

2019 -2020 Huntington High School



Student Handbook

1 Highlander Way
Huntington, WV 25701
(304) 528-6400

Updated June 2019

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 – the students, parents, staff, and community. The staff and administration are here to provide opportunities and to 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 Boosters organizations.

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

Have a great year of learning and growth!

Dan Gleason
Principal

Administrative Staff

Archer, Rob	Associate Principal/12 th Grade Discipline	528-6408
Austin, Travis	Assistant Principal, Business & Fine Arts/11 th grade discipline	528-6413
Hayes, John	Assistant Principal, Freshman Academy/9 th grade discipline	528-6412
Withrow, Brian	Assistant Principal, STEM/10 th discipline	528-6411
Enders, Kim	Assistant Principal, Human Services	528-6414
Dan Gleason	Principal	528-6410

Gleason, Christine	A-Cg	528-6417
Rocknich, Shawna	Ch-Gl	528-6406
Gibson, Hilary	Gm-Ki	
Pinkerman, Melanie	Kj-O	528-6419
Kidd, Jessica	P-Sl	528-6420
Fuller, Elizabeth	Sm-Z	528-6416
Malissa Lowe	Graduation Coach	528-6418

Lewis, Alicea	Mr. Gleason's secretary	528-6402
George, Linda	Dr. Porter and Mr. Hayes' secretary	528-6405
Jordan, Lucy	Mr. Austin and Mrs. Enders' secretary	528-6404
McComas, Amanda	Mr. Archer's secretary	528-6524
Megan Luke	Bookkeeper	528-6407
Shull, Tammy	Records/Counseling secretary	528-6409

Regular Bell Schedule:

Class	Start	End	Comments
AA	7:40	8:05	25 minutes
1 st Mod	8:12	9:02	50 minutes
2 nd Mod	9:09	9:59	50 minutes
3 rd Mod	10:06	10:56	50 minutes
Lunch A	10:56	11:26	30 minutes for lunch; 7 minutes to transition to 4 th mod
4 th Mod B	11:03 am	11:53	50 minutes
Lunch B	11:53 am	12:23	30 minutes for lunch; 7 minutes to transition to 5 th mod
4 th Mod A	11:33 am	12:23	50 minutes
5 th Mod	12:30	1:20	50 minutes
6 th Mod	1:27	2:17	50 minutes
7 th Mod	2:24	3:14	50 minutes

Activity Schedule A (Used for 2 hour early release, longer activities-120 minute activity period)

Class	Start	End	Comments
1 st Mod	7:40	8:18	38 minutes
2 nd Mod	8:25	9:03	38 minutes
3 rd Mod	9:10	9:48	38 minutes
5 th Mod	9:55	10:32	37 minutes
Lunch A	10:32	11:02	30 minute lunch
4B	10:39	11:16	37 minutes
Lunch B	11:16	11:46	30 minute lunch
4A	11:09	11:46	37 minutes
6 th Mod	11:53	12:30	37 minutes
7 th Mod	12:37	1:14	37 minutes
Activity	1:14	3:14	Dismiss or 2 hour activity

2-Hour Delay/Late Start Schedule

Class	Start	End	Comments
1 st Mod	9:40	10:18	38 minutes
2 nd Mod	10:25	11:03	38 minutes
Lunch A	11:03	11:33	30-minute lunch
4B	11:10	11:49	39 minutes
Lunch B	11:49	12:19	30 minutes
4A	11:40	12:19	39 minutes
3 rd Mod	12:26	1:03	37 minutes

5 th Mod	1:10	1:47	37 minutes
6 th Mod	1:54	2:31	37 minutes
7 th Mod	2:38	3:14	36minutes

Activity Schedule B (used for assemblies)

Class	Start	End	Comments
1 st Mod	7:40	8:25	45 minutes
2 nd Mod	8:32	9:17	45 minutes
3 rd Mod	9:24	10:09	45 minutes
5 th Mod	10:16	11:01	45 minutes
Lunch A	11:01	11:31	30 minute lunch
4B	11:08	11:53	45 minutes
Lunch B	11:53	12:23	30 minute lunch
4A	11:38	12:23	45 minutes
6 th Mod	12:30	1:15	45 minutes
7 th Mod	1:22	2:07	45 minutes
Activity	2:07	3:14	Allows for transition and for 1 hour activity

Career and Technical Center Bell Schedule

Class	Start	End
1 st Block	7:50	9:20
2 nd Block	9:22	10:52
Tool Time	10:54	11:09
Lunch	11:11	11:36
3 rd Block	11:38	1:08
4 th Block	1:10	2:40

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, then 4th period afterwards.

