

2024-2025

FAMILY HANDBOOK

Huntington East Middle School is dedicated to preparing students to be successful, responsible, and compassionate citizens by providing challenging and relevant experiences. Nothing less than success!

**HUNTINGTON EAST
BEARS**



304.528.9508



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HEMS Administration

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HEMS Communication

HEMS utilizes the county call-out system. Important information will be relayed through phone call and text from the number: 1 (855) 269-0502



HEMS Website



HEMS Facebook



Parent Facebook

Students, welcome to Huntington East Middle School! We are happy to have you here with us. We are dedicated to encouraging and supporting you every step of the way! You are an important part of this creative, energetic, and intelligent community. Our high expectations for your achievement will assist you in achieving your goals!

Live Strong! | Roar Loud! | Fight Fierce! | GO BEARS!

Huntington East Middle School

ABC Goals

What are the ABCs? Q

The ABCs are simplified goals for students attendance, behavior, and classwork to make them the most successful at Huntington East.

A

Attendance

Showing up to school is a huge indicator of student success. If they aren't at school, we can't teach them. We miss students when they aren't at school and they miss important educational content.

Behavior

Students behavior can effect the learning in the classroom. Our goal is to make sure that every student knows the expectations and why it is important to meet them.

B

C

Classwork

The reason we are all here. We strive to provide students with engaging and rigorous learning opportunities to prepare them for their future.



ATTENDANCE

Miss less than 5% of school

BEHAVIOR

Stay away from ISS and OSS

CLASSWORK

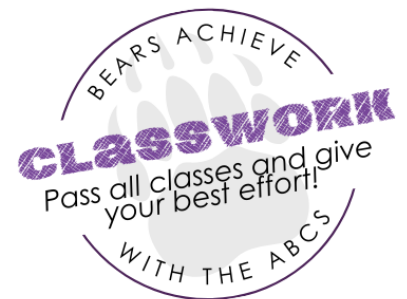
Pass all classes and show effort!

Support and Intervention

The ABCs and 123s of

Huntington East Middle School

Tier	1	2	3
A ttendance	Monthly Reward Random Day Drawing Attendance Mini-lessons, Goal Setting & Reflection	Monthly Reward Planned Conversations Attendance Mini-lessons, Goal Setting & Reflection	Parent Contact Risk of Truancy Attendance Mini-lessons, Goal Setting & Reflection
Attendance Data Decision Rules	Greater than 95% attendance	90%-95% attendance	Less than 90% attendance
B ehavior	Bears Expectation Boosters BEARS Board Monthly PBIS Store PBIS Minor Referral Interventions Behavior Mini-lessons, Goal Setting & Reflection	SEL Check Monitoring Reflection of function and Restorative Conference Behavior Contract Behavior Mini-lessons, Goal Setting & Reflection	Check in/Check out Adult mentor Behavior SAT Referral Function Assessment Behavior Mini-lessons, Goal Setting & Reflection
Behavior Data Decision Rules	No ISS or OSS	ISS	OSS or 3 instances of ISS
C lasswork	Quarterly Incentive Trips Tiered WVTSS Class Classwork Goal Setting & Reflection	After School Tutoring Reflection of function and Restorative Conference Classwork Goal Setting & Reflection	Targeted Intervention Skills Recovery Summer School Referral Classwork Goal Setting & Reflection
Classwork Data Decision Rules	A's – C's	D's	Failing classes



HEMS Student Attendance

Attendance

School attendance is essential for successful growth and development of students. Cabell County School students are expected, and by law, required to attend school until they are 18 years old. When students do not come to school, the value of their education is diminished, and they lose the benefits of regular classroom instruction. When students fall behind and continuously struggle to catch up, they lose confidence in their ability, and may develop negative attitudes toward learning. Students who attend regularly develop responsibility, self-discipline & effective work skills needed now, and later, for the workplace or in furthering their education.

Parents Promote Good Attendance

- Make sure your child goes to school every day.
- If you transport your child, have a back-up plan for dangerous weather.
- Know that school attendance is a parent and student responsibility.
- Start the habit of a regular school day early and stay interested in what your child is doing.
- Try to stay involved in the school by attending meetings, field trips, volunteering, etc.
- Keep in touch with who your child's friends are and their interests
- Make sure your child understands that you do not approve of them being late or absent. Do not allow your child to persuade you into making an excuse for him/her. Talk to your child about issues that may be making him/her late for school
- Help your child understand the attendance policies and procedures
- Contact the school to ask for help/suggestions, when needed
- Keep the school calendar on the refrigerator or cell to know when school is in/ out of session.

