

# HURRICANE HIGH SCHOOL STUDENT/PARENT HANDBOOK

The mission of Hurricane High School is to provide a safe, engaging environment for the nurturing of critical, creative thinkers who communicate effectively and are successful, productive, ethical citizens.

West Virginia School of Excellence and Blue Ribbon School  
Accredited by the North Central Association  
Accredited by the West Virginia Department of Education  
Accredited by the West Virginia Office of Education Performance Audits

# HURRICANE HIGH SCHOOL

3350 Teays Valley Road

Hurricane, WV 25526

(304) 562-9851

FAX (304) 562-5460

<http://putnamschools.com>

<http://putnam.schoolspan.com/hhs/>

## Principal

Dick Campbell, ext. 204

[rrcampbell@access.k12.wv.us](mailto:rrcampbell@access.k12.wv.us)

## Assistant Principals

Ben Cobb, ext. 202

[btcobb@access.k12.wv.us](mailto:btcobb@access.k12.wv.us)

Dewana Hughes, ext. 203

## Counselors

Grades 10-12 (Last names beginning in A – K)

Cheryl Graham, ext. 209

[cagraha@access.k12.wv.us](mailto:cagraha@access.k12.wv.us)

Grades 10-12 (Last names beginning in L-Z)

Duane Swanson, ext. 207

[dswanson@access.k12.wv.us](mailto:dswanson@access.k12.wv.us)

## Grade 9

Sarah Standish, ext. 208

This handbook belongs to:

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**School Colors:** Red and White

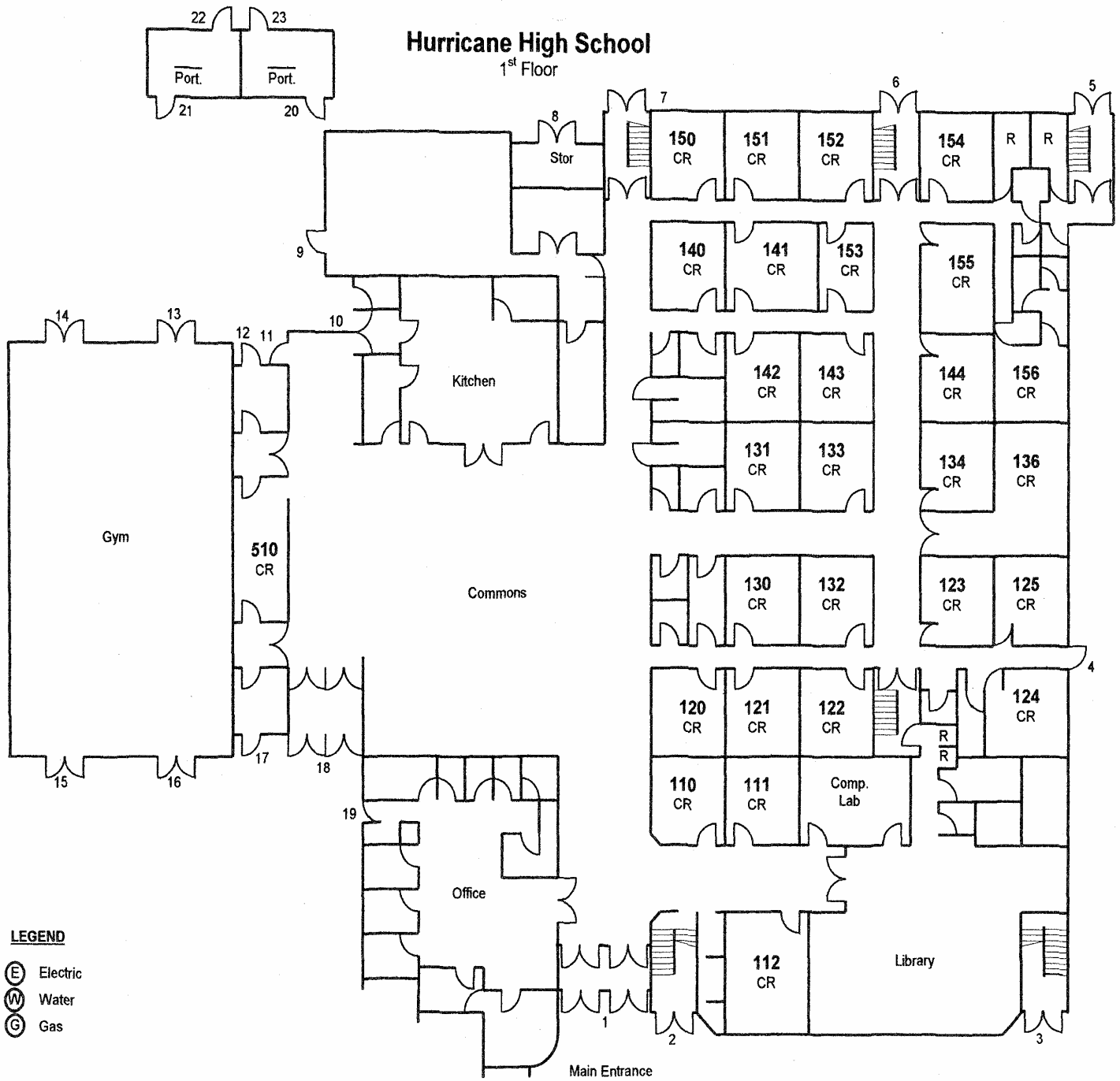
**Mascot:** Redskin

**ALMA MATER**

Hail Alma Mater Dear!  
Hear thou our parting song;  
May truth and honor e'er be near,  
And gladness attend thee long;  
Within thy walls may comradeship abide,  
Love and sincerity;  
Alma Mater be our guide  
And lead us home to thee.  
As we wander through the years  
Help us to spread thy fame,  
Through the laughter and the tears  
May comrades recall thy name.  
And when success is at our side,  
Help us to grateful be,  
Alma Mater, be our guide  
And lead us home to thee.

