

# HHS

## *Student Handbook*



2024-2025

# WELCOME TO THE HILL

The view is always better from the top!



## VISION & MISSION

### Vision

Huntington High School will prepare students to be **H**ired, continue with **H**igher education, or to **S**erve their community or country.

### Mission

Huntington High School, in collaboration with our families and community, will set high expectations for each student in HTOWN by:

- Providing tiered systems of support
- Cultivating relevant learning opportunities both inside and outside of the classroom
- Assisting in the development of critical thinking and effective communication
- Establishing lifelong team players on and off The Hill

Gooooooooo Highlanders!



# A Note From the Principal

Dear Students and Parents,

Welcome to Huntington High School! We are excited for a new school year and to welcome some new students to our school. I want to emphasize that this is our school; it belongs to all of us—the students, parents, staff and community. The staff and administration are here to provide opportunities and support you in having a successful high school experience.

I encourage you to take an active part in our school life. For students, that will mean investing their time and energy in their studies and taking advantage of our clubs and our extra-curricular opportunities as their talents and interests dictate. We also want to hear your suggestions about how we can improve in meeting your needs.

Parents are encouraged to visit our school and/or contact us to discuss their child's progress. We suggest that you make an appointment with teachers, teams, administrators, or counselors by contacting them by phone or e-mail. An appointment will help to ensure that the staff member(s) with whom you wish to meet will be available at that time. We also offer parent volunteer and participation opportunities through our support organizations, the Huntington High School LSIC and our many different Booster organizations.

Please familiarize yourself with the contents of this handbook. While it is not intended to cover all situations on a day-to-day basis, it does provide an overview of our expectations and policies.

Have a great year of learning and growth!

Joedy A. Cunningham  
Principal, Huntington High School

# ADMINISTRATION

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Registrar

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# 2024-2025 Academic Calendar

## July

4 - Independence Day

## August

7, 8 - Curriculum Development for Staff  
9 - Curriculum Development & Faculty Senate for Staff  
12, 13 - Professional Learning for Staff  
**14 - First Day for Students**

## September

2 - Labor Day- No School

## October

14 - Outside Environment Day  
22 - Parent/Teacher Meeting Day & Faculty Senate - No School for Students

## November

5 - Election Day - No School  
11 - Veterans Day - No School  
25, 26, 27, 29 - Out of Calendar Days - No School  
28 - Thanksgiving - No School

## December

20- Faculty Senate - Two Hour Early Release for Students  
23, 24, 26, 27, 30, 31- Out of Calendar Days - No School  
25- Christmas Day - No School

## January

1 - New Years Day - No School  
2 - Curriculum Development for Staff - No School for Students  
3 - Professional Learning for Staff - No School for Students  
**6 - Students Return**  
20 - Martin Luther King Jr. Day - No School

## February

10 - Outside Environment Day  
11 - Professional Learning & Faculty Senate - No School for Students

## March

24-28 - Spring Break- No School

## April

18 - Faculty Senate - Two Hour Early Release for Students

## May

26 - Memorial Day - No School  
27 - Prep Day & Faculty Senate - No School for Students  
28, 29, 30 - Outside Environment Days

## June

2 - Outside Environment Day  
20 - WV Day

## January

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 |    | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## February

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  |    |    | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

## March

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 |    |    |    |    |    | 29 |
| 30 | 31 |    |    |    |    |    |

## April

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## May

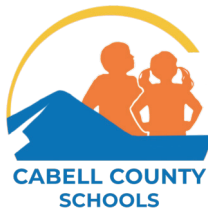
| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 |    |    |    |    |    | 31 |

## June

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

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# 2024-2025

## CALENDAR HIGHLIGHTS

**FIRST DAY  
OF SCHOOL**

August  
**14**

**OPEN  
HOUSE**

High School 8/8  
Middle School 8/12  
Elementary 8/13  
4:00-6:00pm



**LAST DAY  
OF SCHOOL**  
Pending use  
of OSE days

May  
**23**  
May  
**30**

## HOLIDAYS & BREAKS

**FALL BREAK**

Nov 25-29



**WINTER BREAK**

Dec 21-Jan 5



**SPRING BREAK**

Mar 24-28



## FIRST SEMESTER

FIRST GRADING  
PERIOD

Aug 14 to  
Oct 8

SECOND GRADING  
PERIOD

Oct 9 to  
Dec 20

## SECOND SEMESTER

THIRD GRADING  
PERIOD

Jan 6 to  
Mar 12

FOURTH GRADING  
PERIOD

Mar 13 to  
May 23

## NO SCHOOL FOR STUDENTS

**Sept 2 \***  
LABOR DAY

**Nov 11 \***  
VETERANS DAY

**Feb 11**  
Teacher Work Day

**Oct 22**  
Parent/Teacher Meetings

**Jan 2 & 3**

**May 26 \***  
MEMORIAL DAY

**Nov 5 \***  
Election Day

**Jan 20 \***  
MLK JR DAY

\* Schools/Offices Closed

## OSE DAYS

(NO SCHOOL UNLESS NEEDED TO  
MAKE UP FOR MISSED TIME)

|        |        |
|--------|--------|
| Oct 14 | May 29 |
| Feb 10 | May 30 |
| May 28 | June 2 |

## 2 HOUR EARLY RELEASE

Dec 20

Apr 18

## GRADUATIONS

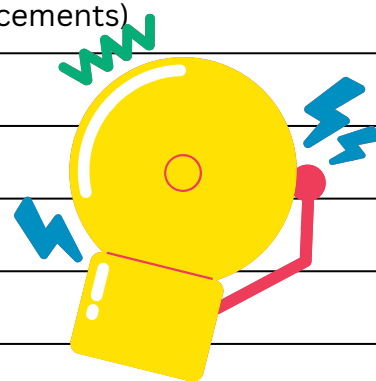
CMHS May 22 HHS May 23

# HHS Bell Schedule 2024-2025

| Class             | Start | End  | Comments   |
|-------------------|-------|------|--|
| Arrival           | 6:35  | 7:15 | First 15 buses – students report to the gym Remaining buses – students report to the cafeteria parent drop-offs and student drivers  |
| Breakfast         | 7:15  | 7:35 | Students may travel from the Concourse to Main Arena and D restrooms. All other hallways will be off limits.<br>Breakfast will be available in the cafeteria and on carts. |
| Transition to 1st | 7:35  | 7:45 | Bell to dismiss students to first mod from Main Arena  |

## **TARDY BELL RINGS AT 7:45. Students should be in their 1st mod by 7:45**

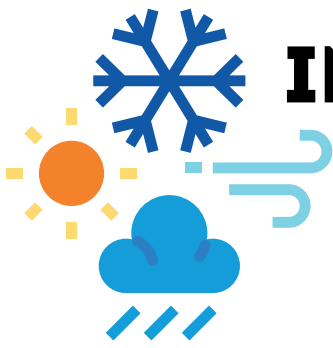
|           |       |       |  |
|-----------|-------|-------|--|
| 1st Mod   | 7:45  | 8:42  | 57 minutes (including 4 minutes for announcements) |
| 2nd Mod   | 8:49  | 9:42  | 53 minutes   |
| 3rd Mod   | 9:49  | 10:42 | 53 minutes   |
| Lunch A   | 10:42 | 11:12 | 30 minutes   |
| 4th Mod B | 10:49 | 11:42 | 53 minutes   |
| Lunch B   | 11:42 | 12:12 | 30 minutes   |
| 4th Mod A | 11:19 | 12:12 | 53 minutes   |
| 5th Mod   | 12:19 | 1:12  | 53 minutes   |
| 6th Mod   | 1:19  | 2:12  | 53 minutes   |
| 7th Mod   | 2:19  | 3:12  | 53 minutes   |



## Lunch Section Assignments

4A Lunch Schedule – Section C- hallway including rooms: B135, B136, B137, B138, B139, B140, B155; Section D and Section E. Students with classes in these sections go to first lunch (Lunch A ), then 4th period afterwards (4th Mod A).