Foremost, it is the legal responsibility of the parent to make sure their child attends school regularly and on time. Attendance and reporting to class on time shall be required of all students enrolled in school.

Repeated violations of attendance, including repeated tardiness, may result in disciplinary actions which may include, but not limited to, after-school detention, extra class time, and/or alternative class settings.

Morning Drop Off Procedure

- Use side door entrance on the side of Norway Road (door number 10)
- Drop off may begin at 7:00 am.
- Prior to 7:15 am, all students will go to the gym.
- The tardy bell rings at 7:20 am.
- Use the main entrance after 7:20 am and check in with office staff.
(Other entrances are locked for a safe learning environment)
- Students who arrive after 7:20 will be marked tardy.

Evening Dismissal/ Pick Up Procedure

- Pick up is located behind the school, rear loop (door number 13)
- Students will be dismissed beginning at 3:05 pm.
- Students must listen for their bus numbers to be called.
- Should you need to pick up a student before dismissal, do so before 2:40 pm.

Attendance Procedures

Excused Absences: West Virginia Code §18-8-1 and West Virginia Board of Education Policy 4110 permit students to be excused from school for:

- (a) Five (5) absences verified by parent or guardian, annually.
- (b) Doctor excuses-excessive use may result in contacting the physician for verification.
- (c) Hazardous conditions – buses not running
- (d) Death in the immediate family of the student, up to three (3) days
- (e) Observance of regular church ordinances/holidays
- (f) Leaves of educational value with prior approval of the principal or Board of Education

Written Excuses

When a student has been absent for any reason, a **written** excuse is required on the day the student returns to school. The note must include:

- *student's name
- *reason for absence
- *date(s) of absence
- *Signature of parent/guardian.

It is now stated that no excuses will be accepted 3 days after the student returns from being absent. After 3 days, the absences will be marked as unexcused.

Absences Reported to Parents

Absences from school are reported to parents on report cards, Schoology, and School Messenger. If you have questions concerning attendance, please call the administrator in charge of attendance at your child's school.

Withdrawals

In order to process a student withdrawal quickly, contact the present school your child is attending a few days before leaving the school or district, when possible. You should then enroll your child at the new school as soon as you reach your destination. The new school will request records. Your child will not be withdrawn from the present school until the new school requests records.

Records will be faxed, emailed, or mailed to the new school. Records will not be given to a parent or guardian to forward to the new school. Please call your school counselor, if you need a copy of your child's birth certificate or immunization record to be able to enroll your child. Please note if you are leaving Cabell County all technology issued to your student must be returned into Huntington East Middle School or your student will be responsible for the current replacement costs.

Tardies to School

Tardies for the school year are cumulative. Students who arrive at school after 7:20 am will be expected to sign in at the main office along with a parent excuse. If a student is late due to a medical appointment, the note from the medical office **MUST** be submitted to the office upon arrival at school. Excessive student tardies to school may result in disciplinary action.

Tardies to Class

Students are expected to be physically present in class and ready to learn prior to the tardy bell ringing. If a student is tardy to class, the student will be admitted to class and given a minor referral in PBIS Rewards. Four classroom tardies result in an office discipline referral.

Departure from the Building

Anytime your child's normal departure from school is changed, you must send a signed note giving permission for your child to do something different. A written request is required. Phone calls are not accepted. That

person must be listed as a student's emergency contact and present photo ID. If a student returns to school, he/she will sign in before returning to class. A sign-out sheet is provided for this purpose in the school office. School staff will call for the student to come to the office for pickup.

Bus Passes

HEMS cannot provide bus passes for students who wish to ride the bus with another student. Cabell County School Policy states bus passes are given in emergency situations only and change in bus assignment papers must be completed for a bus change.

- Student athletes may ride another bus with permission for scheduled practices.
- Students suspended from the bus may not ride another bus, including the after-school bus.
- If a student must ride home with another student, he/she must have a note from his/her parent/guardian as well as the other student's parent or guardian giving permission.