# Hurricane High School

## 1<sup>st</sup> Floor

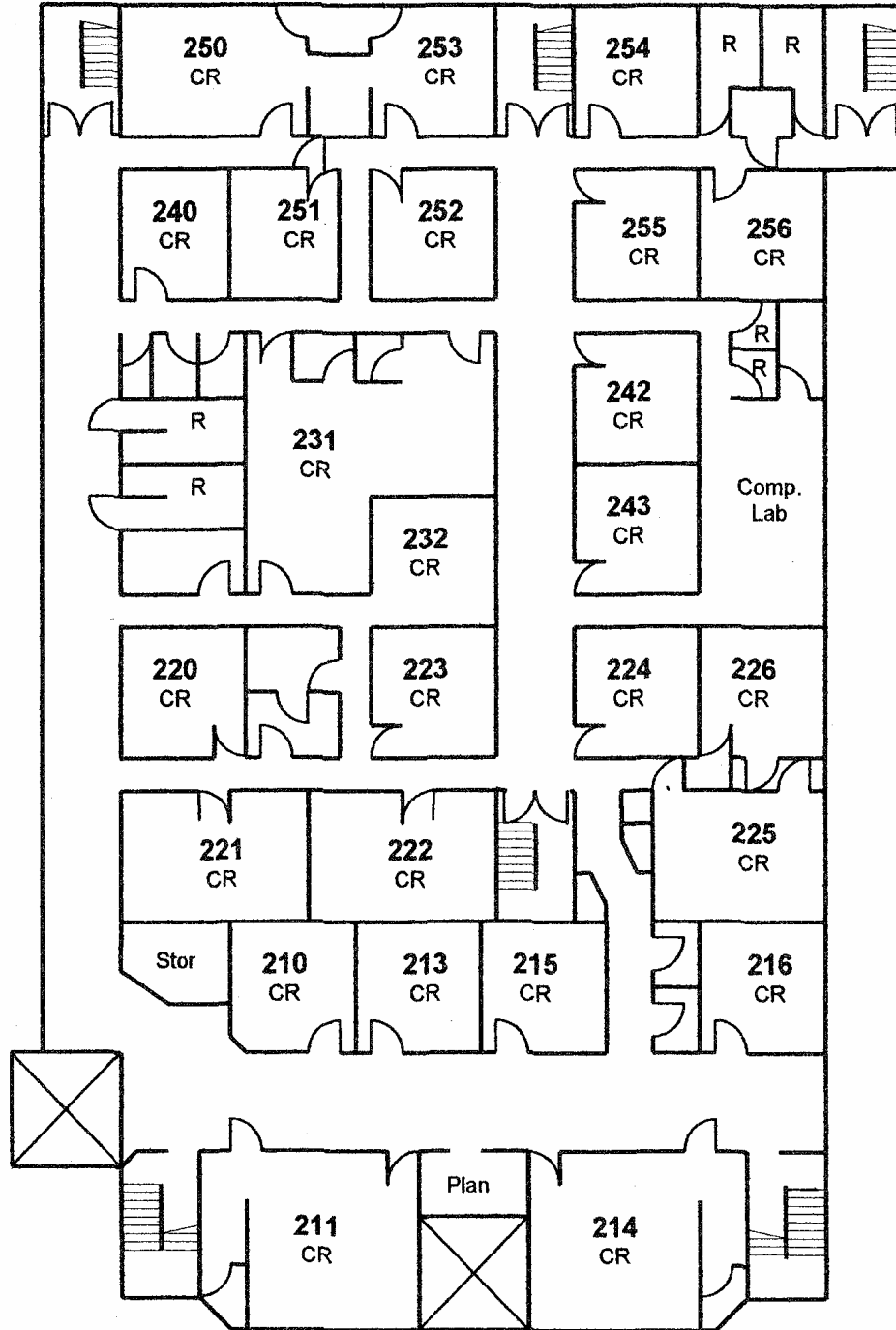


**LEGEND**

- (E) Electric
- (W) Water
- (G) Gas

# Hurricane High School

2nd Floor



# HHS Staff

To make an appointment with or to leave a message for a professional or service employee, please dial the operator (0)

<u>Professional</u>	<u>Room No.</u>	<u>Email</u>	<u>Dept.</u>
Addis, Ryan	P01	<a href="mailto:paddis@access.k12.wv.us">paddis@access.k12.wv.us</a>	Language Arts
Allen, Kelly	152	<a href="mailto:kjallen@access.k12.wv.us">kjallen@access.k12.wv.us</a>	Social Studies
Barr, James	Library	<a href="mailto:jbarr@access.k12.wv.us">jbarr@access.k12.wv.us</a>	Librarian
Bedway, Linda	125, Dis Lab	<a href="mailto:lbedway@access.k12.wv.us">lbedway@access.k12.wv.us</a>	Spanish
Billups, William Reggie	132	<a href="mailto:wbillups@access.k12.wv.us">wbillups@access.k12.wv.us</a>	Health
Booth, Amy	231	<a href="mailto:albooth@access.k12.wv.us">albooth@access.k12.wv.us</a>	Consumer Sci
Browne, Chris 562-9550	Yearbook 252	<a href="mailto:cbrowne@access.k12.wv.us">cbrowne@access.k12.wv.us</a>	Business
Burke, Brenda	125, 112, 153	<a href="mailto:bburke@access.k12.wv.us">bburke@access.k12.wv.us</a>	Language Arts
Bybee-Finley, Kris	240	<a href="mailto:kfinley@access.k12.wv.us">kfinley@access.k12.wv.us</a>	Resource
Chaney, Robin	154	<a href="mailto:rchaney@access.k12.wv.us">rchaney@access.k12.wv.us</a>	Social Studies
Cunningham, Terry	150	<a href="mailto:tscunnin@access.k12.wv.us">tscunnin@access.k12.wv.us</a>	Resource
Dennison, Yolanda	121	<a href="mailto:ydeniso@access.k12.wv.us">ydeniso@access.k12.wv.us</a>	Resource
Dillard, Mills	222	<a href="mailto:mdillard@access.k12.wv.us">mdillard@access.k12.wv.us</a>	Science
Dillinger, Natalie	242	<a href="mailto:ndilling@access.k12.wv.us">ndilling@access.k12.wv.us</a>	Math
Dimsdale, William	214	<a href="mailto:wdimsdal@access.k12.wv.us">wdimsdal@access.k12.wv.us</a>	Science
Dunkle, Nicole	141	<a href="mailto:njviden@access.k12.wv.us">njviden@access.k12.wv.us</a>	Language Arts
Edwards, Kim	PO2	<a href="mailto:kcedward@access.k12.wv.us">kcedward@access.k12.wv.us</a>	Music
Eggleton, Gary, Ath Dir.	Ext 210	<a href="mailto:gkegglet@access.k12.wv.us">gkegglet@access.k12.wv.us</a>	Driver Ed
Ellis, Reuben	136	<a href="mailto:rjellis@access.k12.wv.us">rjellis@access.k12.wv.us</a>	Art
Estel, Gene	251	<a href="mailto:gestel@access.k12.wv.us">gestel@access.k12.wv.us</a>	Resource
Fink, Krista	152	<a href="mailto:kfink@access.k12.wv.us">kfink@access.k12.wv.us</a>	Language
Fitzwater, Lori	122, 215		Resource
Francis, Flora	Ext 260	School to Work Coordinator	
Gibson, Deborah	110	<a href="mailto:dagibson@access.k12.wv.us">dagibson@access.k12.wv.us</a>	Spanish
Goode, Louise	215	<a href="mailto:lgoode@access.k12.wv.us">lgoode@access.k12.wv.us</a>	Math
Grim, Catherine	254	<a href="mailto:cgrim@access.k12.wv.us">cgrim@access.k12.wv.us</a>	Business
Groom, Carolyn Adele	112	<a href="mailto:cgroom@access.k12.wv.us">cgroom@access.k12.wv.us</a>	Health
Hart, Martina	155	<a href="mailto:mhart@access.k12.wv.us">mhart@access.k12.wv.us</a>	Language Arts
Hawes, Heather		<a href="mailto:hawes@access.k12.wv.us">hawes@access.k12.wv.us</a>	AP coordinator
Hicks, Billy	124		BD
Higginbotham, Mark	144	<a href="mailto:mhigginb@access.k12.wv.us">mhigginb@access.k12.wv.us</a>	Social Studies
Hodges, Karen	250	<a href="mailto:khodges@access.k12.wv.us">khodges@access.k12.wv.us</a>	Business
Hughes, Valerie	143	<a href="mailto:vhughes@access.k12.wv.us">vhughes@access.k12.wv.us</a>	Spanish
Kinder, Angie	251, 255	<a href="mailto:akinder@access.k12.wv.us">akinder@access.k12.wv.us</a>	Resource
Leadmon, Jeanne	232	<a href="mailto:jleadman@access.k12.wv.us">jleadman@access.k12.wv.us</a>	Math
Leffingwell, Sam Ext 213	Band	<a href="mailto:sleffing@access.k12.wv.us">sleffing@access.k12.wv.us</a>	Band
May, Willis Ext 212	143, gym		PE
Mazella, Martin	101	Community Work Based Ed	
McCormick, Sharon	101	<a href="mailto:shmccorm@access.k12.wv.us">shmccorm@access.k12.wv.us</a>	Resource
McKinney, Daniel	133	<a href="mailto:dmckinne@access.k12.wv.us">dmckinne@access.k12.wv.us</a>	Social Studies
McKinney, Leah Minshall	123	<a href="mailto:lminshall@access.k12.wv.us">lminshall@access.k12.wv.us</a>	Social Studies
Meadows, Paula	156	<a href="mailto:pmmeadow@access.k12.wv.us">pmmeadow@access.k12.wv.us</a>	Art
Moss, Ilse Ext 216	Cultural Ctr		Show Choir
Mowery, Nicole	142	<a href="mailto:nmowery@access.k12.wv.us">nmowery@access.k12.wv.us</a>	Language Arts
Nash, Melissa	130	<a href="mailto:mdnash@access.k12.wv.us">mdnash@access.k12.wv.us</a>	French
Naylor, Deronda	226	<a href="mailto:dnaylor@access.k12.wv.us">dnaylor@access.k12.wv.us</a>	Science
Nottingham, Angie	224	<a href="mailto:anotting@access.k12.wv.us">anotting@access.k12.wv.us</a>	Math
Null, Rhonda	253	<a href="mailto:rnull@access.k12.wv.us">rnull@access.k12.wv.us</a>	Res/ Business
Opperman, Robert	134	<a href="mailto:ropperma@access.k12.wv.us">ropperma@access.k12.wv.us</a>	Social Studies
Perry, Seth	223	<a href="mailto:swperry@access.k12.wv.us">swperry@access.k12.wv.us</a>	Science
Pitzer, Jonathan	131	<a href="mailto:jpitzer@access.k12.wv.us">jpitzer@access.k12.wv.us</a>	Social Studies

