Elkins High School

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Elkins, WV 26241

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<http://ehs.rand.k12.wv.us/>

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Student Handbook

2020-2021

Carla Lambert, Principal

Brian Currence, Assistant Principal

Amrit Rayfield, Assistant Principal

**Please note that during the 2020-2021 school year that some of our procedures and policies have changed due to Covid-19 Pandemic. If you have questions, please reach out to an Elkins High School Administrator.**

**Parents/Guardians and Students**

Welcome to Elkins High School, the home of the Tigers! This handbook is your guide to the rights and responsibilities of the students of Elkins High School. It is critical that you read the information contained in this handbook and understand both the rights and responsibilities you have as a student. EHS is constantly striving to create a reputation of “academic, artistic, and athletic excellence and quality conduct in a positive environment.” That is because of the tremendous effort and hard work of our students, parents, faculty and staff. Continue to pursue these goals of excellence throughout this school year. Study hard, seek help when necessary, participate in extra-curricular activities, and hold yourself to the highest standards of conduct. The goal of EHS is EXCELLENCE and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and community. The key elements to attain success include energy and motivation to learn, a creative mind to explore your interests and a willingness to connect, understand and respect your classmates and teachers. Have a great school year!

**Mission Statement**

The mission of Elkins High School is to develop students into thoughtfully engaged members of multiple communities through rigorous classroom instruction and meaningful student-faculty relationships.

**Vision Statement**

1. We believe all students should show Tiger Pride.
2. We believe students should demonstrate ***PERSONAL EXCELLENCE*** by constantly engaging in the goal setting process.
3. We believe students should demonstrate ***RESPECT*** by acknowledging the inherent value of themselves, others, and their community.
4. We believe students should demonstrate ***INNOVATION*** by constantly seeking to find and solve problems in creative and meaningful ways.
5. We believe students will find meaning and purpose in life through ***DEDICATION*** towards tasks and goals that are meaningful to them.
6. We believe students should demonstrate ***EQUALITY*** by always seeking to serve the common good.

***TIGER PRIDE!***

## **Academic Integrity**

In order for a teacher to assess the knowledge and progress of students, academic honesty is necessary. Therefore, it is the responsibility of both the student and the teacher to prevent situations where academic integrity has not been maintained. Failure to practice academic integrity is defined as follows:

* Viewing information dishonestly during any form of a formal evaluation. This includes cyber communication.
* Communicating in class with another student during a test, quiz, or at any time when completing independent work. This includes cyber communication.
* Copying or enabling the copying of independent work. This includes cyber communication.
* Providing information to another student about examinations in written or verbal form before or after an examination. This includes cyber communication.
* The removal of examination materials from the classroom before or after an exam. This includes sending through cyber space.

Plagiarism is defined as using ideas, words (written or oral), or artistic productions of another as one’s original effort or without giving due credit. Examples:

* Using materials for research papers and essays which have not been given due credit.
* Using other student’s work on a test, quiz, or homework as one’s own work.
* Using another student’s data disk or giving another student a data disk to copy files.

Any student who fails to practice academic integrity will receive one or more of the following penalties:

* National Honor’s Society Removal
* Up to two days OSS.
* Consideration for loss of credit for work resulting from cheating
* A grade of zero for the work in question.
* Work reassigned at the convenience of the teacher to assure an honest evaluation of the student’s work. (A drop of a letter grade may be given.)
* Parent notification and/ or conference.
* Teacher arrangements for a different evaluation situation for any student. A student may be barred or removed from the National Honor Society.
* 1st offense – Warning, call home- grade of zero submitted with a single chance to retake or complete for lesser credit.
* 2nd offense – Grade of zero, call home 1 day OSS. No chance to make up work.
* 3rd Offense – Grade of zero, Call home and parent meeting required, No chance to make up work, possible loss of credit.

## **Activities and Assemblies**

All students are expected to follow all school rules, policies and procedures when attending activities. All disciplines in place will be in effect including social probation. Cell phones are not allowed and photos are against school and state code. Misconduct will result in removal of the student from the activity and being placed on social probation.

## **Attendance**

Regular attendance is an important component to success in school. All students are expected to attend school regularly and be in class on time. There is a direct relationship between good attendance and success in school. In accordance with Randolph County Policy 5200 all students are expected to attend school each day that school is in session. This includes persons eighteen years of age or older that continue to be enrolled. Attendance laws, rules, and regulations shall be enforced for all students.

**Habitual absences are prohibited. Students who are habitually tardy or absent must comply with school, county and state laws. Additionally, Elkins High School reserves the right to limit social activity based on habitual school truancy. Students who have an equivalent of 10 unexcused absences in a semester will be placed on social probation for the remainder of said semester. This will not allow students to attend social activities, i.e. dances, extracurricular activities or school sponsored events outside the regular school day, during the probationary period. Excused absences are not included in this guideline. Tardies ARE factored into the calculation of social Probation. 3 tardies equals one absence within this calculation.**

When absent, excuses must be furnished to the school within three days of the student’s return to school. The following are considered reason for excused absences under county policy:

* Illness or injury requiring physician’s note
* Medical and/ or dental appointment, verified in writing by the doctor
* Illness not to exceed three consecutive or five total days per semester, verified in writing by a parent
* Illness or injury in family when physician verifies student’s absence is essential
* Calamity or family emergency approved by principal
* Death in the family, limited to three days. (See county policy for definition of “family.”)
* School approved activity
* Verified legal obligation
* Failure of bus to run or extremely hazardous conditions
* Absences covered under Policy 2419, Section 1.10 Home Hospital Instruction

Students leaving school after their initial arrival must have permission of the school and a written note from their parents. All students must comply regardless of age or emancipation. All exits must be prearranged and preapproved.

**ATHLETICS**

**A $75.00 annual participation fee would be paid by all athletes.**

## **ADMISSION OF SUSPENDED OR EXPELLED STUDENTS IN WV PUBLIC SCHOOLS**

Prior to the admission of any student into any public school in the state, the student’s parent/ guardian must affirm in writing whether the student is currently under suspension or expulsion from any public or private school in WV or any other state. Any student who has been suspended or expelled from another school, either public or private in WV or any other state, may not be admitted to any public school in WV until the period of suspension or expulsion has expired. Parents must sign an affidavit verifying that the new enrollee was not suspended from any other school.

## **ADVISOR/ADVISEE and/or TIGER PERIOD**

The Advisor/Advisee period, or TIGER PERIOD, will meet every day and allow for designated student activity in their Advisor/Advisee classroom. In this period, students will complete required portfolio assignments, activities for remediation, extended study, tutoring, ACT/SAT review, soft skill development, clubs and any other activity assigned.

