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Associate Superintendent for High Schools



P.O. BOX 389 • MANASSAS, VA 20108 • 703.791.7200 • WWW.PWCS.EDU



C. D. Hylton Senior High School

2017-2018



C. D. Hylton Senior High School
Center for International Studies and Languages
14051 Spriggs Road
Woodbridge, Virginia 22193-3605

Phone: 703.580.4000

F a x : 703.580.5269

Website: www.cdhylton.com

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

*Associate Superintendent for Human Resources
Prince William County Public Schools, P.O. Box 389, Manassas, VA 20108*

Attendance Information

Students are expected to be present in school. Should an absence occur a written statement signed by the parent/legal guardian or electronic communication from the parent/legal guardian which provides the date of the absence, the reason for the absence and a daytime phone number is the preferred method of verifying a justifiable absence. All explanations of absences **must** be received no later than the **second day after the student returns to school** and include a daytime phone number.

- **All notes are to be submitted to the Attendance Secretary in the 4th Street Office.**
- **A student whose absence is unexcused may, at the teacher's discretion, receive a grade penalty for any graded assignment which occurred during the day(s) of unexcused absence.**
- **A doctor's note may be required by the school principal after a student has accrued ten or more absences, excused and/or unexcused, during the school year.**
- **Requests exceeding five consecutive days will be referred to the Office of Student Services for approval.**

Absences are classified as excused based on the following reasons:

- Personal illness of the student.
- Medical and dental appointments.
- Death of an immediate family member, absence **not to exceed five** consecutive days.
- Religious, faith or commemorative observances.
- Emergency conditions in the student's home which require temporary help from the student in caring for sick or injured members of the student's immediate family – absence **not to exceed five** consecutive days.

The following absences shall be classified as unexcused absences:

- All day truancy;
- Class truancy;
- Missing a ride, a bus,
- Prearranged absences without proper prior notification or without justification and prior approval;
- Failure to timely produce an appropriate explanation for an absence or requested documentation; and
- Out-of-School Suspension.

A teacher is not required to allow a student to make up work that is missed as a result of an unexcused absence.

Students who miss 10 or more class periods in any one class for the year, excused or unexcused, and who have completed little or no make-up work may fail that class for the year.

For more information, please refer to **PWCS Regulation 724.1**

Welcome

We are excited to begin another school year and welcome all of you back to Hylton High School. We are committed to providing you the best education possible and look forward to meeting each of you as the school year begins. We have prepared this handbook so that you have general information about Hylton High School to help you make this your best year yet! Remember, we are here to support you and want to effectively meet the needs of all students. You will notice that we have inserted a QR code that will take you to our main website. Scan the code with your smartphone and you will be connected with more information. You can also log into our website (www.cdhyilton.com) for the latest updates. Again, welcome to the Bulldawg family!

Administration

Mr. David J. Cassady, Jr.,.....*Principal*
Mr. Eric Switzer.....*Assistant Principal (A – F)*
Mr. Stan Jones.....*Assistant Principal (G – N)*
Mrs. Lee Holland.....*Assistant Principal (O – Z)*
Mrs. Betsy Campagna.....*Assistant Principal*
AP & CISL Coordinator
Mr. Sal Colangelo*Activities/Athletic Director*
Mrs. Christina Langley.....*Director of Counseling*
Mrs. Megan Baker*Administrative Intern*
Mr. Jason Ritenour*Teacher on Special Assign.*
Mr. Kerry Reid.....*Teacher on Special Assign.*

Counseling Services

The members of the counseling staff at Hylton High School provide services which are designed to address three major elements in student development: educational, personal and career. These services include assistance with the following: educational planning, interpretation of test scores, information regarding occupations and careers, personal counseling, financial information, college applications, and any other questions or concerns a student may present.

Counseling

Mrs. Christina Langley	<i>Counseling Director</i>
Mr. Barry Smith	<i>Counselor (A-CI)</i>
Mrs. Laurie Covington	<i>Counselor (Co-Ham)</i>
Mr. Corey Eaton	<i>Counselor (Han-Men)</i>
Ms. Marci Gettis	<i>Counselor (Mep-Ros)</i>
Mrs. Holly Banner	<i>Counselor (Rot-Z)</i>
Ms. Michaella Beatty	<i>Counselor (ESOL)</i>
Mrs. Tracy Main	<i>Career Counselor</i>
Mrs. Rachel Perkins	<i>Social Worker</i>
Mrs. Suzanne Fouche	<i>School Psychologist</i>
Mr. Nicholas Minor	<i>Registrar</i>

Scheduling Appointments with Counselors

Students should only come to the Counseling Department with an appointment pass or a pass from a teacher or an administrator. Students may sign up before and after school or during lunch. Students can also e-mail their guidance counselors directly to schedule appointments. In cases of an emergency, a student may come to the counseling office at any time.

Tardy to School: In accordance with C.D. Hylton High School Tardy Policy

Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell rings. An unexcused tardy represents unexcused time away from classroom instruction and students will not be allowed credit for missed work.