Useful Information

1. Suspension is an unexcused absence. A suspension is within a student's control.
2. At 15 or more unexcused absences, a mandatory pre-diversion meeting will be held. If attendance does not improve, a petition may be filed on the student and/or parent for truancy.
3. Four TARDIES results in an office discipline referral.
4. A student with a serious medical illness that may routinely result in absences needs to contact the school nurse for additional information on obtaining a chronic medical excuse.
5. A student who has an accident or medical procedures keeping them at home for more than three weeks, needs to contact the counselor or principal for the procedure to request homebound services. (See Cabell County Homebound Policy and Administrative Guidelines for more information)
6. If you are interested in homeschooling or Virtual Learning, please contact Cabell County Board of Education. Deadlines for enrolling in Virtual Learning are posted on Cabell County Schools website.
7. HEMS offers in school counseling services through Pretera. For more information on services provided, contact your student's counselor or administrator.

Why Attendance Matters at **HEMS**



Showing up matters for **R.E.A.L.** because it is an opportunity to:

- Build **R**outines
- Increase **E**ngagement
- Provide **A**ccess to resources
- Support **L**earning

Routines: A daily attendance routine can help you reduce stress and develop habits that help you keep a job.

Engagement: Being in school gives you a chance to see your friends and build relationships with school staff.

Access to Resources: When you show up to school, you can get access to meals, health services, mental health supports, and enrichment activities (sports, clubs, music, afterschool and summer programs, etc.).

Learning: You are more likely to pass classes and graduate from high school when you miss less than a week of school each semester.

7 Attendance Facts

1. Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school.
2. Chronic absence appears to have doubled by the end of the 2021-22 school year. We estimate that it now affects nearly one out of three students.
3. Poor attendance can influence whether children read proficiently by the end of third grade or be held back.
4. By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school.
5. Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence.
6. Students who live in communities with high levels of poverty are four times more likely to be chronically absent than others often for reasons beyond their control, such as unstable housing, unreliable transportation and a lack of access to health care.
7. When students improve their attendance rates, they improve their academic prospects and chances for graduating.

HOW SICK IS TOO SICK FOR SCHOOL?



SEND ME TO SCHOOL IF...

- ☐ I have a runny nose or a little cough, but no other symptoms.
- ☐ I have sores that are dry, showing signs of feeling, or are covered.
- ☐ I haven't taken any fever reducing medicine in 24 hours, and I haven't had a fever in that time.
- ☐ I haven't thrown up or had diarrhea in 24 hours.



KEEP ME HOME IF...

- ☐ I have a temperature higher than 101 degrees.
- ☐ I am throwing up or have diarrhea.
- ☐ My eyes are pink, crusty and have discharge.
- ☐ I am injured or too ill to participate in routine school activities.

Help your child be healthy and successful in school by making sure:

- ☐ Get 8–10 hours of sleep each night.
- ☐ I Eat breakfast each morning.
- ☐ Emergency contacts are up to date with the school office.
- ☐ I Your child meets all State of WV immunization requirements (7th grade)

HEMS Student Behavior

Students at HEMS are expected to behave as positive and contributing members of our school community. To help students achieve this goal, we set explicit behavior expectations for students to follow in each setting of our school. The behavior matrix below outlines what is expected of student's behavior.



HEMS Student Behavior Matrix

		ROUTINE/SETTING						
		Classroom	Cafeteria	Hallways	Gymnasium	Library	Outside	Technology
EXPECTATIONS	Behave	Follow voice level expectations Follow classroom expectations	Raise your hand for permission to move from seat Choose and stay in line Follow voice level expectations	Stay on the right-hand side Move to your destination with purpose Follow voice level expectations	Follow voice level expectations Stay seated Follow group/team expectations	Follow voice level expectations (quiet level)	Follow voice level expectations Follow group/team expectations	Follow all expectations and rules in the Acceptable Use Policy (AUP)
	Effort	Actively participate Try your best (Work toward academic goals) Be Ready to Learn	Use napkin and utensils appropriately (as intended)	Move to your destination with purpose	Actively Participate	Explore materials with purpose Return materials on time	Positively interact with others	Use the digital platform to support academics
	Attend	Arrive on time	Sit in your assigned area	Move to your destination with purpose	Sit in assigned section/area Arrive on time	Stay seated	Stay in designated area	Have charged device (and charger) Be productively present
	Respect	Positively interact with others Maintain material integrity	Clean your area Stay in designated area	Use appropriate language Keep hands to self Maintain cleanliness	Take care of equipment Clean up Keep hands to self Only move on pathways (on bleachers)	Maintain library materials Be aware of your surroundings	Use appropriate language Keep hands to self Positively interact with others	Keep device maintained Only use device for academic purposes
	Succeed	The Bear Necessities to Succeed!						