Tiger Period Attendance Policy:

**Tardies**

* 3rd Tardy = 1 Absence (Exam Purposes)
* 4th Tardy = Lunch Detention
* Each Tardy Thereafter = Lunch Detention
* Total of 10 Tardies to AA/Tiger Period and/or Clubs will result in taking all exams.
* Following 6 Lunch Detentions = 2 days of After School Intervention
* Every other LD after 6 = 1 day OSS

**Absences**

Students that miss five (5) absences in any period, **including AA (THIS INCLUDES CLUB PERIODS**), will be required to take final exams. The AA/Club Days constitute taking ALL EXAMS as a result of 5 absences to AA Period. This includes all forms of absence except school based activities and military services. Tardies are calculated in this formula as 3 Tardies = 1 absence.

\*\*Absences/Tardies are calculated per semester. Attendance in Clubs or any other activity during the regularly scheduled time of AA/Tiger Period counts against the exemption total.

Advisors meet with the students on Thursdays every week for the purpose of academic, career transition, and personal and social advising. Advisors have training in the school’s guidance curriculum, limits of confidentiality, referral procedures, and active listening. Advisory activities help students understand and follow the school-wide behavior plan, set goals and monitor their progress toward those goals, and give students a chance to develop a guidance relationship with a caring adult.

**ANNUAL NOTICES**

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County Schools policies and procedures. These notices may be viewed on the Randolph County website at http://boe.rand.k12.wv.us under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

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| 2260 - Nondiscrimination and Access to Equal Educational Opportunity | 5610.04 - Suspension of School  Transportation Privileges and Exclusion from the School Bus |
| 2260.F8 - Notice of Nondiscrimination and Grievance  Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) | 5611 - Disciple-Student Due Process Rights |
| 2340.F2 - Parent Consent for Trip | 5771 - Due Process Rights (Search and  Seizure) |
| 2416 - Student Privacy and Parental Access to Information | 5771.F2 - Record of Student Search and  Seizure |
| 2431 - Interscholastic Athletics | 5772 - Weapons |
| 2431.F1 -Parent Acknowledgement of Risk and Release | 5902 - Employee Code of Conduct (WVBE  Policy) |
| 2431.F2 -Student Acknowledgment of Risk and Release | 6700 - Fair Labor Standards Act (FLSA) |
| 2623D -Testing Code of Ethics | 7211 - Appeals Procedures for Citizens |
| 3122 - Nondiscrimination and Equal Employment  Opportunity | 5771 - Due Process Rights (Search and  Seizure) |
| 3122.F8 - Notice of Nondiscrimination and Grievance  Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) | 5771.F2 - Record of Student Search and  Seizure |
| 3122.01.F2 - Certification Regarding Drug Free Workplace | 5772 - Weapons |
| 3122.01.F3 - Memorandum to Staff Members on Federal  Regulations Concerning Drug Prevention | 5902 - Employee Code of Conduct (WVBE  Policy) |
| 3160.F1 - Emergency Medical Authorization Permit | 6700 - Fair Labor Standards Act (FLSA) |
| 3170 - Student Abuse and Neglect | 7211 - Appeals Procedures for Citizens |
| 3213 - Students Supervision and Welfare | 7217 - Weapons |
| 3217 – Weapons | 7430.F1 - Physicians Certification for Use of a Respirator |
| 3362 - Anti-Harassment and Violence | 7430.F2 - Acknowledgment Training |
| 3430.01 - FMLA Leave | 7430.F3 - Parent Notification Authorization  7440.01 - Video Surveillance and Electronic Monitoring |
| 4122 - Nondiscrimination and Equal Employment  Opportunity | 8310 - Public Records |
| 4122.F8 - Notice of Nondiscrimination and Grievance  Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) | 8330 - Student Records |
| 4170 - Student Abuse and Neglect | 7430.F3 - Parent Notification Authorization  7440.01 - Video Surveillance and Electronic Monitoring |
| 4217 – Weapons | 8310 - Public Records |
| 4362 - Anti-Harassment and Violence | 8330 - Student Records |
| 4372 - Student Rights and Responsibilities (WVBE Policy) | 7430.F3 - Parent Notification Authorization  7440.01 - Video Surveillance and Electronic Monitoring |
| 4373 - Student Code of Conduct | 8310 - Public Records |
| 4430.01 - FMLA Leave | 8330 - Student Records |
| 5230 - Late Arrival and Early Dismissal | 8330.F4 - Consent for Student Record  Release |
| 5310 - Health Services | 8330.F9A - Parental Permission for Release  of Publication of Students Photograph/Image |
| 5341.F1 - Emergency Medial Authorization Permit | 8431 - Asbestos in Schools |
| 5517 - Anti-Harassment and Violence | 8453.01.F2 - Training Record |
| 5517.01 - Aggressive Behavior Towards Students | 9130.F4 - Notification to Public Regarding  Inspection of Instruction Materials |
| 5530 - Substance Abuse Prevention | 9150 - School Visitors |

“In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

## **ATHLETIC ELIGIBILITY**

Athletic eligibility will be computed on a standard 4.0 grading scale. Eligibility is computed on the last completed semester GPA. All rules and guidelines are followed from the West Virginia Secondary Schools Activities Commission

## **ATTENDANCE INCENTIVE PROGRAM**

Elkins High School has an attendance incentive program consisting of rewards, prizes, certificates, and privileges for students with good attendance on a monthly basis.

**INAPPROPRIATE BEHAVIOR AND MEANINGFUL INTERVENTIONS AND CONSEQUENCES**

**Section 1. Addressing Inappropriate Behavior with Meaningful Interventions and Consequences**

The purpose of these regulations is to provide schools with policy that creates and ensures an orderly and safe environment that is conducive to learning. This policy requires that all schools respond immediately and consistently to any behavior that disrupts the learning environment in a manner that effectively deters future incidents and affirms respect for individuals. Inappropriate behaviors include but are not limited to incidents of harassment, intimidation, bullying, substance abuse and/or violence. The intent is for students to learn and exhibit appropriate behavior. All interventions and consequences are in effect on all school property and at all school sanctioned events, including extracurricular activities. Each district, with support from the [WVDE](http://wvde.state.wv.us/) and [RESAs](http://wvde.state.wv.us/ed_directory/), will implement proactive, preventative, and responsive programs, outline investigatory and reporting procedures, and delineate meaningful interventions and consequences in response to inappropriate behavior.