4B Lunch Schedule – Section A, B (music wing), F, and G. Students in these sections go to 4th period (4th Mod B) first and then to second lunch (Lunch B).



# INCLIMATE WEATHER CODES

- CODE RED: No School
- CODE ORANGE: Virtual Day students do not report; they will be given assignments via Schoology
- CODE GREEN: 2 hour delay for students



## 2-Hour Delay Bell Schedule 2024-2025

| Class                 | Start | End   | Comments   |
|-----------------------|-------|-------|--|
| Arrival               | 8:35  | 9:15  | First 15 buses – students report to the gym Remaining Buses – students report to the cafeteria |
| Breakfast             | 9:15  | 9:35  | Breakfast  |
| Transition to 1st Mod | 9:35  | 9:45  | Student will report to 1st mod <b>Tardy bell 9:45</b>  |
| 1st Mod               | 9:45  | 10:23 | 36 Minutes   |
| 2nd Mod               | 10:30 | 11:06 | 36 Minutes   |
| 3rd Mod               | 11:13 | 11:49 | 36 Minutes   |
| 4th Mod B             | 11:56 | 12:32 | 36 Minutes   |
| Lunch A               | 11:49 | 12:19 | 30 Minutes   |
| 4th Mod A             | 12:26 | 1:02  | 36 Minutes   |
| Lunch B               | 12:32 | 1:02  | 30 Minutes   |
| 5th Mod               | 1:09  | 1:45  | 36 Minutes   |
| 6th Mod               | 1:52  | 2:28  | 36 Minutes   |
| 7th Mod               | 2:35  | 3:12  | 37 Minutes   |

## 2-hour Early Release Bell Schedule 2024-2025

| Class                 | Start | End   | Comments   |
|-----------------------|-------|-------|--|
| Arrival               | 6:35  | 7:15  | First 15 buses – students report to the gym Remaining Buses – students report to the cafeteria |
| Breakfast             | 7:15  | 7:35  | Breakfast  |
| Transition to 1st Mod | 7:35  | 7:45  | Student will report to 1st mod <b>Tardy bell 7:45</b>  |
| 1st Mod               | 7:45  | 8:22  | 37 Minutes   |
| 2nd Mod               | 8:29  | 9:05  | 36 Minutes   |
| 3rd Mod               | 9:12  | 9:48  | 36 Minutes   |
| 5th Mod               | 9:55  | 10:31 | 36 Minutes   |
| 4th Mod B             | 10:38 | 11:14 | 36 Minutes   |
| Lunch A               | 10:31 | 11:01 | 30 Minutes   |
| 4th Mod A             | 11:08 | 11:44 | 36 Minutes   |
| Lunch B               | 11:14 | 11:44 | 30 Minutes   |
| 6th Mod               | 11:51 | 12:27 | 36 Minutes   |
| 7th Mod               | 12:34 | 1:12  | 38 Minutes   |

## 3-Hour Early Release Bell Schedule 2024-2025

| Class                 | Start | End   | Comments   |
|-----------------------|-------|-------|--|
| Arrival               | 6:35  | 7:15  | First 15 buses – students report to the gym Remaining Buses – students report to the cafeteria |
| Breakfast             | 7:15  | 7:35  | Breakfast  |
| Transition to 1st Mod | 7:35  | 7:45  | Student will report to 1st mod <b>Tardy bell 7:45</b>  |
| 1st Mod               | 7:45  | 8:12  | 27 Minutes   |
| 2nd Mod               | 8:19  | 8:46  | 27 Minutes   |
| 3rd Mod               | 8:53  | 9:20  | 27 Minutes   |
| 5th Mod               | 9:27  | 9:54  | 27 Minutes   |
| 6th Mod               | 10:01 | 10:28 | 27 Minutes   |
| 7th Mod               | 10:35 | 11:02 | 27 Minutes   |
| 4th Mod B             | 11:09 | 11:42 | 33 Minutes   |
| Lunch A               | 11:02 | 11:32 | 30 Minutes   |
| 4th Mod A             | 11:39 | 12:12 | 33 Minutes   |
| Lunch B               | 11:42 | 12:12 | 30 Minutes   |



# Career Center Bell Schedule

## (Block) Monday-Thursday

| Class              | Start | End   |  |
|--------------------|-------|-------|--|
|                    | 7:15  |       | Teachers report  |
| Tool Time          | 7:50  | 8:05  | Grab and go breakfast  |
| 1st Block (01/02)  | 8:05  | 9:35  |  |
| 2ND Block (03/04 ) | 9:37  | 11:07 | Half-day students leave for home high school   |
| Lunch              | 11:07 | 11:42 |  |
| 3rd Block (05/06)  | 11:44 | 1:14  |  |
| 4th Block (06/07)  | 1:16  | 2:46  | Students dismissed   |
|                    | 2:46  | 3:15  | Staff meetings, planning time, academy team meetings, contact parents, leadership team meeting, operational team meeting, etc. |
|                    |       | 3:15  | Staff dismissed  |



## (Periods) Friday

| Class      | Start | End   | Student Schedule   |     |                                     |
|------------|-------|-------|--|-----|-------------------------------------|
|            | 7:15  |       | Teachers Report  |     |                                     |
| Tool Time  | 7:50  | 8:05  | Grab and go breakfast  |     |                                     |
| 1st Period | 8:05  | 8:50  | 01-02  | M W | Announcements and Pledge            |
| 2nd Period | 8:51  | 9:36  | 01-02  | T R |                                     |
| 3rd Period | 9:37  | 10:22 | 03-04  | M W |                                     |
| 4th Period | 10:23 | 11:07 | 03-04  | T R | Half-day students leave for home HS |
| Lunch      | 11:07 | 11:42 |  |     |                                     |
| 5th Period | 11:44 | 12:29 | 05-06  | M W |                                     |
| 6th Period | 12:30 | 1:15  | 05-06  | T R |                                     |
| 7th Period | 1:16  | 2:01  | 07-08  | M W |                                     |
| 8th Period | 2:02  | 2:46  | 07-08  | T R | Students dismissed                  |
|            | 2:46  | 3:15  | Staff meetings, planning time, academy team meetings, contact parents, leadership team meetings, operational team meetings, etc. |     |                                     |
|            |       | 3:15  | Staff dismissed  |     |                                     |

Students who attend all-day or A.M. only at the Cabell County Career and Technical Center will board the bus to the Career Center in the Bus Loop outside the Main Office at 7:30 a.m.

Students who attend P.M. only at the CCCTC will board the bus at 11:25 a.m..