If students fail to meet the behavior expectations, HEMS staff will follow the minor referral procedure. The minor Referral procedure outlines the consequences of not meeting the expectations for each infraction.

Huntington East Middle School Minor Referral Procedure

Minor Referral Criteria				
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
	Warning with redirection	Student Conference	Intramural Detention & Parent Contact	WVEIS Referral (White Card)
Disruptive Behavior	Stand near the student (proximity control) Change seating Redirection task	Conference with student in the hallway	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 1: Disruptive/disrespectful behavior
Technology Misuse	Use Apple Classroom Stand near the student (proximity control)	Conference with student in the hallway Place iPad on teacher desk until the end of the class period if possible	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 2: Technology misuse
Cell Phones	Redirect student and student puts device in locker	Redirect student and student gives the device to teacher which will be returned at the end of day or class (teacher discretion)	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 1: Disruptive/disrespectful behavior Student gives the device to teacher which will be returned at end of day from office
No iPad/iPad not charged	Provide alternative assignment Provide a charger (if available)	Conference with the student Provide a charger (if available)	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	N/A

Excessive talking	Stand near the student (proximity control) Change seating	Conference with student in the hallway	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 1: Disruptive/disrespectful behavior
Not following directions	Redirect Peer buddy	Conference with the student	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	N/A
Off task	Redirect Peer buddy	Conference with the student	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	N/A
Horseplay	Redirect	Conference with the student	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 1: Disruptive/disrespectful behavior
Tardy	Mark the student tardy and admit them to class. "Please try to be on time"	Mark the student tardy and admit them to class. "It is important that you are on time for class."	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 1: Tardiness
Dress Code	Student changes clothes	Conference with the student Student changes clothes	*Document Referral in PBIS Rewards Assign IMD Call home to parent/guardian	Level 1: Inappropriate appearance

Hallway/Bathroom Policy

Students have time between classes and at lunchtime to use the restrooms as needed. In the classrooms, students will use the Securly Pass system to create passes. Only one student is allowed out of the classroom by the teacher at any time. The students are required to ask the teachers' permission. Leaving the classroom without permission or a hall pass is a discipline issue.

Dress Code

The purpose of the dress code is to enhance school safety and maintain school discipline. It is not the intention of the dress code to inhibit legitimate student expression. Clothing should project a positive appearance. A student will not dress in a manner that is distracting or indecent, that interferes with the teaching and learning process or is detrimental to the health, safety or welfare of others. including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.

The following Dress Code is to be observed by all students.

- Head coverings are only permitted for religious or medical reasons. Hoodies are acceptable, but the hood **must not** be on your head inside the building.
 - This includes hats, beanies, toboggans, bonnets, etc.
- Clothing that reveals undergarments are not permitted. See through or mesh clothing is not permitted.
- Tops must touch the waistband of pants, shorts, etc. Shoulder straps must be at least 2" wide.
- Shorts, skirts, skirts, and dresses must be mid-thigh in length. This expectation applies to jeans with holes as well.
- Apparel, accessories, buttons, jewelry, or tattoos that depict vulgar, lewd, obscene, or offensive messages and/or any prohibited substances such as alcohol, tobacco, confederate flag, etc., are not acceptable.
- Students must wear appropriate shoes. Bare feet and slippers are not permitted. Students should wear athletic shoes for gym days.
- Blankets, pillows, and stuffed animals are not permitted.

In-school Suspension (ISS)

ISS is an alternative to out-of-school suspensions (OSS). Violations of ISS rules may result in out-of-school suspension.