This policy classifies inappropriate student behavior in four levels. County policies may reclassify [Level 2](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#level2InappropriateBehavior) and [Level 3](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Level3InappropriateBehaviors) inappropriate behaviors depending on the severity or repetition of the behaviors and provided this reclassification assures that the treatment of the inappropriate behavior is consistent with West Virginia Code.

County/school policies should identify appropriate and meaningful interventions and consequences that include, but are not limited to, examples provided in this policy. It is not a requirement that all schools offer every intervention and consequence listed in this policy. School administrators and staff are encouraged to exhaust all available school and community resources to provide appropriate school-based intervention strategies designed to keep students in school and engaged in instruction.

Out-of-school suspension strategies should be used sparingly and shall never deny a student access to instructional material and information necessary to maintain their academic progress. Out-of-school suspension is not a recommended consequence or intervention for Level 1 behaviors; however, the determination of interventions and consequences is at the discretion of the school administrator for [Level 1](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Level1InappropriateBehaviors), [Level 2](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#level2InappropriateBehavior) and [Level 3](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Level3InappropriateBehaviors). West Virginia Code requires that the principal shall suspend a student who commits a behavior classified as [Level 4](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Level4InappropriateBehaviors) in this policy. [Level 3](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Level3InappropriateBehaviors) and [Level 4](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Level4InappropriateBehaviors) behaviors are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct.

In order to create consistency among all schools in the application of out-of-school suspension and expulsion as they relate to inter-scholastic extracurricular activities, any student suspended or expelled from school is also suspended from extracurricular activities for the duration of the out-of-school suspension or expulsion.

When administering interventions and consequences, it is required to determine if a student warrants protection under the IDEA, [WVBE Policy 2419](http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=23475&Format=PDF) and or [Section 504](http://www2.ed.gov/policy/speced/reg/narrative.html).

**Section 2. Inappropriate Behaviors: Codes, Definitions and Interventions and Consequences**

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| **Behaviors** | **Definitions – Level 1** | **Interventions and Consequences** |
| **LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.** | | |
| Cheating | A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline. | * Administrator/student conference or reprimand * Administrator and teacher-parent/guardian conference * Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced. * Counseling referrals and conference to support staff or agencies * Daily/weekly progress reports * [Behavioral contracts](http://www.behavioradvisor.com/Contracts.html)   + [Sample Contract For Anger Management](http://wvde.state.wv.us/healthyschools/documents/SampleContractforAngerManagement.doc)   + [Sample General Behavior Contract](http://wvde.state.wv.us/healthyschools/documents/BehaviorContract.doc) * Change in the student’s class schedule * School service assignment * Confiscation of inappropriate item * Revocation of privileges * Restitution/restoration * Detention (lunch, before and/or after school) * Denial of participation in class and/or school activities * Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, ([WV Code §18A-5-1](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18a&art=5#05)) * Voluntary weekend detention ([Superintendent’s Interpretation of May 12, 2006](http://wvde.state.wv.us/interpretations/view/6/236/interpretation.html)) * In-school suspension * \*[WV Code §18A-5-1 (d)](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18a&art=5#05) prohibits the use of suspension solely for not attending class. * While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days. * Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention. |
| Deceit | A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information. |
| Disruptive/  Disrespectful Conduct | A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption. |
| Failure to Serve Detention | A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified. |
| Falsifying Identity | A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property. |
| Inappropriate Appearance | 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 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 behavior and/or items prohibited by this policy. |
| Inappropriate Display of Affection | Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing. |
| Inappropriate Language | A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group). |
| Possession of Inappropriate Personal Property | A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning. |
| Skipping Class\* | In accordance with [WVBE Policy 4110 - Attendance](http://wvde.state.wv.us/policies/p4110.pdf), a student will not fail to report to the school’s assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian. |
| Tardiness\* | A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse. |
| Vehicle Parking Violation | A student will not engage in improper parking of a motor vehicle on school property. |

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| **Behaviors** | **Definitions – Level 2** | **Interventions and Consequences** |
| **LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.** | | |
| Gang Related Activity | A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s educational mission. Gang activity includes:   * Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang. * Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang. * Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. * Recruiting student(s) for gangs. | * Administrator/student conference or reprimand * Administrator and teacher- parent/guardian conference * Referral to support staff or * agencies for counseling or other therapeutic services * Daily/weekly progress reports * Behavioral contracts * Change in the student’s class schedule * School service assignment * Confiscation of inappropriate item * Revocation of privileges * Restitution/restoration * Before and/or after-school detention * Denial of participation in class and/or school activities * Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, ([WV Code §18A-5-1](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18a&art=5#05)) * Voluntary weekend detention ([Superintendent’s Interpretation of May 12, 2006](http://wvde.state.wv.us/interpretations/view/6/236/interpretation.html)) * In-school suspension * Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in [Chapter 6, Section 2](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Ch6sect2))[WV Code §18A-5-1 (d)](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18a&art=5#05) prohibits the use of suspension solely for not attending class. * The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter. * Expulsion * Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention. |
| Habitual Violation of School Rules or Policies | A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies. |
| Insubordination | A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct. |
| Leaving School Without Permission | A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel. |
| Physical Fight Without Injury | A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons. |
| Possession of Imitation Weapon | A student will not possess any object fashioned to imitate or look like a weapon. |
| Possession of Knife not meeting Dangerous Weapon Definition ([WV Code §61-7-2](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=7#07)) | A student will not possess a knife or knife-like implement under 3½ inches in length. [WV Code §61-7-2](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=7#07) clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death. |
| Profane Language/ Obscene Gesture/ Indecent Act Toward…  An Employee or  A Student | A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate. |
| Technology Misuse | A student will not violate the terms of [WVBE Policy 2460](http://wvde.state.wv.us/policies/p2460.html), Safety and Acceptable Use of the Internet by Students and Educators. |