# HHS Staff

To make an appointment with or to leave a message for a professional or service employee, please dial the operator (0)

<u>Professional</u>	<u>Room No.</u>	<u>Email</u>	<u>Dept.</u>
Posey, Bill	124, 122	wposey@access.k12.wv.us	Resource
Ragle, Glenna	213	<a href="mailto:gragle@access.k12.wv.us">gragle@access.k12.wv.us</a>	Resource
Reed, Heather	220	<a href="mailto:hrees@access.k12.wv.us">hrees@access.k12.wv.us</a>	Science
Robinson, Beth	141B	English as a Second Language	
Robinson, Deanna	153	<a href="mailto:dprobins@access.k12.wv.us">dprobins@access.k12.wv.us</a>	Language Arts
Rooper, Mark Ext 211	120		Marketing
Sawyer, Mike	Gym		PE
Schamp, Melissa	256	<a href="mailto:mschamp@access.k12.wv.us">mschamp@access.k12.wv.us</a>	Business
Sergent, Jill	225	<a href="mailto:jsergent@access.k12.wv.us">jsergent@access.k12.wv.us</a>	Science
Smith, Sharon	Gym		PE
Stephens, Teresa	243	<a href="mailto:tstephen@access.k12.wv.us">tstephen@access.k12.wv.us</a>	Math
St. John, Christian	151	<a href="mailto:cstjohn@access.k12.wv.us">cstjohn@access.k12.wv.us</a>	Social Studies
St. John, Sandra	255	<a href="mailto:srstjohn@access.k12.wv.us">srstjohn@access.k12.wv.us</a>	Math
Sullivan, Angie	Ext 309	Psychologist	
Sutherland, Barbara	221	<a href="mailto:bfsuther@access.k12.wv.us">bfsuther@access.k12.wv.us</a>	Science
Thornton, Betsy Ext. 260	School Nurse		
Tolley, Frances	211	<a href="mailto:ftolley@access.k12.wv.us">ftolley@access.k12.wv.us</a>	Science
Varney, Amy	210	<a href="mailto:alvarney@access.k12.wv.us">alvarney@access.k12.wv.us</a>	Math
Weddington, Jennifer	111	<a href="mailto:jrweddin@access.k12.wv.us">jrweddin@access.k12.wv.us</a>	Language Arts
Wyatt, Lisa	216	<a href="mailto:lwiyatt@access.k12.wv.us">lwiyatt@access.k12.wv.us</a>	Math

## Front Office

Gibson, Connie Ext 307 Hot Lunch Secretary  
Hodges, Robin Ext 201 Financial Secretary  
Justice, Judy Ext 299 Counselor Secretary  
Knight, Debbie Ext 307 Hot Lunch Secretary  
Luikart, Michelle Ext 206 Front Desk Secretary  
Moore, Donna Ext 216 Attendance Secretary

## Aides

Chapman, Mary  
Collins, J. R.  
Gibson, Dave

## Cooks

Shull, Amie Ext 305 Head Cook  
Cochran, Teresa  
Harper, Rebecca  
Mercer, Sandra  
Qualls, Phyllis  
Taylor, Della

## Custodians

Donahue, Greg Head Custodian  
Barnett, Don  
Maynard, Allen  
Rayburn, Michelle  
Sargent, Chad  
Sargent, Rodney

# STUDENT BODY OFFICERS

## STUDENT BODY OFFICERS

President Kyle Cooper  
Vice President Andy Fields  
Secretary Liz Cummings  
Treasurer Melody Fitzgerald

## SENIOR CLASS OFFICERS

President Mitchell Bumpus  
Vice President Rachel Krall  
Secretary Haley Goode  
Treasurer Jordan Mckinney

## JUNIOR CLASS OFFICERS

President Noah Blackhurst  
Vice President Morgan Jacobs  
Secretary Farrah El-Khatib  
Treasurer Brooks Paine

## SOPHOMORE CLASS OFFICERS

President Sarah Davis  
Vice President Aaron Browne  
Secretary Jeremy Schultz  
Treasurer TBA

## FRESHMAN CLASS OFFICERS

To be elected the first week of school

## Hurricane High School Bell Schedules 2008-2009

### **Regular Bell Schedule**

First Bell 8:02  
Warning Bell 8:10  
First Block 8:12 – 9:42  
Warning Bell 9:50  
Second Block 9:52 – 11:22  
Lunch 11:22 – 12:10  
Warning Bell 12:20  
Third Block 12:22- 1:52  
Warning Bell 2:00  
Fourth Block 2:02- 3:32