ISS Expectations

- Students will work on assigned materials during their stay in ISS.
- Students receiving a behavior report in ISS will be subject to further discipline.
- Students are to remain silent. There will be no talking.
- Students in ISS may not participate in any co-curricular or extra-curricular activity until the ISS time is completed.
- Work must be turned into the classroom teachers after ISS is completed.
- Students are to be alert and remain in their seats during ISS. **No Sleeping**
- In case of illness, only an administrator may excuse a student to go home. All work and time missed must be made up in ISS.
- Arriving to ISS tardy or failure to show up on designated assigned days will result in further disciplinary action.
- If students are using IPADS, they must have permission from the ISS teacher and be on educational programs. Students are not to be watching movies or listening to music.
- Cell phones must be turned into the ISS teacher at the beginning of the day and will be returned at dismissal.
- Students must use the restroom located in the ISS classroom.
- Students not meeting the ISS expectations and present disruptive behaviors will be removed by admin and OSS may be assigned.

Student Technology Devices

Each year, students must sign an AUP to be issued technology and gain access to the computer system. Students must take care of devices; proper care includes promptly reporting any damage or defect and keeping the items clean and in good working condition. Charges will be incurred for repair/replacement costs for lost or damaged devices, cords, or chargers issued to the student. Insurance is available for purchase, annually. Additionally, please note students may not have an Apple ID signed into their device at any time.

Electronic Device Policy

Personal electronic devices are not to be used in the building. Students may keep devices on their person during arrival and dismissal. ALL other times, personal electronic devices should be stored in student lockers.

Cafeteria Procedures

Students will walk through the main or sandwich line in an orderly single file manner, **no screaming, running, jumping on each other, or horseplay**. The students need to get everything needed for their lunch before sitting. The students will sit and talk quietly with their peers at their table. They will remain in their seats until dismissal. Students will leave, showing the same conduct as entering. Students should not share food, drinks, etc. Students caught throwing food or water, getting up without permission, and anything else that could be a safety concern will have consequences.

Bully Statement

The safety and wellness of our students, faculty and staff is our number one priority at HEMS. HEMS does not tolerate bullying and is committed to providing all students with a supportive, friendly, safe and positive environment, free from offensive behavior.

Students at HEMS are expected to uphold standards of conduct, promote a civil community and help maintain a positive learning environment for all members of the school community.

We believe that all students have the right to be educated in a safe, caring and supportive environment with mutual respect and courtesy. Bullying is anti-social behavior that threatens the values, standards and peace of the school, and it will not be tolerated.

Food and Drinks

Bottles containing water only are permitted. Other beverages are not permitted during the school day. Food (including gum/candy) or beverages are NOT permitted in the gymnasium. Students who bring meals from home may not share food with others. Fast food or soda is **NOT** permitted in the cafeteria.

Toys, Gadgets, & Spinners

Students are expected to be engaged during the instructional day; therefore, students are not to bring toys, cards, gaming devices, etc., that may become a distraction in the classroom. If an item is medically necessary for school, a doctor's note including medical diagnosis and reason must be on file in the office.

BEARS

EXPECTATIONS



B

EHAVE

Students will act appropriately in all settings.



E

FFORT

Students will try their best at everything they do.



A

TTEND

Students will actively participate as a Bear.



R

ESPECT

Students will be kind and considerate humans.



S

UCCESS

Students will set goals and acheive them.



HEMS Student Classwork

Grade Cards

Report cards are issued each nine-week term. Midterm reports will be issued at mid 9-week intervals.

Letter/Percentage Grading Scale

A 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** 0-59

Schoology

Student's assignments and grades are updated regularly using Schoology. Parents and students should check Schoology daily for updates, current grades, and missing work. Parents are provided Schoology access codes to enable successful monitoring of student progress.

Career Lit Student View: Section 1

Career Lit Student View: Section 1

HUNTINGTON EAST MIDDLE SCHOOL

15 / 15



The paper icon indicates that you have submitted something to that assignment

▼ August 2020 - June 1, 2021 (100%)

50%

9 Weeks Grade

▼ Assignments

50%

Comprehension - Understanding Summary

—



Assignment has not been graded yet

Keynote Sorting Activity Task 1

—



Excused

You have been excused from the assignment

Keynote Sorting Activity Task 2

—



Incomplete

The assignment submitted was not complete - see submission notes

Opener (Week 2)

0



Missing

You have not made a submission

Vocabulary - Using Context Clues

25 / 25



Assignment Grade

► (no grading period) (0%)

—

Course Grade: 50%

Class grade for the year so far (9 weeks averaged together)



Promotion Criteria

Progress in grades 6, 7, and 8 is based on successful completion of classes. To be promoted to the next grade, a student must successfully complete six courses that equal **five credits**. **Students are required to pass English Language Arts and Math** to move forward. All Core classes count as 1 full credit. Music and PE count as ½ a credit each. Related Arts rotation classes each count as 1/5 of a credit.