## STUDENT BEHAVIOR MATRIX



| HTOWN        | Class   | Café   | Library   | Hallway   | Events   | Restroom   | Bus/Dismissal  |
|--------------|---|--|---|---|--|--|--|
| HONORABLE    | Be productively present, punctual, produce original work, and accountable for themselves.                     | Be clean and tidy, gracious and mannerly.  | Be purposeful and leave your area the way you found it.                                 | Be aware of your surroundings, use appropriate voice level, and respect those around you.   | Be respectful to those around you, adhere to school policies, and engage appropriately with presenter. | Be respectful of others' privacy, keep the area clean and use it for its intended purpose. | Be respectful to the security guard, board your assigned transportation, and abide by traffic rules.           |
| TEAM-PLAYER  | Be helpful to others, be flexible, work collaboratively when instructed, and create a safe space for others.  | Be respectful of others space and belongings, and return your tray to the appropriate place. | Be aware of others sharing the space and adhere to the library and bell schedule.       | Be moving with purpose, use appropriate school language, walk on the right, report hazards and spills, and have your hall pass visible. | Be attentive to the event and show school pride.   | Be quick, wash your hands, and go only when necessary.                                     | Be prompt to designated location and be attentive and ready to board.  |
| OPTIMISTIC   | Be actively engaged, bring a growth mindset, and contribute to a positive learning environment.               | Be positive, and look forward to socializing in a respectful manner.                         | Be welcoming, inclusive, and collaborate in a positive manner.                          | Be aware of personal time and space use class time wisely.  | Be inclusive and spirited fans or audience members who show gratitude.                                 | Be where you are approved to be; check in with teacher and restroom monitor.               | Be eager to socialize and use an appropriate voice level.  |
| WELL-ROUNDED | Be ready to learn, embrace diversity, and develop strong communication skills (writing, listening, speaking). | Be socially inclusive, choose healthy options, and maintain self-awareness.                  | Be open to using various resources and use appropriate language, tone, and voice level. | Be on time to your destination and respectful of others by leaving hallways and doorways clear.   | Be open to participating and trying new things, and welcome guests and opponents.                      | Be hygienic, properly dispose of items/trash, and adhere to school rules.                  | Be considerate of personal space, remain seated, and respect the bus driver                                    |
| NURTURING    | Be kind, encouraging, and supportive and use appropriate voice levels during collaborative groups.            | Be patient, give assistance when needed, model anti-bullying behavior.                       | Be kind to everyone (socially inclusive, invite others).                                | Be welcoming and courteous to visitors, model antibullying behavior, help others in need, and positively acknowledge others.            | Be aware of personal space and use encouraging language.   | Be respectful of facilities and report any issues to the bathroom monitor/office.          | Be respectful to the bus driver, help others in need of assistance, and respond positively to acknowledgments. |





# In the Classroom

## **H** Honorable

Be proactive with expectations (put phone up upon arrival), punctual, & produce original work

## **T** Team-Player

Be helpful, flexible, & work collaboratively

## **O** Optimistic

Be productively present, bring a growth mindset, & positively contribute to learning

## **W** Well-Rounded

Be accountable for self, embrace diversity, & develop strong communication skills

## **N** Nurturing

Be supportive, encouraging, & use appropriate voice levels for task





# In the Cafeteria

## **H** Honorable

Be tidy, gracious, & mannerly

## **T** Team-Player

Be respectful of others space  
& return your tray

## **O** Optimistic

Be positive & socialize in a  
respectful manner

## **W** Well-Rounded

Be socially inclusive, choose  
healthy options, & maintain self-  
awareness

## **N** Nurturing

Be patient, give assistance when  
needed, & model anti-bullying  
behavior





# In the Library

## **H** Honorable

Be purposeful & leave your area the way you found it

## **T** Team-Player

Be aware of others and adhere to library & bell schedule

## Optimistic

Be welcoming, inclusive, and collaborate in a positive manner

## **W** Well-Rounded

Be open to using various resources and use appropriate language, tone, and voice level

## **N** Nurturing

Be responsible with borrowed materials





# In the Hallway

## **H** Honorable

Be aware of your surroundings & have hall pass visible

## **T** Team-Player

Be on the right side, report hazards, & leave hall/doorways clear

## **O** Optimistic

Be on the move with a purpose & encourage others to do the same

## **W** Well-Rounded

Be on time to your destination & use appropriate language & voice level

## **N** Nurturing

Be helpful, respectful, & positively acknowledge others





# During Events

## **H** Honorable

Be respectful, adhere to school policies, and engage appropriately with presenter(s)/player(s)

## **T** Team-Player

Be attentive to the event and show school pride

## **O** Optimistic

Be inclusive and spirited fans/audience members who show gratitude

## **W** Well-Rounded

Be ready to participate, try new things, and welcome guests and/or opponents

## **N** Nurturing

Be aware of personal space and use encouraging language





# In the Restroom

## **H** Honorable

Be respectful of others' privacy, keep the area clean, use for intended purpose

## **T** Team-Player

Be quick, wash your hands, and go only when necessary

## **O** Optimistic

Be where you are approved to be, first check in with your teacher, and check in with restroom monitor

## **W** Well-Rounded

Be hygienic, properly dispose of trash, and adhere to school rules

## **N** Nurturing

Be respectful of facilities and report any issues to the bathroom monitor/office





# During Dismissal

## **H** Honorable

Be respectful to the security guard, board your assigned transportation, and abide by traffic rules

## **T** Team-Player

Be prompt to designated location and be attentive and ready to board

## **O** Optimistic

Be eager to socialize and use an appropriate voice level

## **W** Well-Rounded

Be considerate of personal space, remain seated, and respect the bus driver

## **N** Nurturing

Be helpful to those in need and have patience



# H-TOWN INCENTIVES

At HHS, we want to create a positive environment, celebrating good behavioral, academic and social choices. Students that meet H-TOWN expectations will be eligible for incentives and celebrations throughout the year. Students will be made aware what expectations they must meet for specific incentives.

There will be attendance/behavior celebrations each midterm and at the end of the 9 weeks. For these celebrations students must meet the criteria below and will have a clean slate each 9 weeks. Only absences and behavior for that 9 weeks will count for these celebrations

|          | Midterm   | End of 9 Weeks   |
|----------|---|--|
| Absences | 2 or less days  | 3 or less days   |
| Behavior | 1 or less Level I/ II<br>BehaviorNo Level 3 or 4 discipline | 2 or less Level I/II<br>BehaviorNo Level 3 or 4 discipline |

## 9TH GRADE PBIS REWARDS

Freshman will be piloting a digital reward program, PBIS Rewards. Through the digital program students will be able to receive points for meeting H-TOWN expectations in their core classes. These points can be used to “purchase” items from their classroom teachers and the H-TOWN store, qualify for raffles and celebrations.



# ATTENDANCE

Cabell County Schools follows the state Attendance Policy 4110. Students are required to turn in excuses for absences on or before the third day upon returning to school. For more information on Policy 4110, you may visit the West Virginia Department of Education website at <https://wvde.state.wv.us/policies/>.

Please note that not all of Cabell County Schools' policies related to attendance are included here. If you have questions regarding attendance, contact Huntington High Attendance Interventionist.

**Every 9 Weeks attendance rewards for 2 or less absences per 9 weeks! Please note: 2-3 missed mods=1/2 day absence and 4-7 missed mods=full day absence.**

## Responsibilities

It is the legal responsibility of the parent or guardian to ensure their child attends school regularly and on time while enrolled at HHS.

## Student Sign-Out

There are only two ways for a student to leave campus during a school day.

- A parent/guardian can pick-up their child during the school day but they must be on the student's emergency contact list.
- or
- A student must bring a parent/guardian note to their Grade Level Office first thing in the morning to receive prior approval to leave early.

All students who leave during the school day must check out through the Arena Office (9th/12th) or Concourse Office (10th/11th).

**Exempted absences are NOT the same as excused absences.** Exempt absences include: school functions such as competitions and/or documented religious activities requiring members to refrain from attending school, death in immediate family (up to 3 days), and college visits (total 3 days for junior and senior year, not each year). Exempt absences do not count against our chronic absences and will not count against student's eligibility for incentives.

## Written Parent Notes

When a student is absent for any reason a written note is required on the day the student returns to school. The note must include: student's name, date(s) of absence, reason for absence, and parent signature (5 parent notes per year can be counted as excused).

## Absences Reported to Parents

Absences from school are reported to parents by our call-out system, report cards, Schoology or School Messenger. At five (5) and ten (10) unexcused absences the attendance department will mail a notice letter. After receiving a letter parents and/or students may request a meeting with their grade level principal, the attendance director, and/or their counselor.

After ten (10) unexcused absences a pre-diversion meeting will be held at the Cabell County Courthouse, which may be followed with a court petition, if necessary.