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| **Behaviors** | **Definitions – Level 3** | **Interventions and Consequences** |
| **LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.**The principal shall address these inappropriate behaviors in accordance with [WV Code §18A-5-1a, subsections (b) through (h)](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18a&art=5&section=1A#05) | | |
| Battery Against a Student | A student will not unlawfully and intentionally injure another student. | Level 3 behaviors are criminal  offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.    In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:   * Administrator/student conference or reprimand * Administrator and teacher-parent/guardian conference * Referral to support staff or agencies for counseling or other therapeutic services * Notification of appropriate Health and Human Resources * Daily/weekly progress reports * Behavioral contracts * Change in the student’s class schedule * School service assignment * Confiscation of inappropriate item(s) * Revocation of privileges * Restitution/restoration * Before and/or after-school detention * Denial of participation in class and/or school activities * Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, ([WV Code §18A-5-1](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18a&art=5#05)) * Voluntary weekend detention ([Superintendent’s Interpretation of May 12, 2006](http://wvde.state.wv.us/interpretations/view/6/236/interpretation.html)) * In-school suspension * Out-of-school suspension for up to ten (10) days (See guidelines in [Chapter 6, Section 2](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#Ch6sect2)) * The principal and/or superintendent may recommend placement in an Alternative Education program as described in [Section 5](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#AlternativeEducationforDisruptiveStudents) of this chapter. * Expulsion |
| Defacing School Property/ Vandalism | A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary. |
| False Fire Alarm | A student will not knowingly and willingly set off a fire alarm without cause. |
| Fraud/Forgery | A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities. |
| Gambling | A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions. |
| Hazing | A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities. |
| Improper or Negligent Operation of a Motor Vehicle | A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others. |
| Larceny | A student will not, without permission, take another person’s property or have another person’s property in his or her possession. Property valued at $1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with [WV Code §61-3-13](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=3#03). |
| Sexual Misconduct | A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event. |
| Threat of Injury/Assault Against…  An Employee  A Student | A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in [WV Code §61-2-15](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=2&section=15#02). |
| Trespassing | A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities. |
| Harassment/ Bullying/ Intimidation | A student will not bully/intimidate/harass another student. According to [WV Code §18-2C-2](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18&art=2C#02C), “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:   * A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; * Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or * Disrupts or interferes with the orderly operation of the school. * An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device. * Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/   disability; or other characteristic.   * When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:   + **Sexual harassment** consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:     - Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or     - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or     - Creating an intimidating, hostile or offensive employment or educational environment.   + **Amorous relationships** between county board employees and students are prohibited.   + **Sexual harassment** may include but is not limited to:     - Verbal harassment of a sexual nature or abuse;     - Pressure for sexual activity;     - inappropriate or unwelcome patting, pinching or physical contact;     - Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;     - Behavior, verbal or written words or symbols directed at an individual because of gender; or     - The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.   + **Racial harassment** consists of physical, verbal or written conduct relating to an individual's race when the conduct:     - Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;     - Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or     - Otherwise adversely affects an individual's employment or academic opportunities.   + **Religious/ethnic harassmen**t consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:     - Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;     - Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or     - Otherwise adversely affects an individual's employment or academic opportunities.   + **Sexual violence** is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:     - Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;     - Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;     - Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or     - Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.     - Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.   + **Racial violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.   + **Religious/ethnic** **violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity. | Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services. |
| Imitation Drugs: Possession, Use, Distribution or Sale | A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance. | The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors. |
| Inhalant Abuse | A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of “getting high”. The action may be referred to as huffing, sniffing, dusting and/or bagging. |  |
| Possession/Use of Substance Containing Tobacco and/or Nicotine | A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the of a county school system, including all activities or events sponsored by the county school district.  Special considerations according to [WV Code §16-9A-3](http://www.legis.state.wv.us/wvcode/code.cfm?chap=16&art=9A) and [WV Code](http://www.legis.state.wv.us/wvcode/code.cfm?chap=16&art=9A)[§16-9A-4,](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=2#02).  control   * No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. * Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students. * An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. [WVBE Policy 2422.8 - Medication Administration](http://wvde.state.wv.us/policies/p2422.8.pdf) must be followed in order for students to use such products on school property or at school sponsored events. |

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| **Behaviors** | **Definitions – Level 4** |
| **LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Codes**[**§18A-5-1a(a) and (b)**](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18a&art=5&section=1A#05). The following Level 4 behavior definitions are aligned with West Virginia Codes [§61-6-17](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=6&section=17#06), [61-6-24](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=6&section=24#06), and [18A-5-1](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=18a&art=5#05), and in the [Gun-Free Schools Act of 1994](http://www2.ed.gov/offices/OSDFS/gfsaguidance.html). These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in [WV Code §18A-5-1a](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18a&art=5&section=1A#05) and paraphrased in [Chapter 3](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#chapter3), [Section 4](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#responsiblitiesofcounty) and [Section](http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html#responsibilityofschools)5 of this manual. | |

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| Battery Against a School Employee | A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in [WV Code §61-2-15(b)](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=2#02). |
| Felony | A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in [WV Code §18A-5-1a(b)(i)](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18a&art=5&section=1A#05). Such acts that would constitute a felony include, but are not limited to, arson (WV Code [§61-3-1](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=3#03)), malicious wounding and unlawful wounding ([WV Code §61-2-9](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=2#02)), bomb threat ([WV Code §61-6-17](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=6#06)), sexual assault ([WV Code §61-8B-3](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=8B#08B)), terrorist act or false information about a terrorist act, hoax terrorist act ([WV Code §61-6-24](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=6#06)) and grand larceny ([WV Code §61-3-13](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=61&art=3#03)). |
| Illegal Substance Related Behaviors | A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the [Uniform Controlled Substances Act](http://www.legis.state.wv.us/wvcode/code.cfm?chap=60a&art=1) as described in [WV Code §60A-1-101, et seq.](http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=60a&art=1) or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of [WVBE Policy 2422.8 - Medication Administration](http://wvde.state.wv.us/policies/p2422.8.pdf) and instances of prescription drug abuse. |
| Possession and/or Use of Dangerous Weapon | According to [WV Code §18A-5-1a(a)](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=7&section=2#07), a student will not possess a firearm or deadly weapon as defined in [WV Code §61-7-2](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=7&section=2#07), on any school bus, on school property or at any school-sponsored function as defined in [WV Code §61-7-11a](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=7&section=11A#07).  As defined in [WV Code §61-7-2](http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=61&art=7&section=2#07), a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, [nunchaku](http://en.wikipedia.org/wiki/Nunchaku), metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. |

## **BUS TRANSPORTATION**

WV Code provides students the privilege of transportation to and from school when student conduct is appropriate. Any change of a student's bus, pick-up site, or unloading site must have a note from the parent and the schools' approval on a daily basis. School approval will be granted prior to first period. If a student loses the privilege of bus transportation, it becomes the responsibility of the parent to provide the transportation. Disruptive behavior, disrespect for the rights of others, or failure to correct poor behavior will result in the loss of bus privileges. Parents will be notified of suspension of these privileges, and a conference will be scheduled if necessary. All students are to enter the school upon arrival. No bus student is permitted to go to the parking lot - for any reason.