Missed School Work

It is a student's responsibility to ask each teacher for missed assignments and/or check Schoology, when three or less days are missed. If a student is absent more than 3 days, the parent/guardian is expected to request the homework when calling to report absence. Allow teachers at least one full day to gather work.

The work will be sent to the main office for pick-up.

Parent Conferences

Parents may make appointments for conferences with teachers or administrators by calling the main office at (304) 528-9508. Your child's teachers may also be contacted through email and Schoology.

Schoology Map for Students & Parents

Huntington East Middle School

Where are my classes?

Click on the **Course Dashboard** tab to show all of the student's courses. Click on the course for assignments, resources, and meetings links.

Where are my grades?

Click on the **Grades** tab in the top blue bar; you will see grades for each class.

Where can I message the teacher?

Click on the **envelope** icon in the top blue bar; then click on **New Message** in top right. Type in the first name of your teacher and find his/ her name in the list. You can also see new messages from your teachers too.

The screenshot shows the Schoology interface for a student or parent. At the top is a blue navigation bar with the following tabs: COURSES, GROUPS, RESOURCES, and GRADES. To the right of these tabs are icons for a magnifying glass (search), a calendar, an envelope (messages), and a bell (notifications). Below the navigation bar, the 'COURSE DASHBOARD' tab is selected, showing a grid of course cards. Each card has a representative image and the course name and ID. The courses shown are: ART 5: DEROSE (224_320510_021), ENG LA 5: 224_400500_021, GEN MUSIC 5: DEROSE (224_360510_021), and HOMEROOM: 224_780505_021. On the right side of the dashboard, there are two vertical panels. The top panel is titled 'Overdue' and shows a list of overdue assignments for Wednesday, September 30, 2020, including 'Thunder Rose pg 53' due at 11:59 pm. The bottom panel is titled 'Upcoming' and shows a list of upcoming assignments for Wednesday, October 7, 2020, including 'Executive Branch', 'Figurative/Sensory Writing', 'Island workbook pg 64', 'Island workbook pg 65', 'Judicial Branch', and 'Lesson 3 Quiz', all due at 11:59 pm. Arrows from the text boxes point to the 'COURSE DASHBOARD' tab, the 'GRADES' tab, the 'envelope' icon, and the 'Upcoming' panel.



How do I access Schoology?

Parents and students can login into their Clever account (app on iPad, or website on laptop/desktop) to access Schoology.

Where are my upcoming assignments?

All upcoming assignments (for every class) will be in the **Upcoming** column on the right side of the main page. If you click in to the class, the specific assignments for the class will be in the same place.

HEMS Student/Parent Office Procedures

Personal Information

Students are expected to know their personal info, including address, phone and bus numbers for their safety. Should the information listed change during the school year, the parent/guardian should immediately contact the office to update the info. Address changes require proof of residency. **In addition, any changes to legal custody, name change, etc. should be filed with the office as soon as possible.**

Guardianship

Parents who share custody or have sole custody of children must provide court documentation to the school. This documentation should be provided to the office at the beginning of each school year or at any time this information changes. By not listing a biological parent or legal guardian on the emergency information does not keep your child from being released to him or her if the documentation has not been submitted or has not been updated verifying this. It is the responsibility of the parent/guardian to inform the school of any legal changes in guardianship.

Homelessness

Is your residence or housing uncertain?

Do you live at a temporary address?

Do you lack a permanent physical address?