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

Academic Information, Policies, and Procedures:

Grading:

Grade cards are distributed at the conclusion of each nine-week grading period, usually one week after the grading period ends. There will also be a mid-term report provided for your student.

Grading Scale

Letter Grade	Percentage Range
A	90 – 100%
B	80 – 89%
C	70-79%
D	60 – 69%
F	0 – 59%
W	Withdrawn
WF	Withdrawn Failing
AU	Audit

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.

Audits may be obtained only with prior approval from teacher, counselor, and principal. If a student is interested in auditing a class (no credit or grade is received), he or she must obtain the proper application from the counseling office, and complete the application process prior to taking the class.

A student will only receive a "W" if the parent, teacher, and principal agree that the student qualifies for a "W". If any party is in disagreement of the student leaving the class, the student will receive a "WF".

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 his/her assigned AP Exam at all, he/she 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 your academy principal or the Counseling Office to obtain your password.

Final Exams

Final Exam Policy: 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 you skip the final exam, your semester grade is lowered by 15%. **Students may not complete their final exam early (i.e. travel plans) without permission from Mr. Gleason or Mr. Archer.**

A student's final exam score will count as is, if the student has 3 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.

Exempted absences are NOT the same as excused absences. Exempt absences include: school functions, such as competitions; documented religious activity requiring members to refrain from work, etc.; death in immediate family (up to 3 days); college visits (total 3 days for junior and senior year, not each year).

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 should be given.

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. Students may also get assignments by checking their Schoology accounts.

- For example, if the student were absent on Monday, he/she would not be required to turn in an assignment given on Monday and due on Tuesday; instead he/she 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. Teachers have the option to be more lenient as circumstances may deem appropriate.
- 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**

A teacher may provide an alternative assignment in lieu of missed classwork, i.e. an experiment, notes on a video, etc.

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.
- 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 of 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
- 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 will proceed 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 into the National Honor Society.

Offense	Consequence
1 st Offense	Contact Guardian, Warning, 0% for assignment
2 nd Offense	Contact Guardian, 0% for assignment, Detention
3 rd Offense	Contact Guardian, 0% for assignment, ISS Option: Removal from class
4 th Offense	Contact Guardian, 0% for assignment, OSS Option: Removal from class

Embedded Credit Recovery

The Huntington High embedded recovery program takes place during the school day in room F106 A. This recovery program is an online EdGenuity format and is facilitated by a Huntington High School teacher and coordinated by the HHS Graduation Coach.

9 Weeks Recovery Credit/"Back on Track" Program

Students may recover previous 9 weeks credit in after school recovery. It is up to the student to work with their teacher of record for the course that has been failed to obtain the work needed to be completed to show proficiency. The student must attend the recovery course after school according to the schedule provided. The highest grade obtainable is a 60% unless otherwise decided by teacher. It is solely the core teacher's decision to determine if the student has shown proficiency or not.

Requirements:

- Conference with teacher of failed class
- All work must be completed in the 9 weeks following the failed 9 weeks
- All work must be completed in the classroom
- Students are only permitted to complete Back On Track ONE time PER semester.

*Note: There is no Back On Track for 4th nine weeks. *

Huntington High Evening School

Huntington High School offers evening school to those students who need to recover credit or want to work ahead to earn credit. ONLY core courses are offered during evening school. Students MUST register for evening school with the Evening School Principal who will assign courses and monitor student progress. Students can recover half or full credits. Students must attend five days a week from approximately 3:30-5:30 PM.

- No more than 5 days can be missed during a 9 week period to receive credit.
- No student currently enrolled in a class can take the same night school class.

Transfer and Withdrawal Procedures

Our county policy requires students to transfer/withdraw in person. Students need to see their counselor 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.)
- Obtain withdrawal grades from each teacher
- Reconcile fines (including Library), pay cafeteria charges, if applicable

Student Behavior, Responsibilities, and Expectations:

Arrival to School

The school building will not be open until 6:35 a.m. Students should not arrive until after that time. After 6:35 a.m., students are required to report to the main concourse or cafeteria. Students are not allowed in the academic section of the building until 7:15 a.m., including the student center. Students exiting buses must enter the building from the bus loop at the main office. **There is to be no loitering outside the building during school hours.**

Parents are to drop students off at the visitor's loop. This is the first loop (flagpole loop). **DO NOT enter the bus loop.** After they are dropped off, all students are to enter the building through the main doors. Students who

arrive before 7:15 a.m. will be required to enter the main concourse or cafeteria and remain there until the 7:15 bell.