# Cell Phone/Telephone Usage

# The secretaries will make calls home for students. We will not call home for students to stay with other students unless it is an emergency. Student cell phone use during the instructional day is prohibited. All cell phones must be turned off and put away during instructional time. If a student has their phones out or in their pocket during instructional time, it will result in the phone being taken. The student may pick their phone up at the end of the school day. The second and each occurrence afterwards will require the parent to come in and sign to receive the phone back. If your student continues to have their phone out during the day, they will lose the privilege to have their phone at school. The only exception to this rule is if the teacher allows an electronic device for classroom instruction.

## **CLASS ASSIGNMENT**

Students are classified as freshmen, sophomores, juniors and seniors depending upon the total number of high school credits the student has earned by the first day of the school year.

* Freshmen: 0 – 5 credits
* Sophomores: 6 – 13 credits
* Juniors: 14 – 18 credits
* Seniors: 19 credits and above

## **CLOSED CAMPUS**

*Elkins High School is a closed campus*. Students are required to remain on campus from the time they arrive in the morning until they leave at the end of the school day. All parking lots and Midland School property are off limits during the school day. Students violating this policy may lose parking privileges and restricted area consequences will apply. Being 18 years of age and older does not change this policy. All students must comply regardless of age or emancipation. A parent/ guardian must sign student out if student is leaving during the day. Documented, emancipated students 18 and older, *signing themselves out during the day, are not permitted to return to school during that school day.*

**COLLEGE COURSES**

Elkins High School students who meet college admissions requirements may enroll in college courses. Eligible students may enroll in college on a part-time basis but must attend high school to complete the graduation requirements. For every three-hour college course enrolled, the student

**CREDIT RECOVERY**

The primary focus for the Credit Recovery Plan is to provide an opportunity for students to stay in school and graduate on time. Credit Recovery is traditionally defined as a way to “recover” credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. It differs greatly from programs that allow students to earn “first time credit” in that students have already satisfied the 8100 minute seat time requirement. This will meet the mandate of Policy 2510 section 5.6.8-d: County Boards of Education shall adopt policies and programs that allow students to recover credit for failed high school courses. Researched – based successful credit recovery programs require students to successfully demonstrate mastery of the content rather than an entire course.

Eligibility for Applying for Credit Recovery:

* Only students who earn an “F” in a course needed to satisfy a graduation requirement with a grade **approved by the teacher** may apply for the Credit Recovery Program.
* The student’s attendance will be a consideration when reviewing the student application. Consideration will be given for absences such as illness or catastrophic incidents that affected the student’s attendance. Consideration will be evaluated in regard to whether the absences are excused or unexcused.
* The classroom teacher in consultation with the principal will determine if the student is allowed to participate in the Credit Recovery Program.
* Only one core course may be recovered each semester.

Stipulations for the Credit Recovery Program:

* The original “F” will remain on the student’s transcript at the end of the semester. If the student meets all of the requirements and masters all required benchmarks in the recovery course, the student will receive a grade for the course which will be added to the student’s transcript in the WVEIS system. Eligible students must complete the school application for the Credit Recovery Program. A parent or guardian must sign the application.
* The teacher who assigned the “F” grade will determine if the student is accepted into the credit recovery program.
* The teacher will establish an individual recovery plan for any student accepted into the program that will focus on competency of the content standards for the particular course.
* The teacher will prepare an evaluation to determine if the student meets the mastery level to allow the student to receive one credit.
* If the student does not meet the timelines as established by the teacher, the student will immediately be removed from the Credit Recovery Program.

**Child Nutrition**

Randolph County Board of Education qualifies for the Community Eligibility Provision (CEP) for the 2020-21 school year. In this provision, breakfast and lunch will be provided FREE to ALL students on each day school is in session. In addition, our school participates in the “Grab and Go Breakfast Program,” this provides an alternative breakfast for all students. Students will give their WVEIS number as they pass through the point of service line.

Randolph County participates in offer vs serve during meal service. Students are offered 4 items at breakfast and are required to take at least 3 items. At lunch students are offered 5 items and are required to take at least 3 items. A monthly menu is posted at the school and on the Randolph County Board of Education website (<https://boe.rand.k12.wv.us>). A student who has special dietary needs must have the Children with Disabilities and Special Dietary Needs form completed by the physician and returned to school. Please be advised that our school follows WVDE Policy 4321.1.

Adult Price Breakfast ‑$3.00 Lunch ‑$3.75

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.  Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.  Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;

(2)      fax: (202) 690-7442; or

(3)      email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

**Dress Code**

Some attire can cause disruptions to the learning environment, and therefore, cannot be permitted. While guidelines are stated here, the issue of attire is so broad that individual situations may need to be interpreted by school administrators. Attire viewed as disruptive, lewd, discriminatory, rude, crude, vulgar, unsafe, or promoting illegal activities, are inappropriate.

Prohibited are any insignia, markings, or ornamentation that advocates discrimination against a racial religious, minority, or gender group; attire with sexually implicit or explicit graphics, attire that advertises or encourages the use of alcohol, tobacco, or drug-related products, any accessory with spikes (raised or not); heavy chains; heavy bands around the neck; ***short shorts or short skirts (the length of shorts, skirts, and dresses are to be at the tip of the fingers, when arms are extended down the side.)*** No cuts, slits, holes, etc. will be higher than this standard; pants below normal waistline; underwear showing; spaghetti strap tops, shirts with revealing enlarged armholes. There should be no exposure between the top of the pants, shorts, etc. and the shirt. If normal movement (walking, bending, twisting, etc.) causes exposure, the attire is not appropriate.

The “square rule” will be used to determine what shirt is appropriate. **SQUARE RULE:** Tuck thumbs in the armpit and extend fingers upward-straps must come out this far. Tuck thumbs in armpit and extend fingers across the chest-the top must be at least as high as the index finger with no holes, slits, etc., lower than this. This would also extend to the back. Strap shirts or tank tops are not permitted. All shirts must have sleeves that are hemmed. No cut off, or cut out shirts are permitted. No underwear worn as outerwear is permitted. ***Leggings may be worn if used appropriately as pants.*** ***Long sweaters or shirts are required to come to or below the length rule.*** Hats, caps or other head apparel are not to be worn in the building during the regular school day. Hair bands, scrunchies, clips, barrettes are permissible.

