

2024-2025
CABELL COUNTY
CAREER TECHNOLOGY CENTER
1035 Norway Avenue
Huntington, WV 25705
(304) 528-5106



High School Student Handbook

***We Train Today's Students For
Tomorrow's Changing Workplace!***

Our Mission:

Cabell County Schools is a 21st Century learning community dedicated to the success of every student.

School Goals:

Reaching for Rigor, Relevance, Relationships

- *All students will be engaged in curriculum and instruction, reading mastery and above in reading/language arts, mathematics, science, and social studies.*
- *All students will be engaged in relevant curriculum, instruction, and assessment to prepare them to graduate with their assigned class and pursue post-secondary employment or education.*
- *School, family, and community will work together to assure all students have the necessary supportive relationships to maximize school success.*

School rule:

Treat others as you want to be treated.

Dear Students and Guardians,

Welcome to the Cabell County Career Technology Center (CCCTC). We are excited to begin a new school year and to welcome some new students to our school.

Please make sure to familiarize yourself with the contents of this handbook. While it will not cover all situations, it will provide you with an overview of our expectations and policies.

We encourage you to contact us with any concerns. Please make an appointment if you need to meet with teachers, administrators or our school counselor; you can do this by contacting them via phone or e-mail.

Have a great year!

Melissa D. Ash

Director/Principal

Melissa D. Ash, Director/Principal..... 304-528-5106
 Travis L. Baker, Associate Principal 304-528-5106
 Joanie Poole, Counselor 304 528-5106
 Fax Number 304-528-5110

Cabell County Website

<http://cabellschools.com>

Career Technology Center Website

https://www.cabellschools.com/cabellcountycareertechnologycenter_home

Students arriving before 7:48 must report to room 123

Schedule			
Class	Start	End	
Arrival	7:15	7:50	Duty & Meeting Time, PLC
1 st Period	7:50 2 Minutes/Announcements	8:37	45 minutes 2 Minutes/Announcements
2 nd Period	8:38	9:23	45 minutes
3 rd Period	9:24	10:09	45 minutes
4 th Period	10:10	10:55	45 minutes
5 th Period	10:56	11:41	45 minutes
Lunch A	10:55	11:25	30 minutes
Lunch B	11:41	12:11	30 minutes
6 th Period	12:12	12:58	45 minutes
7 th Period	12:59	1:44	45 minutes
8 th Period	1:45	2:30	45 minutes
	2:30	3:15	45 minutes planning

2 HR Delay Schedule, NO AM ½ DAY STUDENTS

Class	Start	End	
Arrival	9:15	9:50	Duty & Meeting Time, PLC
1 st Period	9:50	10:05	15 minutes
2 nd Period	10:06	10:20	14 minutes
Lunch A	10:20	10:50	30 minutes
4 th Period	10:51	11:25	34 minutes
Lunch B	10:55	11:25	30 minutes
5 th Period	11:26	12:11	45 minutes
6 th Period	12:13	12:58	45 minutes
7 th Period	12:59	1:44	45 minutes
8 th Period	1:45	2:30	45 minutes
	2:30	3:15	45 minutes planning

2 HR Early Release Schedule, NO PM ½ DAY STUDENTS

Class	Start	End	
Arrival	7:15	7:50	Duty & Meeting Time, PLC
1 st Period	7:50 2 Minutes/Announcements	8:37	45 minutes 2 Minutes/Announcements
2 nd Period	8:38	9:23	45 minutes
3 rd Period	9:24	10:09	45 minutes
4 th Period	10:10	10:55	45 minutes
Lunch A	10:55	11:25	30 minutes
Lunch B	11:41	12:11	30 minutes
5 th Period	11:26	11:41	15 minutes
6 th Period	11:43	11:58	15 minutes
7 th Period	11:59	12:14	15 minutes
8 th Period	12:15	12:30	15 minutes
	2:30	3:15	45 minutes planning

3 HR Early Release Schedule, NO PM ½ DAY STUDENTS

Class	Start	End	
Arrival	7:15	7:50	Duty & Meeting Time, PLC
1 st Period	7:50 2 Minutes/Announcements	8:37	45 minutes 2 Minutes/Announcements
2 nd Period	8:38	9:23	45 minutes
3 rd Period	9:24	10:09	45 minutes
Lunch A	10:09	10:39	30 minutes
4 th Period	10:40	11:25	45 minutes
Lunch B	10:55	11:30	30 minutes

Closed Campus

Campus is considered closed when a student arrives to school. Students are not allowed to leave campus unless the appropriate principal has given prior approval. Students leaving without permission will be subject to disciplinary action according to the Cabell County Board of Education Student Code of Conduct.