Tardies are tracked over the semester time period and carry the following consequences:

1st Tardy - Warning, student will report directly to their Alpha Administrator.

2nd Tardy - Warning, student will report directly to their Alpha Administrator.

3rd Tardy - Warning, student will report directly to their Alpha Administrator.

4th Tardy - 2 hr. After School Detention, and student reports directly to their Alpha Administrator.

5th Tardy - 2 hr. After School Detention, and student reports directly to their Alpha Administrator.

6th Tardy - Saturday School - 4 hours, and student reports directly to their Alpha Administrator.

7th Tardy - Saturday School - 4 hours, and student reports directly to their Alpha Administrator.

8th Tardy or more - OSS- Pending Student/Parent contact with Alpha Administrator; student placed on Attendance Contract.

While the Tardy Program resets at the beginning of the second semester the Attendance Contract will remain in force for the remainder of the school year.

- Teachers will close their classroom door as soon as the tardy bell rings. Students who are not in their seat when the bell rings will be sent to their Alpha Administrator's office for an unexcused tardy pass.
- No student will be allowed to be in the hallway during the first ten minutes of class and the last ten minutes of each period without prior administrative approval.

A student has **two days** to submit a written explanation for an excused tardy. A student is considered unexcused unless a signed and dated note is presented to their **Alpha Secretary** within this two-day window. Upon verification and acceptance of the note the attendance will be corrected and the discipline consequence will be removed.

Tardies classified as unexcused are:

- Oversleeping;
- Missing the bus
- Traffic or vehicle problems
- Inclement weather
- Family issues without prior approval from Alpha Administrator, i.e. getting a younger sibling on the bus.

2017 – 2018 School calendar

Communication Devices (Wireless)

Possession of communication devices by students on school grounds is a privilege, not a right.

Hylton students are allowed to use wireless communication devices under the following parameters:

Before school and after school.

- In halls between class changes
- During student’s assigned lunch shift (in the Commons or Enclosed cafeteria only).
- During an assigned class period if the teacher has given the student permission.

The following consequences will be enforced if a student does not adhere to the parameters stated above:

- 1st offense: after school detention and parent may be asked to come to pick up device
- 2nd offense: 4 hour Saturday school and parent may be asked to pick up device
- 3rd offense: OSS
- Additional offenses: loss of privilege

Please support the C. D. Hylton High School Communication Devices Usage policy.

- Please ask your parents to refrain from texting and/or calling your child during school hours. In the event your parents need to contact you during school hours, they can call the main office for assistance.
- Please remember that phones are not to be used in the hallways during instructional time.

<u>Date</u>	<u>Calendar Event</u>
August	28 School Begins
August	31 Back-to-School Night
September	4 Labor Day Holiday
October	9 Touch Base Conferences (No School for Students)
November	3 End of 1 st Grading Period
	6 & 7 Teacher Workdays
	10 Veterans Day
	22-24 Thanksgiving Break
December	22-29 Winter Break
January	2 School Reopens
	15 Martin Luther King Holiday
	26 End of the 2 nd Grading Period
	26 End of First Semester
	29 Teacher Workday – No Students
February	12 Touch Base Conferences (Students arrive at 10:00am)
	19 President’s Day Holiday
March	26-30 Spring Break for Students/Teachers
April	13 End of the 3rd Grading Period
	16 Teacher Workday
May	28 Memorial Day Holiday
June	8 End of 4 th Grading Period
	8 End of Second Semester
	8 Last Day of School

Class Schedule 2017-2018

Period	Course	Teacher	Room
1			
2			
3			
4		Lunch	
5		Lunch	
6			
7			

REGULAR BLOCK SCHEDULE

Blue: periods 1,3,5,7

Gold: periods 1,2,4,6

Warning 7:23
 First Period7:30 - 8:25
 Second/Third Period 8:30 - 10:13
 Fourth/Fifth Period (Lunch Block) **10:18 - 12:25**
 Sixth/Seventh Period 12:30 - 2:10
 After-School Activity Bell 2:18

A LUNCH B LUNCH C LUNCH D LUNCH

10:18 - 10:46 **Lunch** Class Class Class
 10:51 *A Lunch Tardy Bell*
 10:51 - 11:19 Class **Lunch** Class Class
 11:24 *B Lunch Tardy Bell*
 11:24 - 11:52 Class Class **Lunch** Class
 11:57 *C Lunch Tardy Bell*
 11:57 - 12:25 Class Class Class **Lunch**

CLASS LUNCH SCHEDULE

Gold (4th period) – Blue (5th period)

<u>A Lunch</u>	<u>B Lunch</u>	<u>C Lunch</u>	<u>D Lunch</u>
Science	Social Studies	Language Arts	Math
Gifted Ed.	ESOL	World	FACS
Art, Music, Choir	SPED Self	Languages	Media/TV
Career/Tech.Ed.	Contained		PE/Gym
Business	Health		AFJROTC