There are other forms of dress that are not permissible. Some examples would be: Facial painting, any t-shirt that is racially biased, piercings (P.E. teachers will require all participants to remove all body piercing before participation for the safety of the students.), desecration of the American flag, chains, studded bracelets or spikes. (State law considers these as weapons.) Students will be provided with an opportunity to comply with the dress code. Non-compliance with school rules will result in parent notification to bring clothes to school or (student will be sent home only if they refuse to comply). Time out of class will be an unexcused absence. Repeat violations of this Dress Code could result in after school detention and/or OSS.

## **DRIVER’S LICENSE ATTENDANCE VERIFICATION**

Attendance Verification Forms must be completed at the school level during the school year. **The student is responsible** for following the proper procedure, as explained on the application form. Attendance Verification Forms may be picked up from the main Elkins High School office during the regular school year. During **summer months**, only the signature of the Attendance Director with the RCS Seal is required. Forms are available in the Office of Attendance at the Board of Education building at 40 Eleventh Street during the summer months. Please call ahead to make sure the Attendance Director is available - - 304-636-9150, ext. 154.

A student who has more than 10 consecutive or 15 accumulated unexcused absences during a school year **shall not be verified for a license or an instruction permit**. The Department of Motor Vehicles shall be notified of excessive absences, or lack of academic progress (Policy 5140) toward graduation, and the license or instruction permit of such student shall be revoked. Suspension or expulsion from school or imprisonment is not a circumstance beyond the control of the student, and therefore, will count as an unexcused absence. To reinstate a license/permit, a student must complete one semester with no unexcused absences and must meet any academic standards set by WV Code**.**

**DRUG TESTING POLICY**

This policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, those who wish to drive and park on school property, and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanctions imposed for violations of this policy, include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student’s privilege to participate in interscholastic extra-curricular activities or drive to school. This policy supplements and complements all other policies, rules, and regulations of Randolph County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Randolph County Schools campus are privileges. These students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

Each activity student, driving student, and opt in participant, along with their parent/guardian, must attend an orientation session prior to becoming a participating student at which they will receive and review a copy of the student drug testing policy. The Randolph County Student Drug Testing Policy can be viewed in its entirety on the county website at http://boe.rand.k12.wv.us.

**DRIVING AND PARKING PROCEDURES**

Randolph County Schools provide bus service for most students. This is the safest, most dependable way to get to school. We would prefer all students be transported by bus. Being authorized to drive a private vehicle on school grounds is a privilege. In order to maintain such privileges, students must abide by stipulations outlined in the parking agreement, signed by both the student and the parent. Unauthorized driving, reckless driving, and excessive speed will not be permitted.

To obtain a parking pass, students **must** have/maintain the following:

* Valid drivers’ license
* Valid registration for primary vehicle
* Valid insurance statement for primary vehicle
* GPA of at least 2.0 for the most recent completed semester. Report card verification must accompany the application.
* Signed parent consent form from parent

To **obtain and maintain** a parking pass, students must comply with the following school regulations:

* Student drivers must purchase their own permit at a cost of **$50** for a year pass.. (There will be **no refund** for violations that result in exclusion of the parking privileges.)
* Permits must be **visible**, preferably on rear-view mirror facing the front of the car to be seen from the outside.
* Students must park in designated areas-cars must face in on paved spot. No vehicle may block any other vehicle or road.
* Students given authorization to park at school will not go to the parking area until the designated time to leave school grounds without permission from the school administration.
* **If a vehicle is used to leave school for a reason that is not authorized by the school administration, the student will forfeit their parking privilege for a total of 30 school days and receive 2 days After School Intervention. Upon a second (2nd) offense, parking privileges will be revoked for the remainder of the school year and students will receive 1 day Out of School suspension. (There will be no refund on the parking fee.)**
* Students in vehicles on school property are subject to the same behavior expectations as outlined for students in the building.
* ***Students with 5 or more unexcused absences in a semester or more than* 6 tardies *to TIGER Period will have their parking privileges revoked for a 2 week period. If another Tardy occurs, driving privileges will be revoked for the remainder of the semester with no financial refund for a parking pass*** .
* Students demonstrating unsafe driving practices on school property will lose parking privileges. (1st offense-5 days; 2nd offense-20 days; 3rd offense- permanent.) All students are required to use the north parking lot exit next to the power company on Kennedy Drive.
* **Students are not to enter or park on the athletic entrance/field side or cafeteria parking lots. Cars should remain in the student parking area.**
* **Students are to exit from front entrances only from the student parking lot. The road behind the school is off limits due to loading and unloading of students at the beginning and end of the day.**

Noncompliance of parking rules or safety violations **will result in up to 3 sticker tickets and/or the towing of the vehicle at the owner’s expense** and confiscation of the parking tag **without prior warning**.

\*\*\*As per WV Code 18-2-7b, WV State Board of Education Policy 2422.5, driving to school is considered an extracurricular activity, and as such, it falls under the requirement of the random drug testing policy in place for Randolph County Schools.

**Family Educational Rights and Privacy Act of 1974 – FERPA**

The Family Educational Rights and Privacy Act, known as FERPA, is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” Passed by Congress in 1974, the Act grants specific rights to eligible students:

* the right to see the information that the institution is keeping on the student
* the right to seek amendment to those records and, in certain cases, append a statement to the record
* the right to consent to disclosure of his or her records
* the right to limit disclosure of some “directory information”
* the right to file a complaint with the FERPA Office in Washington, D.C.

**Educational Records**  
“Educational records” are defined as all records that contain information directly related to a student maintained by an educational agency or institution. These records may include:

* All personal information about students
* Enrollment records
* Grades, schedules, class lists, or any lists of students
* Computer printouts and hard-copy documents
* Information displayed on a computer screen
* Notes taken about a student (i.e., during an advising session or office visit)

#### **FIELD TRIPS**

All school rules and regulations apply to students who are on a school-related trip. These trips are considered to be part of a regular school day. A short information form must be completed with a parent or guardian’s signature and returned to the trip sponsor before the trip is taken. This also includes any activities/ events at another school sponsored by the schools to enhance the school experience as well as teach discipline, good manners, responsibility and citizenship. Experiences outside the school day or environment are opportunities for maturing and carry the same expectations as events/ activities held during the school day or on the home school site. Students may participate in one school approved activity of more than 3 days in length per school year.

#### **FIRE DRILLS**

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the teacher's directions promptly and clears the building by the prescribed route as quickly as possible. Students should not talk or run. Noise and panic can be killers.