Evening Dismissal

Parents are to pick students up in the student parking lot. **DO NOT enter either bus loop or faculty parking lot.** Buses will wait in the bus loop approximately 7 minutes before pulling out. As you exit the building, you need to be looking for your bus number.

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.
- Parking permits will be issued in Mrs. Lewis' 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.
- Students who miss 10 consecutive days of unexcused absences, or, 15 cumulative days of unexcused absences throughout the year are subject to having their licenses revoked by the DMV. Remember that a suspension is an unexcused day. Missing more than 4 periods a day constitutes a full day absence.
- 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 to school (10 or more per semester) will result in loss of driving privileges.**

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

- 7:15 AM HHS Students can bring their baby into the Early Head Start Center (Day Care). If students arrive prior to 7:15 AM, they are to report to the conference room in the main office.
- 7:15 AM-7:30 AM Students will need to stay and care for their baby until 7:30. Parents may stay with their baby until 7:40 AM if they choose.
- 3:15 PM the Early Head Start Center closes
- 3:45 PM TTA bus arrives at HHS

Attendance

When an absence is necessary, a parent or guardian must call the assistant principal for his/her child prior to, or the morning of the absence, stating the reason for the absence. Please keep in mind that excessive unexcused absences (15) will result in revocation of driver's license or the denial of verification of enrollment for driver's license. **75% attendance is required to participate/attend extra-curricular events or activities (athletic**

events, school plays, dances, etc.) ***Students with faithful attendance (90% and above) will be eligible for incentives throughout the school year (discounted rates to dances, athletic events, etc.)**

There are only two ways for a student to leave campus during a school day. First, a parent/guardian can pick-up during school day, but must be on emergency contact list. Second, a student must bring a parent/guardian note to the attendance office first thing in the morning to receive prior approval. All students who leave during the school day must check out through the main office or attendance office. If your child has an appointment and needs to leave during this time or any time, please send a note stating so, or FAX (304-528-6523). Your child will be dismissed at that time and meet you in the office to sign out. Students need to take doctor or parent excuses to their appropriate administrator. If you need your student during his/her lunch please make prior arrangements to have student released through the attendance office.

Attendance Excuse Procedure

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.* No excuses will be taken late. For more information on Policy 4110, you may visit the West Virginia Department of Education website at <https://wvde.state.wv.us/policies/>.

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 his/her daily schedule to participate in the scheduled activity. This means they must be present 4 class periods (not counting homeroom). 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.

Discipline Referrals (Behavior Reports)

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, they may assign a form of detention, which meets the instructor's schedule. This may be morning, or after-school. Refusal to attend teacher detention will result in a disciplinary referral issued to students for failure to comply with the *Cabell County Public Schools Code of Conduct*. If you should receive a discipline referral, you are to follow the instructions of the person who issues it. **Failure of a student to report to the office with a disciplinary referral will result in out-of-school suspension.**

"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. Students who are tardy to class will receive a tardy slip in the hallway from one of the teachers doing "sweeps." Students use their copy of the tardy slip as an admit into class. **Failure to give your correct name to the person issuing the tardy slip will also result in disciplinary consequences for deceit/insubordination.** Classroom teachers also record each student's attendance and tardies. Once the student reaches five (5) total tardies, the appropriate administrator will call in the student and assign the appropriate discipline (see chart below). Parents will be contacted after the student receives a level II tardy offense (10 total tardies). 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). Tardy**

Number of Tardies	Discipline to be Assigned
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5 Tardies	3 Days Morning Detention (7:15-7:35) OR 2 Days After School Detention (3:20 – 4:20)
10 Tardies	1 Day In-School Suspension
15 Tardies	3 days In-School Suspension
20 Tardies	Up to 5 Days In-School Suspension and conference with Parents and Assistant Principal/Head Principal

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, he/she will be written up as skipping.