## Educational Leave


An educational leave form must be completed two weeks prior to trip and submitted to the school office for approval by the principal or if leave is more than ten days, the Superintendent or his designee.

### Chronic Medical Condition

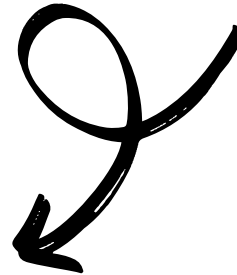
If your child suffers from a chronic medical condition that routinely affects their attendance; a chronic medical form must be completed by the physician for certain absences to be excused without having to make a doctor's visit each time. The parent must continue to send in a written excuse or email the grade level attendance secretary each month to refer to the form on file. Chronic medical form must be renewed each semester by a physician.

### Student Attendance on Day of School-Sponsored Event

- To participate in any after school-sponsored athletic or academic event, each student must complete **50% of their daily schedule** to participate in the scheduled activity. This means they must be present 4 class periods. An administrator must approve any exceptions.
- The sponsor and/or coach of the scheduled event is responsible for determining those who might not have observed the above regulation and for acting accordingly.
- Students are to see their teachers or check Schoology for assignments before leaving school early due to any school sponsored events.



**80% overall attendance**(cumulative for the year)  
is required to participate/attend extra-curricular events or activities  
(athletic events, school plays, dances, etc.).  
Including both **Homecoming and Prom** dances.  
**This includes both excused and unexcused absences**, but not exempt.



In order to be eligible to attend

### Homecoming:

Students must have 3 or fewer Level I and/or Level II discipline referrals  
Any Level III/ IV violations will automatically exclude students from this event.  
Have 8 or less total absences (excused and unexcused combined)

### Prom:

8 or fewer Level I or Level II discipline referrals before Prom.  
Any Level III/ IV violations will automatically exclude students from this event.  
Have 30 or less total absences (excused and unexcused combined)



**Attendance and behavior are cumulative for the entire school year.**



\*A student appeal process is handled on a case to case basis and an appointment will need to be made with your grade level principal.

# GRADING PROCEDURES

Grade cards are distributed at the end of each 9-week grading period. There will also be a mid-term report provided to each student. If a student is not present to pick up grade card, return the grade card to Counselor's secretary after two days.



## Grading Scale

| Letter Grade | Percentage Range |
|--------------|------------------|
| A            | 90-100%          |
| B            | 80-89%           |
| C            | 70-79%           |
| D            | 60-69%           |
| F            | 0-59%            |

Weighted grades are used to calculate the grade point average (GPA) for the student's rank in the class at the time of graduation. It is not used to determine honor roll or extracurricular eligibility.

If an AP exam is missed (unless it is for a school related absence), the student is responsible for the cost of the make-up exam. If a student does not take their assigned AP Exam at all, they will lose weighted credit for the class (per county policy).

## Schoology

Schoology is a computer program that allows students and parents to track their progress. We strongly suggest that all parents activate their account to keep on top of their child's progress and upcoming events. You can contact the SYSOP to obtain your password. Students are expected to check Schoology on a regular basis as your assignments and grades are updated regularly.

## Final Exam Policy\* (subject to change)

All\* students are required to take final exams through Cabell County Board Policy. Finals will only be given on their scheduled days. The final exam is worth 15% of the semester grade as mandated by Board policy. Therefore, if a student skips the final exam, the student's semester grade is lowered by 15%. **Students may not complete their final exam early (i.e. travel plans) without permission from Principal or Associate Principal.**

Classes which have end of course exams (i.e. Dual Credit Exams or AP Exams) may use those tests instead of a final exam for the semester in which the exam is given. If there is not a standard exam given first semester, then a final exam will be given.

Final exams may also be exempted for CTE students in the semester that they are completing their program.

A student's final exam score will count as is if the student has 4 or more nonexempt absences. If a student has 3 or fewer nonexempt absences the final will only count if they score a 59% or below. The teacher will use either the final grade or an average of the two 9 weeks – whichever works to the benefit of the student's average.

**\*Any Junior that attains the HHS required score on their school day SAT in English will be exempt from their English final. Any Junior that attains the HHS required score on their school day SAT in Math will be exempt from their Math final. Any junior that attains the HHS required score in both English and Math they will be exempt for finals in ALL classes.**

## Make-up Work

The student is responsible for making arrangements with teachers for any assignments prior to all pre-planned appointments or school-sponsored activities. For any emergency illnesses or appointments, the student must make arrangements for assignments immediately upon return to class. Failure to make these arrangements may cause forfeiture of the work and negatively impact their grade. Per county policy, all students are entitled to one day for each day missed to make-up work upon return to school **(up to 10 days)**. Students have access to their MacBook and may also get assignments by checking their Schoology accounts.

- For example, if the student were absent on Monday, they would not be required to turn in an assignment given on Monday and due on Tuesday; instead they would be required to turn in the assignment on Wednesday. If the student turned the assignment in on Thursday, he/she could receive no more than a 5% reduction on the assignment if the work was at a level which would earn an “A” if it had been turned in on the due date.
- If makeup work is requested prior to missing school and/or during a suspension, then the work is due on the day the student returns to class. There is no extended time granted, including when teachers and counselors are asked to gather work and the requesting party fails to pick up the assignments.

In extreme situations such as medical emergencies, etc., modifications may be taken into consideration. Contact your counselor if you need assistance or know there will be an extended time missed.

## Late Work

Late work is work that was assigned with an associated due date but is turned in by the student past the date and time it is due. Late work is work that was assigned when the student was present or with their knowledge; for example, a student who knew about the assignment, but was excused for a school-based trip the day the assignment is due or a student who was present in class but did not participate.

- Teachers are expected to provide additional time for completion of assignments at mastery based on individual student needs and/or extenuating circumstances.
- Late work shall be accepted up to five calendar days past the due date, but not beyond the end of the grading period, regardless of student attendance.
- The teacher may provide an alternative assignment in lieu of missed class work (i.e. an experiment, notes on a documentary, etc.)
- Excused/exempted absences due to an approved school function will not incur a grade penalty.
- A teacher may implement no more than a five-percent (5%) reduction in the grade of the late assignment per school day.
- Teachers are expected to be cognizant and empathetic to valid extenuating circumstances on the part of the student.
- Honors, Advanced Placement (AP), and Dual Credit late-work acceptance is up to the discretion of the instructor per assignment or syllabus.



**Cheating/Academic Dishonesty/Plagiarism**

Cheating is any act of gaining an unfair advantage on graded academic assignments. Cheating includes but is not limited to:

- Exchanging answers or assignments with others. This includes exchanging answers by electronic or recorded means and then submitting them as “original” work.
- Using hidden reference sheets, electronic devices, and/or help from another student or any other source during a test or quiz.
- Using programmed material in electronic devices when prohibited (this includes all AI generated materials and apps/programs to retrieve answers).
- Submitting someone else’s assignment as your own, in whole or part.
- Submitting material written or designed by someone else without giving credit to the source. This includes plagiarizing information from the Internet or other source or submitting work done by family, friends, or tutors.
- Taking credit for group work when little or no contribution was made.
- Stealing tests, answers, or materials, or having unauthorized possession (such as pictures on cell phone) of such materials.
- Sabotaging or destroying the work of others.
- Submitting the same work in more than one course without the approval of the teachers involved.
- Not following the intent of the assignment or the guidelines specified by the teacher.

To plagiarize is to steal and pass off the ideas or words of another as one's own, to use another's production without crediting the source, to commit literary theft, or to present as new and original an idea or product derived from an existing source. All the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- AI generated material
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Plagiarism may be intentional or accidental. Regardless of intent, plagiarism will not be tolerated.

After a disciplinary action as the result of an accusation of plagiarism, a student is allowed to request an appeal from the Associate Principal. This request must be in writing and come from the parent/guardian. The Associate Principal will determine if the request proceeds to the appeals committee. The decision from the appeals committee is final.