#### **DELIVERIES**

Please be advised that Elkins High School DOES NOT/WILL **NOT ACCEPT DELIVERIES OF FOOD, FLOWERS, BALLOONS, ETC**. We have notified the local vendors that these orders will not be accepted at Elkins High School.

## **DUAL CREDIT**

EHS offers a dual credit program through WVU, Fairmont State, Marshall University and D & E College. Students may be charged fees deemed necessary by the college offering the course. Candidates must successfully pass a pre-registration exam. Tuition, books, and other fees are the responsibility of the student.

## **EARLY DISMISSALS**

**Dismissals are unexcused truancies** UNLESS all of the following apply:

* The dismissal must be for a legally defined absence.
* In all situations, before a student leaves, he/she must get permission from the school’s central office staff and **have written permission from home.**
* For early dismissals that are known in advance, a note from home with the parent/ guardian signature and phone number must be presented to the designated recorder by the student for verification **before second block** the day the student is to leave early.
* Documentation of dismissal will be presented to the teacher of the class the student is leaving. We also require that the students sign out in the office as they are leaving.
* The note from home becomes the student’s off-campus pass.
* Blocks missed will appear on the daily written announcements e-mailed to each teacher.

|  |  |
| --- | --- |
| **NO EXCEPTIONS TO THIS RULE**  **PLEASE \*\*NO PHONE DISMISSALS ARE PERMITTED FOR SAFETY REASONS\*\*** |  |

## **EARLY DISMISSALS THAT ARE NOT KNOWN IN ADVANCE**

* Contact with the approval from the parent/ guardian must be obtained before the school can release a student.
* The student must sign out in the office.
* The student has ***3 days*** upon returning to school to present a written note from home to the appropriate person for verification. The staff person collecting notes will be in the main foyer of the school each morning from 7:10-

7:30**. NO PHONE DISMISSALS ARE PERMITTED FOR SAFETY REASONS.**

## **EMERGENCY CARE FORMS**

The possibility exists that a student may become quite ill during the course of the school day. In order to facilitate the handling of these health problems, it is necessary that each parent fill out completely the Emergency Care Form provided for each student to take home to his parents. The Emergency Care Form gives us information as to how parents can be reached in an emergency, alerts us to any specific health problems that students may have, and also lets us know who the family doctor is and how he can be reached. **No student will be dismissed with an adult that is not listed on the emergency care form without notification to the school. EHS administration reserves the right to prohibit attendance at High School events if EC forms are not returned. Students that do not return an ECF by the designated date will be assigned lunch detention or After School Intervention, or ASI, until the form is returned.**

**EXAMINATION PROCEDURE**

## RANDOLPH COUNTY SCHOOLS

**Administrative Guideline**

5421D - END OF COURSE EXAMS AND GRADING (Secondary Schools)

The West Virginia Board of Education and the Randolph County Board of Education believe that regular attendance is a requirement for the delivery of formal education to the West Virginia public school students. It is further noted that regular attendance is necessary in order for an individual to e successful upon entrance to College and the World of Work. The basic intent of AG **5421D** - End of Course Exams and Grading is to promote school attendance so that the individual needs of students are met in preparation for College and Career success.

All students are expected to attend school regularly and to be on time for classes.

Students have the opportunity to demonstrate evidence of mastery of content standards on a daily basis in lieu of completion of end of course exam(s) by attending school regularly.

**GUIDELINES FOR MIDDLE SCHOOLS**

**NINE WEEKS TESTS**

All students will complete a nine weeks test at the conclusion of the first, second, and third nine weeks.

**END OF COURSE EXAMS**

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

1. Ten or fewer absences during the school year according to the individual teacher’s records as recorded in LIVEGRADES

1. Passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on the end of course exam will count twenty (20) percent of the student’s final grade for that class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

Quarterly and/or semester grades will be determined by using the following:

1. **First, Second and Third Nine Weeks:**

The nine weeks grade average will be based on the following assessments:

1. Tests

* 1. Quizzes

* 1. Homework

* 1. Class Work

* 1. Participation

* 1. Portfolios

* 1. Projects

* 1. Research Papers

* 1. Other—to be determined by the teacher

The grade representative of those assessments will be computed as

follows:

**(9 weeks grade x 4 + 9 weeks exam grade \5 = the 9 weeks grade)**

1. **Semester grades will be computed as follows:**

* 1. **First Semester –**

The average of the first and second nine weeks will equal the semester grade.

* 1. **Second Semester –**

* + 1. For students not taking the end of course exam---the

average of the third and fourth nine weeks will equal the second semester grade.

* + 1. For students who have to take the end of course exam:

The average of the two nine weeks grades x 4 + end of course exam grade divided by 5 will equal the semester grade.

1. **Final grades will be determined by averaging the two semester grades.**

**GUIDELINES FOR COURSE FOLLOWING TRADITIONAL (PERIODS)**

**SCHEDULE FORMAT - GRADES 9-12**

**NINE WEEKS TESTS**

All students will complete a nine weeks test at the conclusion of the first, second, and third nine weeks.

**END OF COURSE EXAMS**

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

1. Ten (10) or fewer absences during the school year according to the individual teacher’s records as recorded in Livegrades

1. Passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on that exam will count twenty (20) percent of the student’s final grade for the class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the final exam will not lower the final grade in the course.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

Quarterly and/or semester grades will be determined by using the following:

1. **First, Second and Third Nine Weeks:**

The nine weeks grade average will be based on the following assessments:

* 1. Tests

* 1. Quizzes

* 1. Homework

* 1. Class Work

* 1. Participation

* 1. Portfolios

* 1. Projects

* 1. Research Papers

* 1. Other—to be determined by the teacher

The grade representative of those assessments will be computed as

follows:

**(9 weeks grade x 4 + 9 weeks exam grade \5 = the 9 weeks grade)**

1. **Semester grades will be computed as follows:**

* 1. **First Semester –**

The average of the first and second nine weeks will equal the semester grade.

* 1. **Second Semester –**

* + 1. For students not taking the end of course exam---the

average of the third and fourth nine weeks will equal the second semester grade.

* + 1. For students who have to take the end of course exam:

The average of the two nine weeks grades x 4 + end of course exam grade divided by 5 will equal the semester grade.

1. **Final grades will be determined by averaging the two semester grades.**

**GUIDELINES FOR END OF COURSE EXAMS FOR COURSES FOLLOWING A BLOCK SCHEDULE FORMAT**

Mid-term exams will be administered to all students. Students who have missed four (4) or fewer days in a class and have a passing grade in that class may elect not to take the end of course exam for the course.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course exam.