Visitors

- All visitors must begin their visit at the MAIN OFFICE to receive a visitor's pass. All visitors must have a valid driver's license or state issued identification with them at the time of the visit.
- The school policy is to accept only those visitors who have legitimate and essential educational business at the school. The school administrators have the right to accept or not accept visitors.
- Any person found on school grounds without permission is trespassing and is subject to arrest by police authorities.
- Guardians are ALWAYS welcome but must sign in at the MAIN OFFICE. Please make sure to pre-arrange any appointments with the teacher, counselor, principal, and/or main office.

Illness during School

Students who become ill during regular school hours should report to the Health Center. The Health Center is in room 119. To give permission for the child to drive home, we must receive a fax or e-mail with the parent/guardian's signature. If the guardian is picking up the student, he or she will need to come into the main office and sign out his or her student. The guardian must bring proper identification to pick up his or her child and be listed on their emergency contact list.

Leaving During the Regular School Day

Students may not leave campus without going through the appropriate checkout procedures. Students who have scheduled appointments or need to leave campus **MUST** turn in their parent/guardian note to the main office. A written note (fax or email) from the parent/guardian will be required for a driving student to sign themselves out of school regardless of age. The note **MUST** be sent to the office by 8:30 am the morning of the appointment to be verified. **Students can only be released to those adults listed on their emergency contact list who have appropriate identification.** Please make sure to update this information when changes need to occur. **NO PHONE CALLS OR TEXTS WILL BE ACCEPTED AS A MEANS OF SIGNING A STUDENT OUT.**

Early dismissal requests will not be honored after **2:20 pm**. Early dismissal during the school day for any reason should be done through the main office. No student will be called to the office before the parent/guardian arrives in the office for pick up. When requesting a student's early release, include the student's full name, grade, time the student needs to sign out, reason for leaving and a contact number for the parent/guardian providing the note. The school will contact the parent or guardian to verify the request for leaving early. Guardians may call ahead and leave a message for the secretary to expect a note for the student to sign out early.

Bus Students

Students are not permitted to ride any school bus other than their scheduled bus, nor are they permitted to get off or on a school bus other than their scheduled stop, except for an EMERGENCY ONLY approved by the principal prior to dismissal. In these instances, a boarding pass may be issued by the principal or by the director of transportation at the bus garage. If the need arises to obtain a boarding pass, the student **MUST** bring in a note explaining the emergency by 8:30 am. If granted by the principal, students must obtain a "Boarding Pass" from the principal. Any permanent changes in scheduled bus assignment must be approved by the director of transportation. These cannot be approved by the school but must be approved by the transportation department. Other important information concerning bus transportation can be found in the transportation department brochure or the Cabell County Board of Education Web Site. Any inappropriate bus behavior will result in disciplinary action according to the Cabell County Board of Education Student Code of Conduct. Please understand the school bus is an extension of the school building. All Student Code of Conduct rules will apply.

Money and Valuables

All valuable articles should always be in possession of the owner. The school **CANNOT AND WILL NOT** accept any responsibility for stolen or lost items including cell phones. Please do not bring large amounts of money to school.

Posters and Announcements

- All posters/announcements to be displayed at the school must first be approved by the administration. Administration signature must be visible on all displayed items.
- The individual(s) displaying the poster/announcement is responsible for removing them.
- **Any poster/announcement displayed without prior approval will be removed immediately.**

Acceptable Use Policy (AUP)

At the beginning of each school year, students **MUST** sign the AUP to be issued a MacBook Air and gain access to our computer system. Penalties for violations of this policy range from a warning to loss of computer privileges or charges for repair/replacement of the device issued to the student. Refer to the “Computer Acceptable Use Policy.”

Final Exam Policy

All students are required to take their scheduled final semester exams. Final exams will only be given on the scheduled days. Guardians are urged to schedule family vacations when school is not in session. Please do not schedule anything until the semester is over expecting your student to take their final exams early. The final exam will count as 15% of the student’s grade for the semester.

Make-Up Policy

Makeup work is work that would have normally been completed in the classroom and at home, during the student’s absence (excused/unexcused) from the class. Students will be given, at a minimum, one day per day absent to complete the makeup work. This can be extended by the teacher based on individual circumstances. The teacher may also provide an alternate assignment in lieu of the missed work.