Cheating and/or plagiarizing work in any way, shape, or form will result in a disciplinary report (consequences list in the chart below) as well as a zero on the assignment with no opportunity to redo it. Both cheating and plagiarizing are grounds for exclusion from the National Honor Society.

| Offense     | Disciplinary Consequences  |
|-------------|--|
| 1st Offense | Contact Guardian, Warning (documentation in WVEIS), 0% for assignment              |
| 2nd Offense | Contact Guardian, 0% for assignment, Detention                                     |
| 3rd Offense | Contact Guardian, 0% for assignment, ISS Administrative Option: Removal from class |
| 4th Offense | Contact Guardian, 0% for assignment, OSS Administrative Option: Removal from class |



## Transfer and Withdrawal Procedures

Our county policy requires students to transfer/withdraw in person. Students need to see the Counselor Secretary who will have them complete a withdrawal form. The following must be completed before withdrawal can be processed:

- Return issued textbooks and all library books.
- Return uniforms and/or equipment (sports, performance groups, etc.).
- Return all assigned technology (devices, chargers, etc.).
- Obtain withdrawal grades from each teacher.
- Reconcile fines (including Library), pay cafeteria charges, if applicable.

## School Assigned Technology Procedures

All students at Huntington High are assigned a district-owned and **monitored** (Light Speed) MacBook for their use during their time at HHS. Light Speed is a program that alerts school personnel if there is questionable content on a student's electronics.

Appropriate paperwork is required before the device can be deployed to the student; students/families may choose to opt out of receiving a device. Optional damage waivers are available for purchase as well.

Technology issues should be handled from 7:15am – 7:40am (prior to the tardy bell), by appointment with the SYSOP, and/or during the student's assigned lunch. The SYSOP, Mr. McNeel, is located in room D175, and will be in room D150 in the mornings before school starts.

## Closed Campus

Huntington High School is a closed campus. Any student caught leaving campus without administrative approval, will lose driving privileges indefinitely. Students will also be subject to school discipline for truancy.

All visitors MUST check in at an office upon arrival. Students are NOT to open any exterior doors for any visitors, students, or staff members.

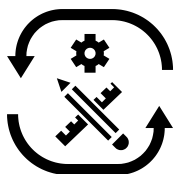
**No outside food is permitted** until after 3:30 pm. This includes drop off of food by friends/family and/or delivery services. NO DOOR DASH OR DELIVERY SERVICES are allowed to be used. If food is delivered to the school it will be confiscated. Students not eating school-provided meals must bring their lunch from home.

## Visitors

- Parents/visitors are welcome at HHS. Appointments with the staff are to be made prior to arrival to minimize disruption to the educational process. Online and virtual meetings are also available if needed.
- Visitors will check-in at the guard shack. After parking in the visitor's area, they need to check in at the appropriate office (Concourse Office 10th, 11th grades) or (Arena Office 9th, 12th grades) prior to going to other parts of the building.
- Visitors will be issued a visitor's pass, which will be worn while visiting the school. Upon leaving, please check-out at the Concourse Office.
- Parents will drop off students in the morning in one of two lanes in the student parking lot. Parents will pick students up in the afternoon in the student parking lot. Parents will not be allowed to sign students out early after 2:50PM.
- The school administration has the right to accept or not accept visitors.
- Any person found on school grounds without permission is trespassing and is subject to arrest by the school resource officer (SRO).
- Students are not permitted to have visitors other than parents/legal guardians during the school day. Boyfriends or girlfriends are not permitted to visit on school grounds prior to school, during lunch, or other school hours.
- After 7:45 a.m., all outside entrance doors will be locked. **NO ONE should open outside doors to let someone in.**
- Visitors will need an escort to their destination from a school employee.







# Credit Recovery Options at Huntington High

Our high school's Recovery School model is meant to give students a second chance, tied to responsibility on the student's part. Huntington High is proud to offer activity buses for students staying after school. Three buses will be available for students to ride home. While the bus may not take the student directly to their home, the bus will take the student to a general location near their home. Buses depart from HHS at 5:45 p.m.

## Embedded Recovery

The Huntington High School embedded recovery program takes place during the school day. This recovery program is an online Edgenuity format and is facilitated by a Huntington High School teacher. Only the teacher of the student's recovery period or Graduation Coach may unlock Edgenuity exams.

## Requirements/Procedures

Students must have failed at least one semester of a course.

Students may attempt to recover multiple credits during their embedded recovery period.

Students must master the post-tests and the end-of-course test to receive credit for the course.

While students may work on tutorials at another location, all tests must be unlocked and taken in front of a Huntington High School teacher to be credited.

Once the student has mastered the content in the course, the recovery teacher issues a credit recovery form, the Associate Principal verifies then provides it to the Counselor of Record for transcription.

## Huntington High Evening School

Huntington High offers Evening School for those students who need to recover credits or who want to work ahead to earn credits. ONLY core courses (except Forensic Science) are offered during Evening School.

Students MUST register for Evening School with the Evening School Principal (Mr. Cunningham), who will assign courses. The after school recovery teacher will monitor progress.



Students can recover a half-credit (per 9 weeks) or a full credit per semester.

Students must attend four days a week from approximately 3:20p.m.-5:20 p.m.

No student currently enrolled in a class can take the same Evening School class.

## Back-on-Track

Students may recover credit for the previous 9 weeks (except 4th 9 weeks) for a Core Course in after-school recovery. It is the responsibility of the student to complete the Back on Track form, receive a signature from parent/guardian, and return it to their classroom teacher. The classroom teacher will prepare a packet of work to send to the after school/Back on Track teacher. It is also the student's responsibility to check with their teacher to ensure understanding and confirmation of packet completion.

The student will attend Back-on-Track to complete the packet according to the course being recovered; Back-on-Track lasts for one hour daily, Monday-Thursday. Students must attend the after-school program to complete Back on Track. Once report cards are distributed, the student will have ten school days to return the Back-on-Track form to their teacher.

Participation in Back on Track can only raise the student's grade to a 60% if the core teacher determines that the student has met competency for the work completed.

To eligible for the Back on Track program, the student must pass the current 9 weeks grading period.

## After School Activity Bus

Huntington High is proud to offer activity buses for students staying after school. Three buses will be available for students to ride home. While the bus may not take the student directly to their home, the bus will take the student to a general location near their home. Buses depart from HHS at 5:45 p.m.

## Arrival to School

The school building will not be open until 6:35 a.m.. Students should not arrive until after that time. Students arriving before 7:15 a.m. are required to report to the cafeteria or the Main Gym. Students dropped off after 7:15 should be dropped off in the student parking lot and enter through the Flag Pole Loop and report to the Main Gym; students that ride a bus will report to the cafeteria. Students will be given the opportunity to eat breakfast from 7:15--7:40 am. At 7:35 a.m., a bell will release students to their 1st period classes. There is to be no loitering in the hallways, cafeteria, gymnasium, or outside the building during this time. **The tardy bell rings at 7:45;** students should be in their 1st period class, seated and ready to start the day when the tardy bell rings.

Parents are to drop students off in one of the two lanes in the student parking lot. Parents do not enter the bus loop. We strongly encourage students that are dropped off by parents to not arrive before 7:15 a.m. Parents are expected to ensure the timely drop off/arrival of their students at school. If students are dropped off after 7:40 they are highly likely to be tardy to class. Being in the building is not counted as on time. Students should be in their first mod class when the tardy bell rings at 7:45.

## Evening Dismissal

Parents are to pick students up in the student parking lot. Do not enter either the bus loop or faculty parking lot. Buses will wait in the bus loop approximately 7 minutes before pulling out.