### **Two Hour Delay**

First Bell 10:02  
Breakfast will NOT be served.\*  
Students WILL go to PCTC at 10:12, 12:50  
Warning Bell 10:10  
First Block 10:12-11:12  
Warning Bell 11:20  
Second Block 11:22-12:22  
Lunch 12:22-1:10  
Warning Bell 1:20  
Third Block 1:22- 2:22  
Warning Bell 2:30  
Fourth Block 2:32-3:32

## **Mentoring Bell Schedules**

### **30 – MINUTE MENTORING, a.m.**

First Bell 8:02  
Warning Bell 8:10  
Mentoring 8:12 – 8:42  
Students will go to PCTC at 8:50  
First Block 8:52 – 10:02  
Warning Bell 10:10  
Second Block 10:12 – 11:22  
Lunch 11:22 – 12:10  
Regular Schedule in the afternoon

### **15 – MINUTE MENTORING, a.m.**

First Bell 8:02  
Warning Bell 8:10  
Mentoring 8:12- 8:27  
Students will go to PCTC at 8:35  
Warning Bell 8:35  
First Block 8:37-9:55  
Warning Bell 10:03  
Second Block 10:05-11:22  
Lunch 11:22-12:10  
Regular schedule in the afternoon

### **15 – MINUTE MENTORING, p.m.**

Lunch 11:22 – 12:10  
Warning Bell 12:20  
Mentoring 12:22 – 12:37  
Students will go to PCTC at 12:45  
Warning Bell 12:45  
Third Block 12:47 -2:03  
Warning Bell 2:11  
Fourth Block 2:13-3:32

## ACADEMICS

### Academic Responsibility of Students

You are responsible for your academic success. Your main purpose for attending school is to receive a quality education. This can be achieved by:

- Attending school
- Being on time for all classes
- Being prepared
- Having needed materials for each class
- Completing assignments
- Participating in class
- Using your weekly planner
- Seeking help when needed
- Keeping track of your grades

Students are required to work in every class every day, as directed by their teachers. Failure to comply will result in disciplinary actions.

Teacher Contact – E-mail address, listed above or on the [Hurricane High School Web Site](#), by phone ext 206

### Grade Reporting

Students will receive a progress report to take home to their parents every 4-½ weeks. All grades reported to parents and students prior to the end of the term are progress reports up to that time.

First and third nine weeks grades are a progress report, unless the class ends and a half-credit is assigned at that time. The final grade for the class is the cumulative average of all grades for the term, not an average of the progress reports. Credit for a class requires a passing grade (D or better) for the term.

### Honor Roll

A student achieves this distinction when he/she earns a 3.0 or better grade average at the end of the term (not at the end of the 9 weeks).

4.00 or above = "A" Honor Roll

3.00– 3.999 = "B" Honor Roll

The honor roll will be posted after all grades have been recorded at the end of the term (not at the nine weeks).

### Promotion

Students earn one credit for each 90-minute class passed during a term (18 weeks).

- To be promoted to Grade 10 and a Grade 10 mentoring group, freshmen must earn seven (7) credits.
- To be promoted to Grade 11 and a Grade 11 mentoring group, sophomores must have earned a total of fourteen (14) credits (to qualify for Jr/Sr Prom AND parking permits).
- To be promoted to Grade 12 and a Grade 12 mentoring group, juniors must have earned a total of twenty (20) credits (to qualify as a senior for Jr/Sr Prom and parking permits).

Grade level assignments are made for the entire school year. You qualify for the Prom and parking at the **beginning** of the year.

### Language Arts Makeup Policy

All required prerequisite English courses must be successfully completed before enrolling in the next grade-level English course. Failed English classes must be made up in summer school or in night school in an approved West Virginia school. Students may apply for a credit recovery class.

### Makeup Work

State law requires students to submit a written excuse to the office for EVERY absence. Students are responsible for getting the work from their teachers. Make-up work should be requested at a time designated by the teacher. The student will receive at least one day to make up the work for each day's absence. If a student misses more than two consecutive days, teachers may make additional arrangements with a student who is absent for an extended period of time. If a student is absent for more than 3 consecutive days, the parent may contact the school concerning make-up work. Make-up work will **NOT** be collected for students returning to school the next day. We must give teachers 24-hours notice (a prep period) to collect the work.

A teacher may require a student to turn in the work for a day's absence before issuing the make-up work for the next day absent. All work not completed on schedule will be recorded as a zero (0). If a student has missed a

test announced in advance or work assigned prior to his absence, and due on the absence, the test or work will be made up on the day that the student returns to class.

### Exam Policy

Comprehensive exams will be given on the last two days of each nine-week grading period and term. ALL students must take the comprehensive exams at the end of first and third 9-weeks. Students may earn an exam exemption from the exams at the end of 1<sup>st</sup> and 2<sup>nd</sup> terms by earning satisfactory grades (“C” or better in that class) AND attending school faithfully (3 or fewer absences in the term).

- (1) All teachers will give all students a comprehensive exam at the end of first and third 9-weeks. Students are REQUIRED to attend school ALL DAY each 9-weeks exam day. Classes will continue as usual when not taking exams.
- (2) Students with “ABC/123” (“C” or better in the course and 3 or fewer absences, 2 or fewer absences for a 9-weeks class such as Driver’s Education) will be exempt from the comprehensive final exam at the end of 1<sup>st</sup> and 2<sup>nd</sup> terms. If a student is has a “D” or an “F” average in the class or has more than 3 absences in the class (2 in a 9-weeks course), the student will take a comprehensive final for the term.
- (3) All students receiving homebound instruction must take final exams.

The following reasons will not count against a student’s exam exemption: failure of the bus to run, with written verification by the driver submitted to the office; legal matters with proper documentation, and school activities. We recommend that all students with exemptions choose to take exams for the college preparatory experience. Students with an exemption may also choose to take an exam in an attempt to raise the grade in the class, without risking a lower grade. Every student who is present on exam days must report to and remain in scheduled classes. **Students who are not present will be marked absent.**

### **EXAM DATES, 1<sup>st</sup> Term, 2008 - 2009**

1 <sup>st</sup> 9-Weeks	October 27 Blocks 3, 4 (NO exemptions) October 28 Blocks 1, 2
1 <sup>st</sup> Term	January 15 Blocks 3, 4 (Exemptions available) January 16 Blocks 1, 2

### **EXAM DATES, 2<sup>nd</sup> Term, 2008 - 2009**

3 <sup>rd</sup> 9-weeks	March 20 Blocks 3, 4 (NO exemptions) March 23 Blocks 1, 2
Senior 2 <sup>nd</sup> Term	May 27 Blocks 3, 4 (Exemptions available)
Finals	May 28 Blocks 1, 2 (Seniors’ last day)
Underclass 2 <sup>nd</sup> Term	June 1 Blocks 3, 4 (Exemptions available)
Finals	June 2 Blocks 1, 2 (Last day of school)

### Athletic Eligibility

Student athletes must earn a 2.0 GPA for the previous term. Eligibility may be restored at the end of 1<sup>st</sup> and 3<sup>rd</sup> nine weeks. Coaches will not reserve positions on teams for ineligible student athletes. Call Athletic Director Gary Eggleton, Ext 210, with eligibility questions.

NCAA college sport academic eligibility standards are similar to the professional level major requirements. See their web site, or talk with our athletic director or counselors. You must apply and submit high school transcripts to verify your eligibility for college athletics.