After returning to school from an absence (excused/unexcused), the student has the responsibility to plan to get makeup work upon the first day he/she returns to school. Each teacher will determine when, where, and how makeup work will be completed, as well as establishing a reasonable time-limit for completion. This policy has been established with the Cabell County Board of Education and West Virginia State Department Policies and Guidelines.

Late Work

Late work shall be accepted up to five calendar days past the due date, but not beyond the end of the grading period. Excused/exempted absences due to an approved school function will not incur a grade penalty. A teacher may assess no more than 5% reduction in the grade of any late assignments per school day. Late work will not be accepted for any student who was present during class and refused to complete and turn in the work assigned. This policy has been established with the Cabell County Board of Education and West Virginia State Department Policies and Guidelines.

Grading

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

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

Student Driving

Driving to school is NOT a right of any student but a privilege. The following are guidelines all student drivers are required to follow. All student drivers and their guardians are required to sign a Parking Contract before a parking permit will be issued.

Drug Testing Consent Form: All students wishing to purchase a CCCTC parking permit will be required to sign a Drug Testing Consent Form and participate in random drug testing. Students refusing to participate in drug testing will not be permitted to purchase a CCCTC parking permit or to park on campus.

Cost of a CCCTC parking permit: \$20.00. Please have your driver's license, parking contract and drug consent form with you at the time of purchase. *Parking Contracts and Drug Consent forms are available on our website.*

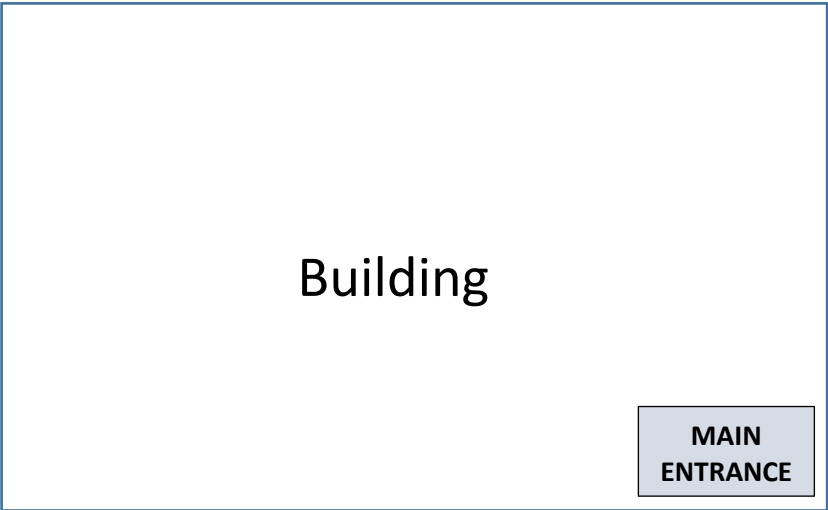
Driving Guidelines:

1. All vehicles parked on school grounds must display/hang the current parking permit so that it is visible from the front of the vehicle. Parking privileges may be revoked if the parking permit is not displayed correctly.
2. Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of tags, towing of vehicles, and/or other disciplinary action may occur for parking violations.
3. **NO REFUNDS** will be given for revoked parking passes.
4. Parking is strictly limited to the student parking area. (See attached map). Students are to park on the lower lot by the interstate or the lower lot toward the side of the building. Parking in designated faculty, visitor, or handicapped areas may be subject to towing and/or disciplinary action. Parking is for the student vehicle only; no trailers will be permitted.
5. All student drivers must be licensed and covered by insurance. Cabell County Schools and CCCTC are NOT responsible for any damages or theft to vehicles parked on school property.
6. Student must submit a copy of a valid driver's license, valid registration, current proof of insurance and be a registered participant in the Cabell County School Board drug testing program
7. Cars must be parked in the student parking lot. Students **must exit the vehicle immediately on arrival. They may not loiter in the parking lot before or after school.**
8. Students are **NOT** permitted to share parking passes.
9. Students may **NOT** return to their vehicle during school hours without permission.
10. **Parking lot and campus speed shall not exceed 5 miles per hour.** Reckless and/or irresponsible operation is cause for revocation of parking privileges. A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.
11. Students who park on campus after privileges have been revoked may receive additional disciplinary consequences.
12. All regulations of the student handbook apply to the parking lot, including tobacco violations.
13. Excessive tardiness and/or absences as well as chronic classroom misbehavior may result in the loss of parking privileges. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to the Board of Education policy.
14. Use of your vehicle without written permission from an administrator will result in the loss of parking privileges and/or suspension as per Cabell County Code.
15. Students must follow all traffic laws such as speed limits, stop and yield signs, etc. Failure to do so will result in loss of parking lot privileges and/or school discipline.
16. If a student changes vehicles at any point during the school year, the parking permit must be moved to the new vehicle. The new vehicle must be registered with the school's office.
17. Students who do not secure a parking permit may not park on school property.