The McKinney-Vento Act and West Virginia state law and policy guarantee that you can enroll in school if you live:

- In a shelter (family shelter, domestic violence shelter, youth shelter or transitional living program)
- In a motel, hotel or weekly rate housing
- In a house or apartment with more than one family because of economic hardship or loss
- In an abandoned building, a car, at a campground or on the street
- In substandard housing (no electricity, no water, and/or no heat)
- With friends or family because you are a runaway or unaccompanied youth

You may be eligible to continue to attend the school in which you were last enrolled. You may participate in eligible school activities and programs. If you need school supplies or school clothing, please contact:

Cabell County Schools' Homeless Social Worker, Nicola May 304.528.6446 or nicola.may@k12.wv.us

School Visits

Visitors must enter through the main office entrance and sign in. Visitors are expected to dress appropriately, present ID upon arrival, and wear a Visitor's Badge. Visitors are to remain in the designated area and not enter classrooms unless pre-approved by administration.

Office Telephone Procedures

Phone calls home may be made during lunchtime, with permission. A student must have a pass to use the office phone. Parents need to decide before a student arrives at school where a child is to go after school. We *appreciate your help with this matter.*

Student Messages

The office staff is unable to deliver messages to students during the school day, except in the case of an emergency. We understand parents/guardians may feel the need to get in touch with students, but class instruction cannot be interrupted, other than in emergency situations. Emergencies are conditions that make it impossible or impractical to delay the message to a later time.

Lost and Found

Lost items found in the hallways and classrooms will be placed near the cafeteria for students' convenience. Valuables will be taken to the Main Office. All valuables should always be in the possession of the owner. The school **CANNOT and WILL NOT** accept responsibility for stolen, damaged or lost items including phones, items left in the gymnasium, lockers, and inside and outside of the building.

Deliveries

Deliveries for students including flowers, balloons, food etc. cannot be accepted. Students that leave school for an appointment and returns to school with food from a fast food joint cannot be shared or brought into the cafeteria.

HEMS Student Safety

Accidents

Accidents in the school building, on school grounds, at practice sessions, or school sponsored events must be reported immediately to the person in charge and school office. An accident report must be filled out by the person in charge of the student and parents notified. If further medical attention is required, see the school Nurse.

Medication/ First Aid

All medication, prescription or over-the-counter (including cough drops) must have a prescription medication form log signed by the doctor and guardian on file in office before the medication can be given. Medication forms can be obtained from the secretary or at cabellschools.com and fax to (304) 528-5197. First Aid kits are available throughout the school. For additional first aid, go to the main or nurse's office.

School Nurse

Any student experiencing illness may visit the school nurse with teacher permission. The nurse's office is located in the main hallway across from the cafeteria. Students experiencing illness will be sent home at the discretion of the school nurse.

Crisis Management Plans

Huntington East Crisis Management Plan follows the guidance of Cabell County Schools with specifications for our individual building. The plan outlines procedures for lockout, lockdown, barricade, evacuation, shelter in place (chemical and weather), and fire (see next page for detailed plans). Drills to practices these procedures with students will happen randomly throughout the year.

Lockout	Lockdown	Barricade
<ul style="list-style-type: none"> • A lockout will be used when there is an imminent concern located somewhere in the vicinity, yet not in close proximity, of the school. • All exterior doors and windows are to be locked and outdoor activities are canceled. No one is allowed to enter or exit the building. Blinds or curtains will be used to cover windows. • Classroom instruction continues as normal. Restroom privileges, class changes, and lunch in the cafeteria ARE permitted during a lockout. • Example: The local police contacts a school and lets them know there is law enforcement activity in the neighborhood. The school would go on lockout until notified by the same police department that the activity has ceased. • The lockdown will be in effect until an announcement is made by an administrator. 	<ul style="list-style-type: none"> • A lockdown will be used when there is an imminent concern located somewhere in close proximity of the school. • All exterior doors and windows are to be locked and outdoor activities are canceled. No one is allowed to enter or exit the building. Blinds or curtains will be used to cover windows. • Classroom instruction continues as normal. No one is allowed in the hallway. Restroom privileges, class changes, and lunch in the cafeteria are NOT permitted during a lockdown. • Examples: The local police contacts a school and lets them know there is law enforcement activity in close proximity to school grounds. • The lockdown will be in effect until an announcement is made by an administrator. 	<ul style="list-style-type: none"> • Use when there is imminent concern located somewhere INSIDE of the school. • Barricading or evacuation would be the two possible options for faculty/students in the case of an armed intruder inside the school. The school administrator will announce that there is a violent intruder inside of the school and will say the location of the intruder. Upon hearing the location of the intruder, faculty will have the choice to either immediately barricade or evacuate. • Any classroom without door security devices shall place furniture directly against the inside of the classroom door. Keep placing one piece of furniture directly behind the other and run it the length of the classroom. Once that is done, stack any remaining items on top of the initial piece of furniture that is abutted directly against the door. • If necessary and only as a last resort, be prepared to engage the intruder if they somehow get through the barricade