### Cheating Policy

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student’s homework
- working with others on projects that are meant to be done individually;
- looking at or copying another student’s test or quiz answers;
- allowing another student to look at or copy answers from your quiz answers;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or dismissal from honoraries, clubs, school organizations, or teams.

### Dressing for Physical Education

Physical Education is a required course for graduation. In order to pass the class, students must dress appropriately for the Physical Education class everyday and participate in all class activities. Exemptions will be given only to students with doctor's excuses. These students will be given other written assignments on wellness, physical fitness concepts, in lieu of the physical activities. Failure to dress and participate without a legitimate excuse will result in referral for discipline and reduction in the grade for Physical Education.

### Driver Education

A student must earn a minimum of a "C" (75%) in ALL 3 COMPONENTS, class work, street driving, and range driving, to qualify for a "high school driver education certificate" (card).

### Parent/teacher Conferences

Parent-teacher conferences will be held October 8, from 3:30 to 6:30 p.m. and on February 18, from 3:30 to 6:30 p.m. In addition, parent-teacher conferences are held each term by appointment on IS Days from 8:00 to 10:00 a.m. IS Days are: October 8, December 21, February 18, April 28, and June 5. Parents may call to make appointments with professional staff on these days or other school days on the teacher's preparation period by contacting our receptionist at the front desk Ext. 206.

### Full Day Schedules

State and county policy require all students to be scheduled for the full instructional (4 blocks or more) for all 4 years. It is the responsibility of each student to make sure that they are scheduled for a full schedule, at least 8 credits a year. **SENIORS** who are enrolled in a "0" block or "5<sup>th</sup>" block class may choose a block off in place of that extended day class.

### Schedule Changes

Student schedule changes **must be made during the first week (5 school days) of the term** and will be limited to the following:

- To accommodate seniors who will not graduate unless a change to meet requirements is made.
- To remove a student from a class for which that student has credit.
- To remove a student from a placement that is educationally inappropriate upon teacher/counselor or IEP recommendation.
- To reflect credits earned in Summer School.
- To move a student to a class that meets major requirements, either core or elective.

\*Failing a subject, job schedules, or other non-educational factors are not justification for a schedule change. No schedule changes will be made after the 5<sup>th</sup> day of the term, including for "0" and "5<sup>th</sup>" block classes, unless required by a change in an IEP. This policy is necessary, since changes after this time would jeopardize student success due to lost instructional time.

AP students must abide by AP Contract. All schedule changes must have the final approval of the curriculum Vice-Principal

## **COLLEGE ENROLLMENT IN HIGH SCHOOL**

Juniors and Seniors whose ACT and SAT entrance exam scores qualify for college admission, who have at least a 3.0 cumulative GPA, who have completed college registration and received acceptance from the college, who have elective credits available, and who have obtained the recommendation of the principal may enroll in college courses in lieu of elective classes. Courses are offered by both Marshall University and WV State University. Seniors may take no more than two college courses per term. Juniors may take no more than one college course per term. Students may ride the bus to the Tech Center or provide their own transportation. Students who drop their college classes will be enrolled at the time in classes at HHS to give them a full schedule of four classes per term. The student will be responsible for making up all work missed due to the change.

## **ATTENDANCE**

**Excused absences** – When students are absent for legitimate reasons such as illness or injury verified by medical excuse or parent note (limited to 6 per term), school activities, legal or religious obligations, failure of bus to run verified by the driver, or death in the family.

**Unexcused absence** – All other absence; Students with unexcused absences are considered truant. Out-of-school suspensions are unexcused absences.

### **To Report an Absence**

Parents are to call the attendance office by 8:30 a.m. to report the student's absence. Student absences will be reported to parents via the school's automated phone master system.

State law requires students to submit a written excuse to the office for EVERY absence. To code the absence as excused in our official records, the student must bring a written note to school **within three days** of the absence. Appropriate early departure and late arrival notes for legitimate reasons (see above) WILL be accepted as a written excuse for the absence caused by the early departure/late arrival. Students must deposit the excuse in the box on the counter in the office before 8:10 a.m. The note must have the following information:

- Student's name and grade
- Date(s) absent from school
- Reasons for absence
- If bus did not run, bus number and bus driver's signature
- Parent/guardian signature
- Telephone number

**Loss of Parking privileges for absences and/or tardies:** Students who are excessively absent in a block or to school could lose their parking privileges. Students who exceed 10 tardies to any class or to school in a term will lose their parking privileges for 9 weeks. During that period attendance and tardies will determine the reinstatement of parking privileges. **Students who accumulate 15 or more unexcused absences IN A YEAR will lose their drivers license.** Driving privileges will be restored when the student has earned a "C" or better average and perfect attendance the whole term.

### **Students who accumulate 10 or more unexcused absences IN A YEAR are considered TRUANT.**

Going to work with your parent day is **not** a school-excused activity. Please go on a non-school day.

### **Participation in Extracurricular Activities**

To participate in any extracurricular school activities, practice, game, or performance, outside of the regular school day, the student MUST be in school ALL DAY on that day. The only exceptions are medical excuses which release the student to practice or perform that day, or prior permission from the principal for the excused absence. Such excuses must be submitted to the principal before 3:30 p.m. of the day of the absence. Generally, if the student is too ill or hurt to be in school all day, the student is also unable to participate after school. If a student is suspended from school or assigned to ISS, the student may not participate in practice, games, or performances.

### **Tardiness**

If you arrive late for school, report to the office, sign in on the sign-in sheet and get an admit slip. If you have been detained in the office or by a teacher, ask for a late excuse from the person detaining you before reporting to your next scheduled class. Being detained by a teacher or in the office is the only valid reason for reporting late for class. All other reasons will be considered invalid, and the matter will be considered an unexcused tardy. During the school day **teachers will shut their doors when the tardy bell rings.** Students should report to the designated spot on each floor to get their tardy permit to class.

### **Tardy Detention**

- 3<sup>rd</sup> Tardy- parent contacted by letter
- 5<sup>th</sup> Tardy- 1 day lunch detention
- 6<sup>th</sup> Tardy- 2 days lunch detention
- 7<sup>th</sup> Tardy- 3 days lunch detention
- 8<sup>th</sup> tardy- 1 day Saturday school
- 9<sup>th</sup> tardy- 1 day Saturday school
- 10 tardy- Conference with parent three days ISS

### **Tardies start over at the end of each 9 weeks**

Students who are tardy to school 10 or more times in a term will lose their parking privileges at the discretion of the administration.

### Early Departure

To leave the campus at any time during the school day, a student (regardless of age) must obtain permission from the school administration and must be properly signed out at the office. Failure to obtain permission from the administration and/or to follow sign-out procedures is a disciplinary violation, subject to consequences.

To receive permission to sign out, **prior to first period** a student must use the Sign-In/Sign-Out Form.

All notes will be verified by calling parent/guardian.

Only those students with doctor or dental appointments verified with an appointment slip or verification from attendance clerk will be allowed to sign out without parent/guardian present.

Students who become ill can only sign out with parent/guardian permission and only after resting in the clinic for 30 minutes. Illness must be verified by health nurse or administrator.

All other reasons for signing out: a parent/guardian must come into the attendance office and sign the student out.