Cabell County Board of Education and Cabell County Career & Technical Center will assume NO responsibility of damages/theft to vehicles while parked on school property.

NO STUDENT PARKING OUT BACK BY SHOPS

STAFF PARKING



STAFF PARKING

STAFF PARKING



HIGH SCHOOL STUDENT PARKING

PN AND MEDICAL ASST. PARKING

STAFF PARKING

STAFF PARKING



HIGH SCHOOL STUDENT PARKING

HIGH SCHOOL STUDENT PARKING

Plagiarism/Cheating/Academic Dishonesty

Plagiarism is defined as a student using or copying the work of others, submitting another's work as their own, or taking answers from other students. It is our desire for students to learn what they need to do by themselves and with other students. There is a time when one must do an assignment alone. Cheating and/or plagiarizing work in any way, shape, or form will result in a disciplinary report as well as a zero on the assignment with no opportunity to redo the assignment.

Relationships/Public Display of Affection (PDA)

NO physical contact of any type is permitted during school hours. Students failing to adhere to this policy are subject to disciplinary action.

Phones and Other Electronic Devices


Cell phones, smart watches, iPods, headphones, and other communication devices are prohibited during class time unless a teacher requests for the student to have them out. If these items are out during class time, the teacher may confiscate the item and take it to the office. Due to safety, headphones and/or earbuds cannot be worn in the hallway. A parent/guardian will be asked to pick up the device from the school's office after the 3rd offense. Please refer to the class syllabus for all electronic device rules and procedures. Refusal to turn over the device to the office will result in further disciplinary action. Due to safety: All devices will be BANNED from all CTE classes.

1 st Offense:	Warning and device confiscated; device returned at the end of the day.
2 nd Offense:	2 Days Lunch Detention and device confiscated and returned at the end of the day.
3 rd Offense:	5 Days Lunch Detention, device confiscated and guardian must pick up the device.
4 th Offense:	1 Day OSS and guardian pick up the device. Possible removal from CCCTC.

Other:	REFUSAL TO TURN IN DEVICE TO ADMIN WILL RESULT IN ONE DAY OSS AND PRESCRIBED DISCIPLINE.
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Tardies

Tardies for the school year are cumulative. This policy is in place for tardiness to school and/or class. Tardy is defined as not being in the classroom and ready to work at the bell. 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. A guardian note will not suffice to excuse a tardy. Teachers will not allow students to enter class tardy without a signed admit from the office. Any student late for detention will be given an additional day. Any student missing detention (unless absent) will be given an additional day of lunch detention. Chronic tardiness will result in stronger disciplinary action.

1 st Offense (5 th Tardy):	2 Days Lunch Detention.
2 nd Offense (10 th Tardy):	5 Days Lunch Detention.
3 rd Offense (15 th Tardy):	5 Days Lunch Detention and loss of driving privileges for the rest of the semester.
4 th Offense (20 th Tardy):	1 Day OSS. (Every 5 th thereafter will result in 1 day of OSS)
Other:	Missing multiple days or refusing to go will result in OSS. 

Skipping/Willfully Not Reporting to School/Class

Skipping school/class is defined as a student not going to their assigned class. This may mean the student has gone to another classroom without permission or gone somewhere else on campus. If a student is more than 15 minutes late to class, he/she will be written up as insubordination.

1 st Offense:	2 Days Lunch Detention.
2 nd Offense:	5 Days Lunch Detention.
3 rd Offense:	1 Day OSS.
4 th Offense and Above:	2 Days OSS. Possible removal from CCCTC. (Every time thereafter will result in 2 days of OSS)

Leaving School or Grounds

Students who have a scheduled doctor's and/or dental appointment must turn in their guardian notes by **8:30 am** for verification purposes. Students will only be released to those listed on their emergency contact list and with proper identification. Any student that leaves the school grounds without written permission will be written up for Leaving School Grounds without permission and will be subject to disciplinary action.

1 st Offense:	OSS.
2 nd Offense:	OSS and removal from CCCTC.