Evacuation	Shelter in Place (Chemical)	Shelter in Place (Weather)
<ul style="list-style-type: none"> • Use when there is imminent concern located somewhere INSIDE of the school. • Barricading or evacuation would be the two possible options for faculty/students in the case of an armed intruder inside the school. The school administrator will announce that there is a violent intruder inside of the school and will say the location of the intruder. Upon hearing the location of the intruder, faculty will have the choice to either immediately barricade or evacuate. • Faculty/students located in commons areas will evacuate • If decision is made to EVACUATE: • Get away from the building as quickly as possible • Pre-plan the routes that you would take when evacuating the school. • Do not go directly to the rally point. • Attempt to arrive at the rally point within 30 minutes of evacuating. This will allow ample time for law enforcement to secure the rally point locations. 	<p>Shut off the air intake or HVAC system. Assemble all faculty/students in a pre-determined location inside the school. Bathroom and water access should be considered when determining the location. Use pre-cut plastic and duct tape to cover all windows and doors that are associated with the shelter-in-place location. Stay in the shelter in place until notified by proper authorities.</p> <ul style="list-style-type: none"> • The Shelter in Place protocol will begin immediately upon receiving a directive from the BOE or 911 center. All personnel will be knowledgeable of the plan and implement it without hesitation. Further instructions may be forthcoming, but personnel should not wait. The activation of the alert system is sufficient to cause immediate action. • Office staff will post the "Shelter in Place" notices on the main entrances. • An internal signal will be given. If the intercom is not available or there is a power failure, then the announcement will be on the hand-held radio • All windows and doors in the school are to be closed and secured. • Classes will walk outside their respective rooms and sit quietly in the hallway. 	<p>Assemble all faculty/students along the inner hallways of the building away from windows. It is recommended that this be done on the lowest floor possible. Avoid wide-spanned roofs such as gymnasiums, auditoriums, and cafeterias. Move any faculty /students that are located in a modular classroom into the main building. Stay in a shelter in place until notified by proper authorities.</p> <ul style="list-style-type: none"> • The Shelter in Place protocol will begin immediately upon receiving a directive from the BOE or 911 center. All personnel will be knowledgeable of the plan and implement it without hesitation. Further instructions may be forthcoming, but personnel should not wait. The activation of the alert system is sufficient to cause immediate action. • Office staff will post the "Shelter in Place" notices on the main entrances. • An internal signal will be given. If the intercom is not available or there is a power failure, then the announcement will be on the hand-held radio • All windows and doors in the school are to be closed and secured. • Classes will walk outside their respective rooms and sit quietly in the hallway.

Fire Drill

- 6th grade rooms, art room, room 503 will exit to the main entrance end of the building via hallway closest to R60 and proceed to the parking lot.
- 7th grade rooms and 501 will exit to the Walmart end of the building via hallway closest to R60 and proceed to the parking lot.
- 8th grade rooms and room 504 will exit to the Walmart end of the building via door 13.
- Cafeteria and Kitchen staff will exit to the Norway side of the building via exit closest to the kitchen and proceed to the side parking lot closest to Norway Avenue.
- Gymnasium will exit through the side exit doors closest to the Norway Avenue side of the building and proceed to the parking lot.
- Music rooms will use exits located at the back of each room and proceed to the parking lot.
- Main hallway, clinic, and teacher workroom will exit through the main exit and proceed to the parking lot in front of the building.
- All service personnel will secure their areas of operation.
- A teacher on each wing will have a radio and report when all students are accounted for. The principal, librarian, and counselors will do a sweep of the building and restrooms to account for anyone left in the building.
- All classroom doors should be closed prior to exiting the building.
- Students are to walk quietly and remain in a single file line during the drill.