For legal purposes only those adults on the student's emergency card can sign out the student.

If the early departure cannot be verified by phone, it will not be approved. Permission will be granted only for legitimate reasons. Students should arrange work schedules with their employers to respect class time until 3:32 p.m. Early departures will NOT be approved for students to go to work. An early departure pass will be issued to the student and must be presented to the office at sign-out. Parents picking up the students should come to the attendance office to sign out the students. Students who become ill must report to the office, call parents from the office, and obtain permission to sign-out. **Your parent MUST talk to office staff BEFORE you leave HHS, or you will be assigned a consequence for leaving without permission.** Students who leave campus without SCHOOL permission will be considered skipping school.

### Skip Day is prohibited

Hurricane High School strictly prohibits the organization of any type of "skip day", senior or otherwise. We in no way sanction, condone, or support the illegal absence of any HHS student, and school funds will not be authorized to support such an event. Students who participate will be considered truant.

### Withdrawals/Transfers

Parents and students are responsible for notifying counselors for their intention to withdraw the student from school. For students to receive a transcript, all books must be returned, all financial obligations must be paid, and all work must be completed. All students who withdraw must have an exit conference with the principal.

**HURRICANE HIGH SCHOOL**

SIGN-IN/SIGN-OUT FORM

I, \_\_\_\_\_ give \_\_\_\_\_  
PARENT/GUARDIAN NAME STUDENT NAME

Permission to SIGN-IN ( ) or SIGN-OUT ( ) on

\_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

For (reason) \_\_\_\_\_

Special Instruction/Comments

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
HOME NUMBER

\_\_\_\_\_  
CELL PHONE

\_\_\_\_\_  
WORK NUMBER

VERIFIED \_\_\_\_\_

\*Copies will be available in the attendance office or online at schools web site, [putnam.schoolspan.com/hhs/](http://putnam.schoolspan.com/hhs/)

## GENERAL BEHAVIOR STANDARDS

### Assembly Behavior

A Redskin is courteous at all times. Common courtesy and respect are to be demonstrated by listening attentively and applauding at appropriate times. Ridicule or disrespect is unacceptable. Rude yelling, whistling, booing, and inappropriate cheering, throwing objects, and talking during the program will not be allowed. Students should stay in their original seats during the entire program. Display of affection, horseplay, and lying on the bleachers are inappropriate for an assembly.

Assemblies are, by design, part of our curriculum. All students are expected to attend just as if they were regular classes. If they leave school, they will be counted absent from those classes that would normally meet at that time.

### Student Conduct

We expect students to:

- Attend school faithfully, complete his/her assignments on time, and work to his/her full potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey teachers, principals and others in authority.
- Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff.
- Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Failure to meet the above expectations will result in specified consequences. For minor violations teachers are expected to handle the problem through classroom management techniques, a personal conference and parental involvement. Repetitive and/or major violations are to be referred to the administration. The administration will consult the school discipline guide for appropriate and equitable treatment of students referred for disciplinary action. Actions available for implementation include conferences, assignment of lunch detention hall, Saturday school, exclusion from class, ISS, suspension and recommendation for expulsion.

## DISCIPLINE

### **Detention:**

Detention hall may be assigned for disciplinary violations. Detention hall will be the entire lunch hour. Students will get their lunch (Head of lunch line) and report to detention hall (1<sup>st</sup> floor) - Excused 5 minutes early from detention hall to dispose of tray. Students are verbally notified by administrators about their detention. A copy of the discipline slip will be mailed home. Students should always assume that they will serve their detention the following day, unless otherwise instructed. As a courtesy, the administration will notify the students before lunch with a detention hall slip. There are times when this is not possible due to extenuating circumstances. Students are still responsible to attend detention in these cases. Failure to receive a detention slip is not an excuse to miss detention. **WE DO NOT HAVE DETENTION ON FRIDAYS.**

Students missing a day of detention will be required to make up that day **PLUS ONE ADDITIONAL DAY.**

**Students missing two days of detention or one day of Saturday school can be suspended.**

**Suspension/Expulsion:** If, due to behavior problems, a teacher excludes a student from the classroom, **the student must report to the main office.** Failure by the student to report to the main office and/or to inform the office of his/her exclusion from class may result in more severe disciplinary consequences.

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, fighting, serious disrespect, disorderly, vicious, illegal or immoral conduct, and persistent violations of school regulations are causes for ISS and/or suspension from school. This includes violations of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use/possession of weapons or firearms, or any violations of local, state, or federal laws. Students who are violent, seriously defiant, or out-of-control may be removed from the school building by police officers.

Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension.

A suspended student may not loiter or appear on school property or at any school-sponsored activity. A suspended student will also be suspended from the Putnam County Technical Center and the riding of all county school buses. Serious bus discipline problems can also be reasons for school suspension. Suspended students or students excluded from class under the three-strike (referrals) rule will be readmitted to class(es) only after a parent-administrator conference during which the student, the student's parents/guardian,

and the school administration agree upon a behavior plan designed to produce appropriate classroom behavior. Those students will be assigned to ISS until the plan is signed.

### Cell Phones and Electronic Equipment

Hurricane High School discourages students from bringing valuable items such as cell phones, pagers, IPODS, etc. to school. The school shall not be responsible for such items in cases where they are lost, stolen, or damaged. Cell phones, pagers and other electronic devices are to remain turned off during times that students are not permitted to use such devices. Such devices should be kept out of sight in lockers, backpacks, or pockets. Any use of these electronic devices during the instructional school day outside of the times provided by the school's policy shall be considered a disciplinary violation. Cell phone "use" refers to not only making and/or receiving calls, but also using the phone for any other purpose. At no time shall students use cell phones to take photographs during the school day. Students may use such devices prior to the first bell at 8:02 and following the final bell to end the school day. Students may also use their phone during lunch. This does not include transition times between classes or from lunch to class. Cell Phones should be locked in their locker during the normal school day except for lunch.

**-The first infraction will result in the confiscation of the device. It will be returned to the student at the end of the day.**

**-The second infraction will result in the confiscation of the device. The student will receive detention and only a parent or guardian may pick up the item in the office.**

**-The third infraction will result in confiscation of the device. The student will be suspended for habitually and willfully disobeying school rules. All devices privileges will be revoked.**

Any student who refuses to relinquish his or her cell phone, pager, etc. will be considered insubordinate. This is a Level Two violation and can result in out-of-school suspension up to 10 days. Any student who uses a cell phone for any illegal purpose or to violate Putnam County School's policy will be prohibited from having a cell phone at school.

Electronic devices (cell phones, IPODS, etc.) should not be in students' possession during the school day. If observed, devices may be confiscated and consequences assigned. Office phones are available for emergencies. Pay phone is available for other calls. The parent may pick up devices through arrangement with the school office. (There are circumstances in which the principal may approve a waiver.)

### SKIPPING SCHOOL

All students are expected to be in their seat ready to learn at the beginning of each class. Students arriving late will be counted tardy. Any student arriving more than 20 minutes late to class, or not attending at all will be considered skipping. Any student caught skipping will receive one hour of detention for every block skipped multiplied by the number of violations

Example: A student skips 3<sup>rd</sup> and 4<sup>th</sup> block and it is his/her 3<sup>rd</sup> violation for skipping. The student would owe six hours of detention. Students that fail to attend/complete their detention will be suspended 1 day for every 3 hours owed.