Tobacco Usage Policy

The use of tobacco products is strictly forbidden by WV State Law. E-Cigarettes or smokeless inhalers are considered inappropriate personal property. They deliver a foreign substance into the body including but not limited to nicotine. Students in possession of an e-cigarette/smokeless inhaler liquid/vapor will be held to the same discipline policy as tobacco usage. Tobacco usage will be defined as the possession and/or use of tobacco products or the visual presence of rising smoke (bathroom stalls, behind a wall anywhere on campus) and will be subject to disciplinary action.

1 st Offense:	1 Day OSS.
2 nd Offense:	2 Days OSS.
3 rd Offense:	10 Days OSS and recommendation for expulsion, removed from CCCTC
Other:	Citation can be given at any offense

THC/Marijuana Possession or Usage

1st Offense:	10 Days OSS and 2 days of Saturday School (At home high school)
2nd Offense:	10 Days OSS and recommendation of expulsion, removed from CCCTC

Distribution of THC/Marijuana Any Offense

1st Offense:	10 Days OSS and recommendation of expulsion, removed from CCCTC
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Alcohol Possession/Usage Any Offense

1st Offense:	10 Days OSS and recommendation of expulsion, removed from CCCTC
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Possession of Controlled Substance Any Offense

1st Offense: 10 Days OSS and recommendation of expulsion, removed from CCCTC

Sale or Distribution of Controlled Substance Any Offense

1st Offense: 10 Days OSS and recommendation of expulsion, removed from CCCTC

Dress Code

The following Dress Code is to be observed by all students. The purpose of the dress code is to enhance school safety, maintain school discipline, and instill community values. It is not the intention of the dress code to inhibit legitimate student expression. Any clothing or accessory that is considered a disturbance to the overall function of the school is not to be worn. The following items are deemed inappropriate to be worn by any student during the school day or during any school related function:

All students shall observe the following dress code:

1. Students are NOT permitted to wear sleepwear (house slippers, house coats, bath robes, pajama pants, onesies)
2. Students are not allowed to have and/or use blankets at any time.
3. All shorts, skirts, dresses, etc. must be of modest length below mid-thigh.
4. Upper garments must cover the waistband of the lower garment. No skin can be showing between the top and bottom garment.
5. Students are not permitted to wear clothing that reveals undergarments, or bare midriff. The midriff area will be considered below the neckline and above the waist (sleeveless, muscle shirts, side vent shirts, cut-off shirts, crop tops, spaghetti straps, tube tops, halter tops, mesh or see through, off the shoulder are NOT allowed. Boxer shorts are not allowed on the outside of clothing)
6. All tops must have sleeves at all times. Teacher discretion while in the shop areas of the building.
7. Spandex, leggings, tights, etc., may be worn with an appropriate covering that meets the above listing.
8. Students are not permitted to wear apparel, accessories, buttons, jewelry, or tattoos that depict vulgar, lewd, obscene, or offensive messages and any prohibited substances (drugs, alcohol, tobacco) Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence.
9. Students must wear shoes at all times for health and safety.
10. Students are not permitted to wear heavy chains, non-breakaway collars, jewelry that is pointed or sharp, or other items or accessories that are adaptable for use as a weapon.
11. Students are not permitted to wear trench coats, dusters, or long coats of any kind.

When violations of the Dress Code occur, the student will be instructed to correct the violation. If necessary, the student's parent/guardian will be requested to bring an appropriate change of clothing to the school. In the event the school identifies items of apparel, accessories, buttons, or jewelry are not in the dress code, but are deemed inappropriate or unsafe, the school may prohibit such items. Repeated or willful violations of the Code will be subject to disciplinary action under the Student Code of Conduct.

1 st Offense:	Documented Warning and Clothing Change.
2 nd Offense:	2 Days Lunch Detention and Clothing Change.
3 rd Offense:	5 Days Lunch Detention and Clothing Change.
4 th Offense:	OSS and Clothing Change, possible removal from CCCTC.



Cabell County Public Schools

Student and Employee Codes of Conduct

Student Code of Conduct

Cabell County Policy File: 5600

All students enrolled in Cabell County public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

- * Students will help create an atmosphere free from bullying, intimidation and harassment.
- * Students will demonstrate honesty and trustworthiness.
- * Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- * Students will demonstrate responsibility, use self-control and be self-disciplined.
- * Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- * Students will demonstrate compassion and caring.
- * Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

The Governor's Helpline
1-866-SAFEWVA

Toll-free | confidential | 24 hours

rev. 06/20

Student Dress and Grooming

Cabell County Policy File: 5511

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of self or others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes any drug-, alcohol- or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.