- Students who ride the first buses will report to the bus loop and board their bus
- Students who ride the second group of buses that arrive to HHS will report to the cafeteria to wait on their bus to arrive.
- Students who ride the final run of buses will report to the gym to wait on their bus.
- Student drivers and parent pick-ups will be dismissed to the student parking lot at 3:14 p.m.

## Student Parking Lot/Transportation

**Students planning to drive to school must be prepared to follow these guidelines:**

- Students must have a parking permit to drive to school and it must be displayed on the car's windshield. If you do not have a pass displayed, your vehicle will be subject to towing at the owner's expense and a possible discipline referral will be issued.
- Parking permits will be issued in the upstairs office.
- The first row in the student parking lot will be reserved for Visitor Parking. Students who are found to be parking in those spaces will receive disciplinary consequences and could lose their parking pass.
- Permits will be issued by priority with seniors receiving first priority, juniors second, and so on.
- You must exit your vehicle immediately after parking it. You may not loiter in the parking lot before or after school.
- **You may not return to your vehicle during school hours without written permission from an administrator. Use of your vehicle without written permission from an administrator** will result in the loss of driving privileges and/or suspension as per county code.
- Chronic absences may result in loss of driving privileges. Parking passes may be reviewed/revoked for 10 or more unexcused absences.
- When departing in the evening, students will exit in an orderly fashion. The security guard or other school official will stop traffic coming out of the parking lot to allow safe passage of school buses.
- No refunds for passes will be issued if driving privileges are revoked by the administration.
- Students are not to share parking passes. If caught, parking privileges will be suspended for both students.
- Vehicles parked on school grounds can be legally searched at any time by school officials or law enforcement.
- The random drug testing policy is also covered for ALL drivers. You must have attended the meeting and have a parent consent form signed before a pass will be issued.
- If you are driving to school, you have assumed the responsibility of being on time to school. Excessive tardies—10 or more per semester—to school (1st or 4th mod for 1/2 day students) will result in loss of driving privileges.

## Early Head Start Center (Day Care) Welcoming and Dismissal Procedures

- 7:30 AM-3:15 PM HHS Students can drop off/pick up their baby into the Early Head Start Center (Day Care).
  - 7:30-2:15 Community Parents can drop off/pick up their baby into the Early Head Start Center (Day Care).
- Visitors are not permitted in the day care.
- 3:40 PM TTA bus arrives at HHS.



## "Start on Time"/Tardy to Class

Tardy at Huntington High is defined as not being inside the classroom ready to work before the bell rings. Being late to class is disruptive to the educational process.

Classroom teachers record each student's attendance and tardies. Once the student reaches five (5) total tardies, they will be called in and given appropriate discipline (see chart below). Tardies are cumulative for one semester. Students are expected to be in class on time. Students who drive to school will lose driving privileges if they are late to school after 10 tardies or 10 unexcused absences (per semester).

| Number of Tardies | Disciplinary Consequences   |
|-------------------|---|
| 8 Tardies         | 3 days Lunch Detention or* 1 days After-School Detention 3:20-4:20 p.m. |
| 16 Tardies        | 1 day In-School Suspension  |
| 24 Tardies        | 2 days In-School Suspension   |
| 32 Tardies        | 3 days In-School Suspension   |
| 40 Tardies        | Habitual violation of school policies                                   |



## Skipping Class

Skipping class is defined as a student not going to assigned class/activity. This may mean the student has gone to another classroom without permission (e.g. art room or gym); taken an extra lunch; gone to the Library instead of attending class; etc.

**If a student is more than 15 minutes late to class, they will be written up for skipping and counted absent**

| Skipping Offenses | Disciplinary Consequence  |
|-------------------|---|
| 1st               | 1 day PM detention (3:20-4:20 p.m.) or* 2 days lunch detention    |
| 2nd               | 3 days PM detention or* 5 days lunch detention                    |
| 3rd               | 1 day In-School Suspension (ISS) or* 2 days Saturday School       |
| 4th               | 2 days ISS or* 4 days Saturday School                             |
| 5th               | Exclusion until Parent/Student ConferencePrincipal (304-528-6410) |

\*Determined by Administrator

### Hall Pass

No student is to be out of class without a hall pass assigned by their current classroom teacher, on the appropriate hall pass paper. Only one student per hall pass. The time the student is leaving class must be noted on the hall pass.

Students are not to be out the **first 10 minutes or last 10 minutes of class**.

Students **are not permitted to take their cell phone out when leaving class** unless they are leaving for the day.

If a student is in the hall with their cell phone during class time they will receive a discipline referral and may have their phone confiscated.

Students going to the bathroom should use the bathroom closest to their classroom in the hallway of their current class. Using bathrooms outside of student's current class hallway will result in a discipline referral. (example: Student is in a science classroom in the G hallway, they should use the G bathroom. If a student is in the D hallway they should not use the G bathroom.)

Students that abuse using a hall pass will have their privileges revoked. (Example: not going where they are approved to go, staying asking to leave every class period, etc.)

### Lockers

Students will be given a locker, free of charge, for their use while at Huntington High. Only one student is allowed to occupy a locker at a time. Lockers are school property and must be maintained to the standards that they held when first assigned. These lockers are still considered Huntington High School property and may be searched at any time by school officials or law enforcement.

We encourage students to store heavy items and/or sport equipment in their locker.

### Public Display of Affection

Huntington High is an educational institution. It is inappropriate to display any form of affection (i.e. hugging, or kissing; whether friendly or romantic) while in attendance at school. PDA may be written up as a discipline referral if excessive or reoccurring.

### Nicotine Policy

It is illegal in the state of West Virginia to possess or use tobacco on school grounds EVEN if you are 18 years of age. Students will face disciplinary action if they are caught using any form of nicotine on campus. E-Cigarettes, JUUL and vapor cigarettes are also prohibited at school and possession, or use will result in disciplinary action.

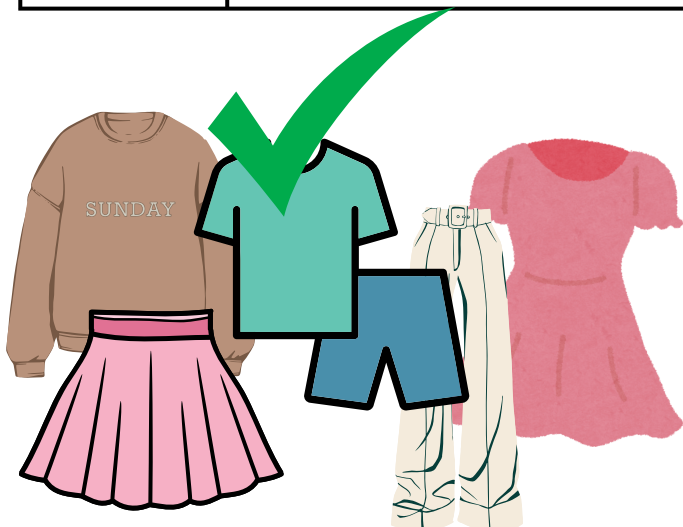
#### Vape/Tobacco Use

|   |  |
|---|--|
| 1 | 3 day In-School Suspension and 2 days Saturday School for Cesation Program |
| 2 | 5 day In-School Suspension and 2 days Saturday School for Cesation Program |
| 3 | 10 days Out of School Suspension and Recommended Exclusion                 |

## Student Dress Code

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example: dresses, leggings, or shorts) and shoes.
- There must be non see-through fabric covering breasts, genitals, midriff, and buttocks.
- Undergarments must be covered
- Shorts/Skirts should have at least a 5 inch inseam.
- Clothing must be suitable for all scheduled classroom activities. Specialized courses may require specialized attire.
- With the exception of religious or medical reasons, students' face and head should not be covered. No hats, Hoods should be down while inside.
- All clothing should project a positive appearance. You may not wear clothing that promotes alcohol, tobacco, drugs, firearms/ammunition, or carry indecent, obscene, racially degrading, or sexually suggestive messages.
- Chain accessories are not allowed at school. Any clothing or accessory that is considered a disturbance to the overall function of the school is not to be worn.
- No imagery of the Confederate Flag, gangs, or hate-groups allowed.
- Blankets, flags, and/or capes are not allowed.

|             |   |
|-------------|---|
| 1st Offense | Warning; Change of clothes will be provided.  |
| 2nd Offense | 3 days Lunch detention or* 2 days after school detention; if a hat is taken, student may pick up at the end of the day. Change of clothes will be provided. |
| 3rd Offense | 1 day ISS or* 2 days Saturday School. Change of clothes will be provided.   |
| 4th Offense | 2 days ISS or* 4 days Saturday School. Change of clothes will be provided.  |





## Electronic Devices and Cell Phones

Students will **NOT** be allowed to use any\* electronic devices other than their school MacBook while class is in session. Phones, iPads, earbuds, headphones, are not to be used in the classroom during the school day. Students are not allowed to take their phone with them when leaving a classroom unless it is a class change or they are leaving the building.

