollment form WILL NOT be allowed to check-out the student.** Students may also check out by bringing written statements (that will be verified by our office staff) signed by a parent or guardian. These written excuses should be turned in to the first period teacher on the day of the check out.

CHECKING STUDENTS OUT PROCESS – if a parent needs to check a student out, they need to come to the door and ring the bell and tell whoever answers who they need and why. Parents will need to hold up their driver's license to the camera. Once confirmed, the student will be called and meet the parent outside. The parent should sign the check-out book on the table outside. Most office staff will not know who you are so please do not be offended when you are asked to show your ID. It is for your child's safety.

InfoSnap

Students must register for the 2020-2021 school year, using InfoSnap, an online student registration system. This online process replaces all the hard copy student registration and permission forms that your child brings home on the first day of school.

You have received a letter/email from the Tuscaloosa County School System with instructions on how to access the system for your student. The email will contain a link/instruction and a secure "snapcode" that links directly to your student's information.

Your student's registration will not be complete until the forms have been submitted. If you do not have access to the Internet, you can use a school computer during normal operating hours and by appointment only to complete the process.

Cell Phones/Electronic Devices

Students are only permitted to use cell phones or electronic devices in class for instructional purposes. Devices should be turned off when they are not being used for instruction. There are

phones available at school for students to use in the event they need to contact their parent or guardian. If you need to get in touch with your son or daughter, please call the school office. The policy regarding procedures for student use of cell phones and electronic devices is located on the Brookwood High School website, the Tuscaloosa County Board of Education Website (www.tcss.net), and in the *Student/Parent Information Guide*.

Additional Information

Face Masks – If there is still a state-wide mandate to wear face masks as of the start date for school, students, faculty and staff will be required to follow those guidelines. Once the mandate is lifted, students can wear them if they desire, and teachers will wear face masks if they are within 6ft of students.

Arrivals – Students who are eating breakfast in the morning will be physically distanced in the lunchroom. All other students will report to either the courtyard, practice gym or competition gym.

Classrooms – desktops will be wiped down between each class.

Lunch – Students will go through the lunch line and choose their prepackaged meal. Our dining area will be limited to half capacity. Each lunch period classes will be on a rotation between eating in the dining area and their classrooms.

Water Fountains – All water fountains will be disabled. Clear water bottles will be allowed. **No Hydro Flasks or similar types allowed.**

Restrooms – Restrooms will be sprayed with a special sanitizing spray after each class change. They will be cleaned and sprayed again at the end of each day.

Visitors – Visitors are welcome by **appointment only** during the first semester.

Counselors

Cathy Rutledge- 9th & 10th Grade

Kim Barnett- 11th & 12th Grade

Sheree Kizziah- Grad/At-Risk Instructor

Administrators

Daniel Bray, Principal

Deidra Crain, Assistant Principal

Kellie Hubbard, Assistant Principal

Tripp Marshall, Career Technical Administrator

**Support our Extra-Curricular Activities and Programs
and Bring a Friend!**

Please support fundraisers and attend events. We cannot have extracurricular activities without parents and community support!