Each Cabell County school will set forth specific descriptions of inappropriate dress and grooming in the student agenda and handbook. In the event a school identifies items of apparel, accessories, buttons or jewelry not set forth in the school handbook but are inappropriate or unsafe, the school may prohibit such items through publication and announcements included in the school newsletter.

Employee Code of Conduct

West Virginia Board of Education
Policy 5902
<http://wvde.state.wv.us>

All Cabell County school employees shall:

- exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
- contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
- create a culture of caring through understanding and support.
- immediately intervene in any code of conduct violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
- demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- comply with all Federal and West Virginia laws, policies, regulations and procedures.

Tips for Adults on How to Prevent Violations

- Intervene immediately when any violation occurs.
- Discuss reasons for Codes of Conduct for students.
- Teach students conflict-resolution skills.
- Teach peer-mediation skills.
- Demonstrate through personal actions, the expected behaviors.
- Help students set and achieve personal behavior goals.
- Watch for students who may be victimized and provide intervention and support for them.

2024-2025 Academic Calendar

July

4 - Independence Day

August

6 - Prep Day for Staff

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
			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	31	

February

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	

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	24	25	26	27	28	29
30	31					

April

Su	M	Tu	W	Th	F	Sa
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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	26	27	28	29	30	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					

July						
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	31			

August

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	31

September

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					

October

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	31		

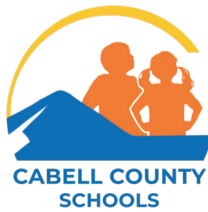
November

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

December

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	31				





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

Oct 22

Parent/Teacher Meetings

Nov 5*

Election Day

Nov 11*

VETERANS DAY

Jan 2 & 3

Teacher Work Days

Jan 20*

MLK JR DAY

Feb 11

Teacher Work Day

May 26*

MEMORIAL DAY

* Schools/Offices Closed

OSE DAYS

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

Oct 14

Feb 10

May 28

May 29

May 30

June 2

2 HOUR EARLY RELEASE

Dec 20

Apr 18

GRADUATIONS

CMHS May 22 **HHS** May 23

GENERAL INFORMATION

Vandalism

Our school buildings and equipment are a cost to the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damage and will be subject to suspension and possible expulsion. If you should damage something by accident, you should report it to the teacher or the office immediately.

Field Trips

Field Trips and excursions are arranged by individual teachers or the county and must have an educational value. When on field trips, students are under the same rules and regulations as if they were at school. If students do not meet behavior expectations on field trips, they can be excluded from future trips

Title IX

As required by federal laws and regulations, the Cabell County Board of Education and our school do not discriminate on the basis of sex, race, color, religion, handicap, marital status, or national origin in employment or in its educational programs and activities.

Technology

Every student must have a signed Acceptable Use Policy on file before having access to any school computer. Failure to follow the AUP will result in loss of computer privileges.

Families Who Are Moving

If you are moving, please let your teacher know, by note or telephone as soon as possible. It will help us greatly in insuring records are kept accurately and are processed in a timely manner.

Telephone/Address Change

If during the school year, you have a change in your telephone number and/or address, you are to notify the office immediately so that your record can be updated. This will insure the school being able to contact the parent/guardian immediately if necessary.

Visitors

Visitors are always welcome and we encourage you to visit your student's classroom. However, for the students' benefit, classroom interruptions should be at a minimum. When you visit, *always* contact the principal first and arrangements will be made for you. **Under no circumstances should a visitor go directly to a room without coming first to the office.**

School Counseling Services

The purpose of the guidance program is to help each student achieve his/her highest growth mentally, emotionally, and socially. We try to do this incorporating the following:

1. Lead classroom developmental guidance sessions throughout the school year.
2. Individual counseling sessions whenever a student, a teacher, principal, parent, or the counselor deems it necessary.
3. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

CABELL COUNTY POLICY NOTIFICATION

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

Student Handbook

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.

Summary of Board Policy 5517.01 – Bullying

(Policy 5517.01 is available for review at www.cabellschools.com)

Bullying, including cyberbullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all school activities in the County, including school activities on and off of school property at any school-sponsored, school-approved or school-related activity or function, such as a field trip or athletic event where students are under the school's control, or where an employee is engaged in school business in monitoring student activity. This policy shall also apply to students while on a school bus and at a school bus stop.