When in class, cell phones should be **OFF** and placed in the classroom phone holder or a personal bag.

Headphones will **NOT be allowed to be used during the school day**, except for instructional use in the classroom. This is necessary for safety and educational purposes.

Having a cell phone/electronic device/headphones out during class time will result in a discipline referral.

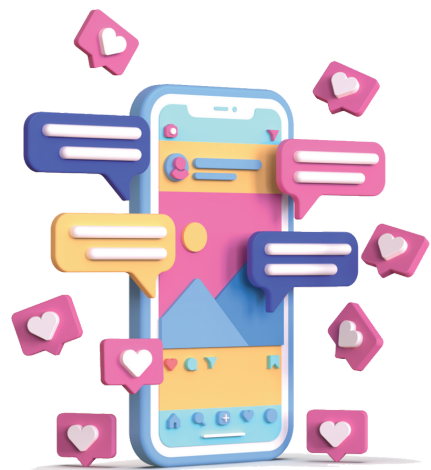
Staff and/or administration has the right to confiscate a device. Refusal to surrender a device will result in a discipline referral.

Students may bring their devices to school at their own risk. They should be off and out of sight. The school will not be responsible if they are lost or stolen.

\*Students with medical devices or special circumstances will be allowed to use necessary equipment with approval from their grade level principal.

More and more studies are showing a correlation between social media usage and high increases in depression, anxiety, hospitalization due to mental health issues, and suicide. The negative affects that social media and cell phone usage are having on our youth are not only distracting to our students' education, but also hurting them mentally. While this is a worldwide issue, we want to work to combat it as much as we can on The Hill.

Furthermore, we want to encourage you to leave your cell phones at home during the school day when possible. This is to help you focus while at school while also giving you time away from social media usage. The majority of our discipline issues have some connection to social media, cyberbullying, or texting. By working to remove the devices that become near constant distractions to our students, we are also working to relieve them of any issues that may arise from these apps during the school day.



## Cell Phone and Electronic Violation Offense Disciplinary Consequences

### 1st Offense

- Staff Member will submit a discipline referral in WVEIS.
- Student is assigned 2 days Lunch Detention or 1 day after school detention.
- Administrators may confiscate the phone to be returned at end of the day.

### 2nd Offense

- Staff Member will submit a discipline referral in WVEIS.
- Parents are called and warned.
- Student is assigned 1 day ISS
- Administrators may confiscate the phone to be returned at end of the day.

### 3rd Offense

- Staff Member will submit a discipline referral in WVEIS.
- 3 days ISS assigned.
- Parents are called.
- **Phone will be confiscated and must be picked up by parent.**



### Extra-curricular Activities

Student involvement in extra-curricular activities, either as participant or spectator, is strongly encouraged. School rules and policies are to be followed by the students while attending these events. Behavior that would not be tolerated during the school day will not be tolerated at extra-curricular events and activities. Students who are removed from any extra-curricular activity may forfeit their right to attend all future extra-curricular activities, including Homecoming and Prom.

When students attend events outside of the school day, they are expected to be in the area of the activity. For example, if a student attends a basketball game they would be expected to be in the gym or concourse outside of the gym. Students would not be permitted in areas away from their events.

### Drug Testing

#### Athletes

Cabell County Schools have adopted a Drug Testing Policy for ALL athletes. You must attend and have a parent consent form signed to be able to participate in athletics. Students must have a current physical and all supplementary paperwork completed prior to trying out for any sport. Also, a new Extracurricular Code of Conduct is in place. We expect all athletes to be model citizens at all times. Please be aware of the policy and its expectations.

#### Simulated Workplace

Students participating in some CTE programs to participate in random drug testing throughout the course of the year.

#### Student Drivers

Student Drivers will be required to participate in random drug testing throughout the course of the year.

Note: The HHS administration and Cabell County Board of Education reserve the right to add or change any rule(s) to help preserve the integrity and safety of the school.

## **Discipline Referrals**

The staff at Huntington High believes the instructional leaders are the primary disciplinarians of the classroom. If the instructor deems that a student needs some form of discipline, the instructor will complete a discipline referral. Staff may assign lunch detention for Level I behaviors, all others will be handled by a member of the administration. Failure to report to the office when instructed could result in out-of-school suspension.

### **Inappropriate Behavior Levels as Defined by WVDE**

Level 1: Minimally Disruptive Behaviors disrupt the educational process and the orderly operations of the school but do not pose a direct danger to self or others.

Level 2: Disruptive and Potentially Harmful Behaviors disrupt the educational process and/or pose potential harm, danger, or educational detriment to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

Level 3: Severely Disruptive, Imminently Dangerous, Illegal, and/or Aggressive Behaviors are willfully committed and are known to be illegal and/or harmful to people and/or property. (Specific level 3 behaviors are outlined in W. Va. Code §18A-5-1a (c) and the principal shall address these inappropriate behaviors accordingly.)

Level 4 Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-5-1a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a.

Level 4: W. Va. Code §§18A-5-1 and 18A-5-1a require mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than twelve (12) consecutive months by the county board of education for possession of a deadly weapon, battery on a school employee, or sale of a narcotic drug.

#### **Battery on a School Employee**

A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee or causing physical harm to a school employee as outlined in W. Va. Code §61-2-15(b). A student who violates this code section may be suspended and expelled.

#### **Felony**

A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W. Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson as outlined in W. Va. Code §61-3-1; malicious wounding and unlawful wounding, as outlined in W. Va. Code §61-2-9; bomb threat, as outlined in W. Va. Code §61-6-17; sexual assault, as outlined in West Virginia Code §61-8B-3; terrorist act or false information about a terrorist act, hoax terrorist act, as outlined in W. Va. Code §61-6-24; and grand larceny, as outlined in W. Va. Code §61-3-13. The principal shall suspend a student from school or from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. If a student is suspended, the principal may request that the superintendent recommend to the board the student be expelled.

#### **Illegal Substance Related Behaviors**

A student will not sell or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.

A student will not unlawfully possess, use, be under the influence of, distribute, or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, any other substance included in the Uniform Controlled Substances Act as described in W. Va. Code §60A-1-101, et seq., or any paraphernalia intended for the manufacture, sale, and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of W. Va. 126CSR25A, WVBE Policy 2422.7, Standards for Basic and Specialized Health Care Procedures, and instances of prescription drug abuse. The principal shall suspend a student from school or from transportation for possession of a controlled substance governed by the Uniform Controlled Substance Act. The principal determines consequences for other violations listed herein.

#### **Possession and/or Use of Dangerous Weapon**

According to W. Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W. Va. Code §61-7-2, on any school bus, on school property, or at any school-sponsored function as defined in W. Va. Code §61-7-11a.