Skipping Offenses	Consequence
1 st	1 day PM detention (3:20-4:20)
2 nd	3 days PM detention
3 rd	1 day In-School Suspension (ISS)
4 th	3 days ISS
5 th	Exclusion until Parent/Student Conference Dan Gleason (304-528-6410)

Hall Pass

Teachers are provided a school hall pass for their class. No student is to be out of class without a hall pass assigned by the supervising staff member. **Students are not to be out the first 10 minutes or last 10 minutes of class.**

Electronic Devices and Cell Phones

Students may bring their devices to school at their own risk. **The school will not be responsible if they are lost or stolen.**

Students **will** be allowed to use their electronic devices in the hallway during class change time and at lunch. They are not to be used during class unless their teacher has directed them to do so. When in class, cell phones are to be out of sight (in a bag, purse, or in a pocket). They are **not** to be on the desk. If students are using earbuds or listening to music during class change time or lunch, they must adhere to the “one ear clear” policy. This is necessary for safety purposes.

Cell phone use during class time without teacher permission will result in a behavior report. The teacher may request the student surrender his/her phone.

Refusal to surrender an electronic device to a teacher and/or administrator will result in a white card for insubordination.

Cell Phone and Electronic Violation Consequences

Offense	Discipline to be Assigned
1 st Offense	<ul style="list-style-type: none"> • Teacher confiscates the phone and it is given to the Assistant Principal • Phone is returned at the end of the day

	<ul style="list-style-type: none"> • Offense is recorded in WVEIS as warning
2 nd Offense	<ul style="list-style-type: none"> • Teacher confiscates the phone and it is given to the AP • Parents are called and warned • Student is assigned 3 days of AM detention or 2 days after school detention • Phone is returned at end of the day • Offense is recorded in WVEIS
3 rd Offense	<ul style="list-style-type: none"> • Teacher confiscates the phone and it is given to the AP • Parents are called and warned again • 1 day of ISS assigned to student • Phone is returned at the end of the day • Offense is recorded in WVEIS
4 th Offense	<ul style="list-style-type: none"> • Teacher confiscates the phone and it is given to the AP • 3 days ISS assigned • Parents are called and phone must be picked up by parent

School Telephones

The school phones are to be used by students in emergency situations and at administrative/secretarial discretion. Telephones are also available in each classroom and may be used by students at teacher discretion.

Lockers

Students may rent lockers for their use while at Huntington High. The rental fee is \$5.00 per year. 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 rented. Lockers may be purchased online at www.hhs.lockergm.net. Any problems should be noted to the secretary in the Main Office. These lockers are still considered Huntington High School property and may be searched at any time by school officials or law enforcement.

Food and Drink

Huntington High School is a closed campus. Parents/relatives and friends/ministers/youth group leaders/etc. are not permitted to bring lunch to their students. Students not eating in the cafeteria must bring their lunch from home. **Students are not permitted to leave the hill for lunch.**

Public Display of Affection

Huntington High is an educational institution. Parents and other individuals from around the state often visit us. 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 Behavior Report if excessive or reoccurring.

Tobacco 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 tobacco on campus. E-Cigarettes, JUUL and vapor cigarettes are also prohibited at school and possession or use will result in disciplinary action.

**Students possessing tobacco/nicotine products may receive discipline up to a suspension of one day. Use of tobacco/nicotine product inside the building may result in OSS for up to three days. Repeat offense will result in progressive discipline including a citation from the school resource officer.

Student Dress

Huntington High School students are expected to dress in attire appropriate for the school environment. What you wear is part of your first impression; your first impression is how you are initially perceived. Dress for success.

Head coverings are only permitted for documented religious and medical reasons. You may not wear: bandanas, sweat bands, hair wraps/scarves, hats, etc.

All clothing should project a positive appearance. You may not wear: clothing that promotes alcohol, tobacco, drugs, or carry indecent, obscene, racially degrading or sexually suggestive messages, pajamas or other sleepwear. Any clothing or accessory that is considered a disturbance to the overall function of the school is not to be worn. No gang symbols or colors are allowed.

No pajamas, house slippers or blankets are allowed. All attire must meet school requirements.

Dresses must reach at least mid-thigh and may not have halter tops or be backless. The dress should be loose enough to allow the student to sit down at a desk or in a chair and remain at mid-thigh or longer. Any top or dress that goes below the hips will follow the dress guide-lines.

Upper Garments should cover the waistband of the lower garment, without skin showing between the two. Mesh, net or see - through lace may only be worn if the top underneath meets dress code.

Tops should at least be level with the underarms at their lowest point. This means halter-tops; tube tops and backless tops are not allowed.

Shorts and skirts must reach mid-thigh. Shorts, slacks and jeans should be worn at waist level, as designed. Holes may not be above mid-thigh. **No pajamas, house slippers or blankets are allowed. All outside dress attire must meet school requirements.**

Exceptions may be made for designated classes where different clothing is curriculum related. These requirements are in-class and do not transfer to the hallways and other classes. In some cases, certain dress requirements (including footwear) may be stricter than this policy. These requirements will be indicated in the class syllabus.