### Public Display of affection

Public display of affection must be limited in a school setting to holding of hands.

### Drug and alcohol abuse

When a school authority determines that a student has possession, has used, or is under the influence of a mind-altering substance, drugs or alcohol, the student shall be subject to the following penalties:

- First Violation – Three day **SUSPENSION**, three and one-half hour drug/alcohol education program, and a required substance-abuse assessment. Failure to complete all requirements: additional seven days suspension.
- Second Violation – Seven days **SUSPENSION**, drug/alcohol assessment with disclosure to school, and treatment if recommended by assessment. Failure to complete all requirements: additional three days suspension
- Third Violation – **SUSPENSION** and recommendation for expulsion.
- Sale/distribution – **SUSPENSION** and recommendation for expulsion.

### Tobacco Abuse

Possession, use or distribution of tobacco or tobacco products in any form is forbidden at all times on all school property or at any school sponsored activity, including on all school buses and in Board vehicles.

Any student in violation of shall be subject to the following penalties:

- First Violation – Three days lunch detention school and one hour tobacco education.
- Second Violation – three days ISS and completion of Tobacco Cessation Program.
- Third Violation – Suspension until a conference with level director at county board office occurs. If student does not appear at conference, a petition will be filed in magistrate court.
- Fourth Violation – Hearing conducted to consider expulsion by the Putnam County Board of Education.

### Closed Campus

**Only visitors with legitimate school business reasons are permitted on school campus.** Graduates and alumni are visitors. Any visitor during school hours must report to the main office to receive administrative approval for a visitor's pass that must be carried at all times. Students are not permitted to bring friends or relatives or younger children to classes.

### Home Lunch Passes

Students living within walking distance of the school may walk home for lunch if they have a home lunch permission form signed by a parent on file in the school office. The home lunch pass will be revoked for violations of the conditions, including being tardy for 3<sup>rd</sup> block or failure to return to school without approval of an early departure prior to leaving campus.

### Gambling

No gambling in any form will be permitted in the building or on the grounds of Hurricane High School. This includes cards, dice, pitching coins, matching coins, and other types of gambling.

### Hall Passes

During class time, to be out of the class, a student must be carrying a hall pass written in their **OWN** planner by a professional staff member or an office hall pass. Students excused from class on a restroom hall pass are required to **use the restroom located closest to their classroom**. Students are limited to 6 hall passes per class per term, for emergencies. We expect students to anticipate their needs and schedule restroom visits before school, during class changes, and during lunch. Students who exceed 6 planner passes in a class will be assigned to noon detention. Dressing rooms may NOT be used as restrooms by students.

### Harassment

Hazing—Students are strictly prohibited from hazing, ridiculing, humiliating or intimidating fellow students. Students shall not engage in any act, which intimidates, threatens, degrades, disgraces, or humiliates any person on campus by written or verbal means or by gesture. A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to another while under the jurisdiction of the school.

### **Any initiation or induction involving hazing is forbidden.**

Sexual Harassment—Sexual harassment in any form is prohibited in Putnam County Schools. This includes improper physical contact, request for favors, or offensive language. This includes humor that is off-color and sexually-oriented or suggestive.

### Off Limit Areas

At All Times

- Concession stands
- Back and sides of building, except during class changes on the walks to the portables or Cultural Center
- Parking Lot (from the time you park until dismissal at the end of the school day)
- Ticket Booth to the end of front of building towards cultural center
- The area west of the benches—Students may be in the area east of the benches to last (eastern) entrance.

At All Times Except When Supervised By Staff

- Dressing rooms\*
- Cultural Center
- Gym
- Athletic Fields
- Tennis Courts

\*Any student seen entering, leaving, or in the dressing rooms except when under staff supervision to dress for a PE class or a team practice will be subject to disciplinary action. Dressing rooms may NOT be used as restrooms by students, except for students in that PE class.

#### Walk-through Areas Only

- Both front lobby areas (To stop and stand, you must be past the first beam. Students may not stand in the 1<sup>st</sup> hallway)
- Stairwells
- Halls (Students may not sit on the floor in the halls)
- Under the front awning

#### Sleeping In Class

Sleeping in class is unacceptable/uncooperative behavior and will be dealt with as a disciplinary offense.

#### Health Habits

Spitting is prohibited within the school buildings and on the paved areas on school property. Saliva transmits both viral and bacterial diseases. If you must spit due to a medically-verified condition, please spit in a trashcan or commode. Students who persist in spitting will be disciplined. Please cover your mouth and/or nose when you cough or sneeze. Wash your hands frequently.

#### Valentine's Day Deliveries

Deliveries of Valentine's Day flowers and/or gifts will be held in the Library classroom until the end of the day. Please arrange for deliveries to be made to a home address.

#### Violence

Violent actions by a student are a violation of the state and county student codes of conduct and subject to consequences assigned by an administrator under those provisions, including suspension and possible expulsion. In addition, **a student who takes violent action**, who physically assaults, including but not limited to striking, grabbing, shoving, spitting on, or throwing something on or at, another person on school property, during the school day, and /or during a school activity, **may forfeit the privilege of attending all school dances, including Winter Formal, MORP, and Prom**, and may face the revocation of other privileges, including attending and participating in extracurricular activities and parking privileges. A student who instigates violence may face similar consequences.

#### Fighting

1 <sup>st</sup> Offense	3-5 Day Suspension
2 <sup>nd</sup> Offense	5-10 Day Suspension
3 <sup>rd</sup> Offense	10 Day Suspension or Recommendation to Alternative school
1 <sup>st</sup> Offense Premeditated	5-10 Day suspension
2 <sup>nd</sup> Offense Premeditated	10 Day Suspension or Recommendation to Alternative School

Hurricane High School reserves the right to increase the severity of consequence based upon the seriousness of the fight.

We expect students to seek conflict resolution mediated by staff to resolve disputes.

#### Weapons Policy

Possession of weapons, such as firearms, explosives, knives, BB guns, stun guns, or any other inherently dangerous materials, which have no relation to the instructional programs is a violation of the Safe School Law and will be dealt with accordingly. NO knives may be carried at school.

#### Saturday School

Students may be assigned Saturday school for disciplinary or attendance reasons and sometimes in lieu of suspension. Students are to arrive at Saturday school before 8 a.m. No student will be admitted after 8 a.m.

**The student is responsible for obtaining and bringing class work to Saturday school.** The parent is responsible for arranging transportation to and from Saturday school.

Students who fail to attend Saturday school will be **suspended.**

#### Telephone Calls

The school office telephones are available for student use only in cases of **illnesses and serious**

**emergency.** Please remember to be respectful when using the phone. All other student calls are to be made using the campus pay phone during class changes and lunch. Pay phone may NOT be used during class time.

### Counseling/Guidance

Our school counselors assist students with interpersonal relations, college/career planning and personal decision-making.