As defined in W. Va. Code §61-7-2, a "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.





## **School Health Center**

The HHS Health Center provides primary health and medical care, including diagnosis and treatment of illnesses, prescriptions, lab tests, and physical exams. A nurse practitioner that works in collaboration with a physician is available by appointment and for walk-in care. She is qualified to treat, diagnose, and prescribe.

To receive care from the nurse practitioner or physician, students must enroll in the health center by completing the enrollment form that is sent home at the beginning of the school year. Students under 18 must have a consent form signed by a parent or guardian.

Nursing services are free to all students. These services include first aid, vision and hearing screenings, health information, and referrals for needed care.

Most nursing services do not require parent consent. However, some services, such as dispensing Tylenol, do require that the student be enrolled in the health center and have parent consent on file.

The fee for medical services varies, depending on the service and family's income. Services from the nurse practitioner or physician will be billed, as with any medical care. Uninsured families may be charge a small fee, depending upon income level. Students enrolled in the Free/Reduced Lunch Program will not be billed for most services.

The health center is open during school hours. After school hours or on weekends and vacations, enrolled patients who do not have their own provider may access an on-call provider by calling the health center.

The health center is funded through a grant from the West Virginia Bureau for Public Health and a consortium of local supporters: Cabell Huntington Hospital, St. Mary's Hospital, the Marshall University Department of Pediatrics, and Valley Health Systems, Inc.

It is the belief of the Board of Education that medication should be administered by the home. However, under certain conditions, it is in the best educational and health interests of the child to take prescribed medications during the school day.

We are asking for your cooperation regarding giving medication at school. Because of responsibility placed upon the staff for giving the correct medications, we ask that you comply with the following guidelines:

### **Prescription and Over the Counter Medication**

- All medication, including all over the counter medications, must be prescribed by your child's physician and the Medication Administration/Log Form returned to school before that medication will be given by school personnel.
- A new Medication Administration/Log Form must be presented for any changes and/or discontinuation of any mediation. Verbal orders from the parent are not legal and will not be accepted.

- Parent or Guardian must sign parental permission on the Medication Administration/Log Form.
- The medication is to be brought to school by the parent or other responsible adult in a properly labeled container from the pharmacy or manufacturer. You may want the pharmacist to label two containers: one for school and one for home use.
- Send no more than four (4) weeks supply of medication to the school.
- The student is responsible for coming to the office or designated person to take the medication.
- The parent or guardian is responsible for picking up the child's medication on the last day of school. Any medication that is not picked up will be discarded at the end of the school year.
- A new Medication Administration/Log Form is required for each school year.
- Emergency Medication (Insulin, Epi-Pen, Inhalers) for life threatening conditions, for all grade levels, fall under additional guidelines. Refer to the Authorization of Self-Administration of Medication Form.

### **Self-Administration of Medication (Grades 9-12 Only)**

Students may self-administer prescription or non-prescription medication if certain conditions are met:

- All prescription medication must have a Medication Administration/Log Form completed by the physician and parent.
- Parent must complete an Authorization for Self-Administration of Medication Form for each medication and a copy filed with the school nurse and school administrator.
- The school nurse or designated provider must be reasonably assured that the student is capable of taking his/her own medication.
- Medication – up to a three-day supply – must be kept in a properly labeled container and may be kept on their person (purse, backpack) or in their locker.
- Failure to adhere to these conditions may result in the loss of privilege to self-medicate, and the student may be subjected to disciplinary action.

If a student violates the policy regarding medication administration, action will be based upon WV Board of Education Policy 4373 – Student Code of Conduct (126CSR99) and/or WV Board of Education Policy 2422.5 – Substance Abuse (126CSR23).

Reference WV 2422.8

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on his/her judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed provider shall be notified immediately by the school nurse.

## Safe School Act

The West Virginia Legislature passed the Safe Schools Act as a response to the concerns of parents, students, school personnel, and other citizens about incidents of violence in our schools. HHS has a zero-tolerance policy.

The intent of the law is to provide a safe environment where students can learn and teachers can teach. The law applies to all students regardless of age.

Cabell County Public Schools would like to assist you in becoming familiar with the key elements of this law and the disciplinary action associated with infractions.

The Safe Schools Act of 1995 is enforceable when a student is on school grounds, on a school bus, or at a school sponsored function. The infractions and corresponding punishments are listed below:

- \* Possessing deadly weapon
- \* Assault and battery upon a school employee
- \* Selling narcotic drugs

For these offenses The Act mandates that the principal suspend the student and that the county board of education expel the student for a period not less than twelve consecutive months. The county superintendent may shorten the expulsion by providing adequate written justification to the board, principal, faculty senate, and school LSIC.

- \* Committing an act considered a felony if committed by an adult
- \* Possessing a controlled substance

For these offenses the principal must suspend the student and the board may expel the student for up to one year.

- \* Injuring or threatening a student or school employee
- \* Willfully disobeying a teacher
- \* Possessing alcohol
- \* Habitually violating school rules and policies
- \* Participating in a fight - Battery
- \* Directing profane language toward a student or school employee
- \* Intentionally defacing school property



For these offenses the principal may suspend the student and the board may expel the student for up to one school year.

- \* Disorderly conduct
- \* Interfering with the orderly educational process
- \* Threatening, abusing, intimidating, or attempting to intimidate a student or school employee
- \* Directing profane or abusive language toward a school employee.

For these offenses the teacher or bus driver may write a discipline report and send the student from the classroom or bus to the appropriate administrator.

# CABELL COUNTY POLICY NOTIFICATION

Please review all policies listed to learn rights and responsibilities of school community members, but not limited to just these policies. There are more on the county and state webpages.)

## POLICY 5771 Search and Seizure

Administrators are permitted to conduct a random search of any student's locker and its contents at any time.

## POLICY 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Video Surveillance/Electronic Monitoring Devices are used at this school.

## POLICY 5517.01 – BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students

## POLICY 5516 - STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities.

## POLICY 5611 - DISCIPLINE – STUDENT DUE PROCESS RIGHTS

The Board of Education recognizes that students have certain Due Process rights when facing disciplinary action.

## POLICY 5512 - USE OF TOBACCO BY STUDENTS

The Board of Education is committed to providing students, staff, and visitors with tobacco and smoke-free environment.

## POLICY 5530 - SUBSTANCE ABUSE PREVENTION

The misuse of drugs, including alcohol, is a serious problem with disciplinary and legal consequences if caught engaging in such activity on school property.

## POLICY 5500 - STUDENT CODE OF CONDUCT

The purpose of this policy is to classify inappropriate student behavior and to identify appropriate and meaningful interventions and consequences for violation

## POLICY 5600 - STUDENT DISCIPLINE

The policy sets forth unacceptable behaviors that undermine a school's efforts to create a positive school climate/culture.

## POLICY 5772 – WEAPONS

The Board prohibits students from possessing or carrying or causing the possession or carrying of any firearm or other deadly weapon on any setting that is under the control and supervision of the Board

## POLICY 5517 - ANTI-HARASSMENT AND VIOLENCE

Racial, sexual, and religious/ethnic harassment is a form of discrimination which violates Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et seq., and WV Code 5-11-1, et seq., the West Virginia Human Rights Act.

## POLICY 5517.02 - ANTI-HARASSMENT OF PERSONS WITH A DISABILITY

The Board of Education maintains an education and work environment which is free from harassment and violence of person with a mental, physical, developmental, or sensory disability.

Reports of Harassment/Discrimination are to be reported to:

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the County School (hereinafter referred to as the "COs").

David Tackett

Manager of Service Personnel

(304) 528-5044

2850 Fifth Ave. Huntington, WV 25702

dtackett@k12.wv.us

Sherrone Hornbuckle-Myers

General Counsel

(304) 528-5007

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