Remember, any clothing or accessory that is considered a disturbance to the overall function of the school is not to be worn. The student may be asked to turn a shirt inside out, change his/her clothing, or be sent home. At no time should a student's undergarments be visible. More serious punishment may result for repeated infractions (under the insubordination application).

Dress Code Violation Consequences

The dress code is in place to ensure students can focus on education and limit distractions, while ensuring our students are dressed in an appropriate manner conducive with learning. If students are found to be in violation of the dress code, the following policy will determine how these offenses will be dealt with. Please note: students will be asked to change or remove the item in violation before returning to class.

Offense	Consequence
1 st Offense	Warning
2 nd Offense	3 days morning detention or 2 days after school detention; if a hat is taken, student may pick up at the end of the day.
3 rd Offense	1 day ISS; if a hat is taken, parent/guardian has to come pick it up
4 th Offense	3 days ISS; if a hat is taken, parent/guardian has to come pick it up AT THE END OF THE YEAR.

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.

Visitors:

1. Parents/visitors are always welcome at HHS. Appointments with the staff are to be made prior to arrival to minimize disruption to the educational process.
2. Visitors will check-in at the guard shack. After parking in the visitor's area, they need to check in at the appropriate office (Attendance Office 10th, 11th grades) or Main 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 Attendance Office.
3. The school administration has the right to accept or not accept visitors.
4. Any person found on school grounds without permission is trespassing and is subject to arrest by the school resource officer (SRO).
5. 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.
6. After 7:40 a.m. all outside entrance doors will be locked.
7. Visitors will need an escort to their destination from a school employee.

Highlander Café

The Highlander Café offers a wide variety of items. Breakfast will offer a full menu. Lunch offers a full menu with a variety of different items such as the full salad bar, sandwich line, and main menu line. In addition to lunch being served in the cafeteria there are lunch carts set up in various parts of the building for student convenience. Breakfast and Lunch will be free of charge for all students.

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
- 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.

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

1. 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.
2. A new Medication Administration/Log Form must be presented for any changes and/or discontinuation of any medication. Verbal orders from the parent are not legal and will not be accepted.
3. Parent or Guardian must sign parental permission on the Medication Administration/Log Form.
4. 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.
5. Send no more than four (4) weeks supply of medication to the school.
6. The student is responsible for coming to the office or designated person to take the medication.
7. 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.
8. A new Medication Administration/Log Form is required for each school year.
9. 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:

1. All prescription medication must have a Medication Administration/Log Form completed by the physician and parent.
2. 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.
3. The school nurse or designated provider must be reasonably assured that the student is capable of taking his/her own medication.
4. 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.
5. 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.

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 will 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 event.

Clubs and Organizations

There are a variety of clubs and organizations at Huntington High School. All students are encouraged to be involved in these positive activities. Please watch/listen for announcements about club meetings. Some of the organizations include:

Art Honorary	FBLA	Young Democrats	Latin Club
French Honorary	HOSA	Gay Straight Alliance	Highlander Helpers
Honors Program	HSTA	Thespians Club	Academy Ambassadors
Spanish Honorary	Beta Club	FCA	Speech & Debate
Latin Honorary	Operation Best	Japanese Club	TRIO
Mu Alpha Theta	Robotics	Jazz Band	Upward Bound
National Honor Society	Student Council	Fishing Club	Multi-Cultural Club
Tri- M Music Honorary	Young Republicans		International Club

If students have a particular interest for beginning a club, suggestions may be submitted to Mrs. Enders and considered for official recognition. Every club must have a faculty sponsor.

Athletics

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.

Athletic Programs: *denotes separate men's and women's teams.

Basketball*	Cross country*	Soccer*	Tennis *	Wrestling
Baseball	Football	Softball	Track*	
Cheerleading	Golf (co-ed)	Swimming*	Volleyball	

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

Revised 6-12-2019

CABELL COUNTY POLICY NOTIFICATION

(Please review all policies listed to learn rights and responsibilities of school community members)

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").

Tim Hardesty

Assistant Superintendent

(304) 528-5345

2850 Fifth Ave. Huntington, WV 25702

thardest@k12.wv.us

TBA

Director of Special Education

(304) 528-5029

2850 Fifth Avenue Huntington WV 25702

kveazey@k12.wv.us

Please visit www.cabellcountyschools.com to review all policies for further information