Students' off-campus misconduct that might reasonably be expected to cause disruption in the school may constitute a violation of this policy and cause the student to be subject to discipline at school. Such off-campus misconduct would include, but is in no manner limited to, blogs and social media postings and/or other electronic communications created for the purpose of inviting others to participate in disruptive, hateful, or otherwise prohibited misconduct towards a student, staff member, or other member of the school community.

Any student or student's parent/guardian who believes the student has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher, counselor or staff member with whom the student feels comfortable who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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 violations.

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.

General Overview of Board Policy 5517 – Anti-Harassment and Violence

(Policy 5517 is available in its entirety at www.cabellschools.com)

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.

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment and violence.

This policy applies to any student, staff member or member of the public during any school related activity or during any education sponsored event whether in a building or other property used or operated by the Board of Education or in any other facility being used by the Board.

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.

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

General Overview of Board Policy 5517 – Anti-Harassment and Violence

(Policy 5517 is available in its entirety at www.cabellschools.com)

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.

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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 cold weather.
- Know that school attendance is a parent and student responsibility
- Start the habits of a regular school day at an early age and stay interested in what your child is doing.
- Try to stay involved in the school by attending meetings, field trips, 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 on the desktop to know when school is in/ out of session.

Foremost, it is the legal responsibility of the parent(s) 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, detention, extra class time, and/or alternative class settings.

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) absence 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(-s) with prior approval of the school principal or Board of Education

A WRITTEN EXCUSE IS REQUIRED WHEN RETURNING TO SCHOOL

When a student has been absent for any reason, an **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.

Withdrawals

In order to process a student withdrawal quickly, contact the 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. **Your child will not be withdrawn from the school until the new school requests records.**

Late Arrivals/Early Departures

Students are expected to be punctual. Students, who come to school late or leave early, must be checked in and/or out of the office. If your child is late for school, you must send a note.

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**. Students are expected to come directly to school and go directly home from school. Students are not permitted to leave the school grounds at noon unless checked out through the office. Students are not to stop at businesses on the way to or from school.

The person picking up a student being excused from school anytime during the day must check the student out at the office. 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.

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. Absence of the biological parent or legal guardian's name on the emergency form or in WVEIS will not keep your child from being released to him or her, if legal documentation such as birth certificate or court order do not prohibit the release.

***Court Orders must be followed.**

Useful Information

1. **Suspensions are unexcused absences.** A suspension is within a student's control.
2. **Excessive TARDIES** may result in **discipline action**.
3. 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.
4. 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 for more information)

5. A student who comes to school late or leaves school early is to be signed in or out by a parent in the school office. A student is released by the office staff, not the teacher.
6. If a student is brought to school on days that the buses are not running, it is the responsibility of the parents to arrange for the student to get home in the evening.
7. School records aren't released to parents for the sole purpose of enrolling at another school.

The Process

- ❖ At five (5) unexcused absences, the Director or Assistant Director of Attendance will send written notice to the parent or guardian, stating that within five days of receiving the notice, the parent or guardian, along with the student, will report to the school to conference with the principal or other designee.
- ❖ If the student acquires ten (10) unexcused absences, the Attendance Department may file an informational complaint on the parent and a petition on the child in Circuit Court, as necessary.

Each School creates school-specific procedures and guidelines with attendance. This information is adhering to WV State Code. Please contact your child's school for additional information or clarification.

CCS Digital Parent Note For Absence



BUS SAFETY AND PROCEDURES

Student Conduct on the Bus

Bus transportation is a privilege—conduct causing driver distraction endangers all students and adults on the bus.

Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to board. While on the bus, students should keep hands and heads inside at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.

Bus riders:

- should never tamper with the bus
- should not leave books, lunches, or other articles on the bus
- should not throw anything out of the bus windows
- are not permitted to leave their seats while the bus is in motion
- are expected to be courteous to fellow pupils and to the driver
- must be absolutely quiet when approaching a railroad crossing
- must obey all instructions given by the driver
- may not bring glass containers, live animals, or large objects on the bus.

Permission to Ride another Bus

- Requests to ride a different bus are to be limited to emergency situations and not for the convenience of social events.
- If there is an emergency situation, the parent or guardian must submit a note to the school office explaining the situation, where the student will be going, and the adult who will receive their student and that person's contact number.
- The school will verify the note with the parent or guardian as well as the adult receiving the student. and then issue a Boarding Pass signed by an administrator to the student.
- If the situation is going to be a long-term arrangement (more than 1 week in duration) or occurring multiple times throughout the school year, then the parent or guardian will need to submit a Change in Bus Assignment Form which can be found under Transportation section of the county website.