See your school counselor for the following items:

- College Applications and Catalogs
- Scholarship Applications
- Transcript Procedure/Fee
- College Entrance Exams
- Referral to the Student Assistance Program
- Testing for Exceptional Education Placement
- Work Permits
- NCAA Forms
- Car Insurance Grade Verification Forms

### Conflict Resolution

Students who are involved in a dispute should request the assistance of a counselor, administrator, or teacher in resolving the dispute before it escalates into a more serious problem.

### Health Services

**EMERGENCY MEDICAL TREATMENT:** If a student becomes ill or is injured at school, the student should secure permission from the teacher and **report to the main office.** The administration will decide what action should take place and assist in reaching parents. A student who becomes ill should call the parent from the office phone. When a student is injured, the student must complete an accident report form.

School Nurse—Health counseling and screening are provided by the itinerant school nurses assigned to Hurricane High School. Appointments may be scheduled on a needs basis through the counselors and/or administration. The school nurse is available at most 2 days a week.

### Medication at school

If at all possible students should receive medication at home. Consult with the physician regarding a reasonable time schedule for the medication. If it is necessary for medication to be administered at school, the following is required:

- All medication must be registered with the school. Students should not have medication in their possession unless registered. **Unauthorized possession of medication will be a violation of the substance abuse policy.**
- **All** medication must have an HS-18 form on file in the office. (See pg. 18).
- Medication to be administered for more than fifteen (15) days must have a doctor's signature on the HS-18 form.
- Medication must be in the original container, pharmacy bottle or unit dose administration system. Medications must be labeled with the student name, drug name, dosage and time of administration. **Parents will be called to the school to administer the medication if the above information is not provided.**
- No more than a twenty (20) day supply of a medication should be sent to the school at one time.
- Students will be given permission to self-administer only specific medications, such as asthma inhalers. Students will carry a verification of permission with those medications.
- Students who need to take over the counter pain relievers (Tylenol, Advil, etc.) must supply their own medication to be stored in the medication office along with an HS-18 medication form. **The office cannot provide over the counter pain relievers or allergy medicines for students.**

### Driving/Parking Policy

The principal shall have full authority to control the use of vehicles by students on school grounds, to establish additional rules and procedures to implement such controls, and to enforce safe conditions and established rules and regulations.

Personal vehicles of juniors and seniors ONLY are permitted on campus provided they follow regulations and pay a \$10.00 fee to fund the parking program and scholarships at the end of the year:

- Obtain permission by registering the vehicle with the office. Display the parking permit provided.

- Obey all parking and traffic rules established by the school administration.
- No reckless driving, speeding, or squealing tires on school property.
- Park only in the area beyond the first two rows.
- Arrive on time for the start of school (10 tardies for class due to late arrival will result in suspension of driving privilege).
- Comply with early departure regulations (driving privileges will be revoked if you transport an unauthorized student off of school property).
- Enter building as soon as the vehicle is parked (parking lot is off-limits until the student departs).

Disobeying these regulations may result in driving privileges being suspended or revoked and/or student suspension from school. If you leave campus without prior permission from the administration, you will lose your driving privileges for the rest of the year.

To drive to the Putnam County Technical Center the student must have written permission from both the Technical Center administration and the Hurricane High School administration. As a rule, students must ride the bus to the Technical Center.

### Lunch Room Regulations

All students are to keep cafeteria trays in the cafeteria. Every student is responsible for cleaning his/her place at the tables, depositing paper in waste paper containers and returning trays to the dishwasher room. Students who fail to clean their places or who are observed throwing litter will be required to clean tables. Students involved in food fights will receive suspensions.

The cost for meals has been established:

Breakfast \$1.35      Lunch \$1.95      Milk, juice \$0.35

Free and reduced meals are available to students based on family income. Forms may be picked up in the school office from the hot-lunch secretary. Students will be charged for lunch by giving the staff the last 4 digits of their student I.D. number.

### Senior Lunch Line

Seniors may go to the front of the lunch line at the beginning of lunch; however, they may not go to the front of the line after the last senior has been served. This is a senior privilege only!

### Vending Machine Policy

Students may purchase items from the vending machines between classes and after school. Students may NOT purchase items from the vending machines during class time. Federal and state child nutrition regulations prohibit sales from vending machines during breakfast and lunch. Food and drinks are to be consumed and disposed of prior to entering a classroom. **NO FOOD OR DRINK WILL BE PERMITTED IN ANY CLASSROOM.**

### Money Changed

Change for bills up to \$20 is provided by Ms.Hodges, financial secretary, before school, during breaks, and at lunch. **No** change will be given during class time. We are not allowed to cash checks. The vending machines accept \$1 bills.

### Textbooks

Teachers will issue textbooks. The teachers record the book number, the condition of the book, and the name of the student to whom it was issued. Any damage in a book should be brought to the attention of the teacher when the book is issued. The student to whom a book is issued will pay for a book that has been abused, damaged, or lost. Do not borrow or lend books. Do not leave books unattended where other students may pick them up.

### Lockers

A locker is assigned to each student at the beginning of each school year. The lockers are the property of Hurricane High School and are subject to inspection by authorized school personnel. **Secure your combination!** The school will not be responsible for items that may be stolen from lockers. Broken lockers are to be reported to Mr. Cobb. Books and other items of value left in unsecured lockers are done so at the student's own risk. Students are responsible for the condition of their assigned lockers and will be charged for damages and/or painting or cleaning due to stickers, graffiti, etc.

# DRESS CODE ENFORCEMENT

**Just a reminder: you're "on the job" at school. Students are expected to come to school appropriately dressed. If school administrators determine that a student's attire is inappropriate, they have the right to require a change of clothing and may send the student home. As much as possible, dress code standards will be applied equally to both men and women. For example, no one may wear headwear in the building during the school day.**

## GENERAL INFORMATION

### Verification of Enrollment for Driver's Tests

Students must have a verification of enrollment form in order to take the examination for a learner's or driver's test. Students must apply for the verification at least one week prior to taking the exam. Applications may be picked up in the office before or after school, within 10 days. Verification forms **will not** be available from the Board office during the summer months. Students must apply no later than May 20, 2009, for verification forms to be used over the summer.

### Students Returning From the Putnam County Technical Center

Students returning from afternoon classes must respect the classes that are still in session by staying out of classroom areas and quiet until school is dismissed.

### Distribution of Papers, Pamphlets, Signs

Persons wishing to display on campus posters, signs, bulletins and other printed information not related to the school program, must have the school administration's permission before being displayed on the campus.

### Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential, when the first signal is given, that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students. Students are not to talk during fire drills and are to remain outside the building until a signal is given to return inside. Students and staff who exit the front of the building must move beyond the first row of cars. Those who exit from the sides and back of the building must stand at least ten (10) yards from the building. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. A false alarm by a student constitutes a felony and carries a stiff legal penalty in addition to suspension or expulsion.

### School Pictures

Individual pictures for the yearbook and/or to purchase are scheduled to be taken by Lifetouch Photography on Tuesday, August 28. We ask all students to sit for a picture for the yearbook, even if you do not intend to purchase a portrait package. A copy of school pictures will be sent to Amberview, as required by the state.

### School Activities Calendar

Everyone has access to the HHS activities calendar. Go to the Putnam Schools web site,

[www.putnamschools.com](http://www.putnamschools.com) (click high school link)

<http://putnam.schoolspan.com/hhs/>