Buses Not Running

- If a bus does not make all or part of its run, those students who live at stops that were not completed that day and do not make it to school will have their absences counted as excused.

Bus Lineup

- Students will be given ample time upon dismissal to get to their buses without being left behind.
- Students are to walk, not run, to their evening buses.
- Students are to board the bus in an orderly manner - with no shoving or crowding at the bus door.

Food Service Department

The National School Lunch and Breakfast Programs provide students with free meals that are nutritional, supports overall health and learning, and are in compliance with Cabell County Schools Local Wellness Policy. The After School Snack and Supper Programs are provided to students free of charge in participating schools that qualify. Meals are provided for children in the summer at selected sites. We encourage all students to participate daily in the Food Service Program.

All meals conform to nutritional standards set by USDA and the West Virginia Department of Education, Office of Child Nutrition. All meals are served as a unit that includes one milk per meal.

One breakfast and one lunch are free to students each day. (All previous balances are still due and payable to Cabell County Schools) Students must pay cash at the point of service for 2nd meals and extra milk.

Meal prices are as follows:

	Breakfast	Lunch	Extra Milk
Adult Meals	\$3.00	\$4.00	
2 nd Meals for Students	\$3.00	\$4.00	
Extra Milk for Adults/Students			\$.35

Monthly menus are available at school sites and the Cabell County Schools web site.

Special meals are provided for students who have special dietary needs Request must be accompanied with a completed Medical Plan of Care Form that includes the physician's dietary orders and signature. These forms are available online or from the school nurse.

All other foods and beverages made available on school premises during the school day must meet the requirements set forth by USDA, Cabell County Schools, and the West Virginia Department of Education Office of Child Nutrition.

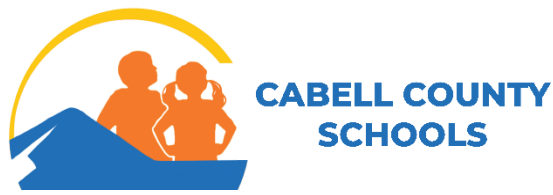
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.



We Exist to:

Develop the skills, beliefs, and desire to make positive contributions to society.
Partner with the community to ensure all students are safe and valued.
Instill a sense of responsibility and accountability to our community.

Core Beliefs:

Cabell County Schools will have a safe nurturing, compassionate, inviting environment that respects and understand individuals and cultures. We will have challenging and engaging instruction that is responsive to every student every day.

Vision:

Every graduate will be accepted into a career or post-secondary option.

Goals:

Goal 1. Achievement and Growth:

Overall achievement results will increase from 49% proficient to 52% proficient in English Language Arts scores and Math scores will increase from 42% proficient to 45% proficient on the state summative assessment.

Goal 2. Hiring and Retaining Highly Effective Employees

Through established high expectations, Cabell County Schools will follow policy-driven hiring practices, provide high-quality Professional Development to promote professional growth and will complete accurate employee evaluations/observations to support and retain highly effective employees as measured by:

1. Increased number of job applicants for job vacancies.
2. Board workshops and Professional Development conducted for staff on the topics of civility, diversity, and inclusion.
3. Quality-driven service and professional employee evaluations and observations implemented to support, grow, and retain highly effective employees

Goal 3. Integrating Family and Community Engagement

By engaging family and community members, Cabell County Schools will provide a comprehensive system that integrates wraparound services to improve student supports as measured by website analytics, survey completion, community partnerships, number of students utilizing services, and attendance at specialized events. Cabell County Schools online analytics will improve 10% compared to the 2023-2024 school year.

DISCRIMINATION PROHIBITED

As required by federal law and regulations, the Cabell County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment or in the administration of any of its education programs and activities. Inquiries may be referred to the principal, assistant principal, a counselor, a teacher, or a first level supervisor. In addition, anyone may make an inquiry to the county Title IX Coordinator, 2850 5th Ave. Huntington, V^W 25702, phone 528-5000, or to the Section 504 Coordinator, 2850 5th Ave., Huntington, V^W 25702, phone 528-5000; or to the State Elimination of Sex Discrimination Project Coordinator, (304) 558-7864; or to the United States Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

NOTE: State and federal laws include Title IX, Education Amendments of 1972, Title VI, Civil Rights Act of 1964, Rehabilitation Act of 1972, Section 504, and other state or federal laws and regulations governing students and employees

DISCRIMINATION PROHIBITED

In accordance with federal law and the United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, disability, or retaliation. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.