Students missing five (5) or more days during the course term will be required to take an end of course exam. The end of course exam will count twenty (20) percent of the final grade.

Quarterly and/or semester grades will be determined by using the following:

**Mid-term and/or final grades will be determined using the following:**

1. Mid-term and end of course examinations are to be counted twenty (20) percent of the respective grade.

1. Mid-term grades will be computed as follows:

**(9 weeks grade x 4 + mid-term exam grade)\ 5 = midterm grade**

1. Final grades will be computed as follows:

**(Average of two nine Weeks grades x 4 + final exam)\ 5 = final grade**

1. Final grades for those students not taking the end of course exam will be determined by the average of the two mid-term grades.

**EXEMPTION GUIDELINES FOR ALL SCHOOLS**

The following absences may be claimed by any student upon proper verification for an exemption and shall not count towards the total number of absences for end of course exams purposes as defined in this administrative guideline. ***The***

***procedure does not exempt any student from taking a required end of course examination at the Randolph Technical Center and/or at their home school.***

Exemptions will be made based solely on the following criteria:

1. School sponsored activities which have prior administrative approval (NOTE: Upon return to the next class meeting, the student must be prepared for that day.) Documented injuries incurred through participation in a school activity shall not penalize the student.
2. Failure of a bus to run.
3. Mandatory Military Duty for Students who are actively enlisted in the Armed Services. Appropriate documentation must be provided to the school prior to absences.

**NOTE: This Administrative Guideline is effective at the beginning of the 1st Nine Weeks--School year 2013-2014.**

Randolph County Board of Education – 12/16/69, 02/3/70, 09/15/70, 02/4/75, 03/15/77, 05/16/83, 02/20/84, 04/13/87,

08/7/89, 08/27/90, 08/16/93, 06/6/96, 11/15/99, 08/21/06, 09/15/08, 04/30/13

Approved 2/3/10

Revised 9/3/13

#### **GRADING AND REPORTING SECONDARY PROGRESS**

The county policy entitled “Final Examinations and Grading Policy” will be used on a basis for grade determination for all Randolph County students. A grade point average (GPA) will be used in reporting student progress in Randolph County. The letter grade A earns 4.0, a B earns 3.0, a C earns 2.0, a D earns 1.0 and an F earns 0 points. For juniors and seniors grades received for college courses for high school credit shall be designated as honors courses and will have the weighted value. Specified offerings in some programs of study will be recognized as honors courses appropriate for weighting and will have the weighted values. The purpose of the higher weighting is to encourage students to take more difficult courses and to be able to maintain a high class ranking even though their grade may be less than an A. The weighted grade point system applies to both class rank and honor roll eligibility. The regular 4.0 scale will be used for weighted courses to determine eligibility for extracurricular activities. To convert the currently used numerical grading system into a grade point average configuration the following equivalencies will be used:

To determine an overall GPA, each class grade shall be equated to a GPA. The subject GPA grades are to be averaged by adding them and dividing by the total number of subjects, thereby giving the student’s GPA for purposes of this policy. In order to be eligible for participation in extracurricular activities, a student must maintain a 2.0 non-weighted average. A student who has not achieved a 2.0 GPA for the previous semester or course term may have his/ her eligibility reinstated at mid-semester or midterm if the student has attained at least a 2.0 GPA for the most recent grading period. In the case of special needs students, if grades are given, all grades received from placements in regular classrooms shall be included when computing the GPA. Handicapped students placed in ungraded programs will be eligible if their records indicate that they are making satisfactory progress in meeting the objectives of their IEP. In order to participate in interscholastic activities, students must also meet the requirements of the West Virginia Secondary Schools Activities Commission and Randolph County Board of Education policies.

The following items shall be considered:

* Both students and the parents of children who may fail or who are failing should receive notification of that status so that every opportunity to correct the situation may be afforded them prior to the arrival of a failing report card. Parents shall be notified in writing at the end of 5 weeks of a student’s pending failure for any 9 week grading period. Senior counselors will be responsible for giving 2 status reports in regard to graduation to parents and students during their senior year. Reports will be issued at the end of the first and third 9 weeks. Senior students who are scheduled to graduate in any year and who have failed to complete the necessary course requirements for graduation will be notified as soon as possible of their denial of a diploma and presented with future options for completion.
* Grades earned as a result of academic achievement may not be reduced as a form of penalty nor as means to enforce other regulations. Report cards will be sent home following examination days. The specific distribution dates will be established by the Superintendent at the beginning of each school year.

**GRADUATION REQUIREMENTS**

**Twenty- six** (26) credits are required for graduation. Check with guidance for your graduating class requirements.

### 5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the graduation requirements of the State and County by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this County who has completed the standard graduation requirements. An eligible student with disabilities who has been determined by an IEP Team to be unable, even with extended learning opportunities and significant instructional modifications to meet State and County standard graduation requirements may receive a modified diploma. Students with disabilities receiving modified diplomas shall be allowed to participate in graduation ceremonies with their same grade classmates and continue with special education eligibility services.

An Institutional Education Program operated by the West Virginia Department of Education will transfer graduation credits to a County School District for the awarding of the high school diploma. An eligible student with disabilities who meets the criteria for instruction based on modified standards may pursue either a standard or modified diploma. These decisions are specified on the student’s IEP. The Board is required to accept the transferred credit.

The school system shall offer the following high school credentials for qualifying graduating students.

1. College Readiness Credential – Any student who scores at or above the college readiness benchmark as agreed upon by the West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education shall receive a college readiness credential. Beginning with the 2015-2016 school year, the results of the comprehensive statewide assessment in grade 11 in English/language arts and mathematics shall be used to determine whether a student has met the college and career readiness standards.

1. Work Readiness Credential – Any student who completes an approved career and technical concentration shall receive a work readiness credential.

The requirements for graduation from high school include earning *necessary units* of credit in grades 9 through 12 as established in State law and West Virginia State Board of Education policy 2510 sets forth with specificity the graduation requirements for students enrolled in school year 2015-2016 and thereafter or as otherwise specified.

All West Virginia High School students shall be scheduled in the defined high school curriculum, college courses, career and technical programs, credit recovery, work based learning, or virtual school courses for the full instructional day for all four (4) years.

The Board shall permit a student who masters the approved content standards for a credit bearing high school course that are embedded within a second course to receive credit for both courses.

The Board shall allow students to earn credit for completion of college courses and other advanced courses outside the school setting as authorized by West Virginia State Board of Education policy 2510 - Assuring the Quality of Education: Regulations for Education Programs, Section 5.4.f.1C. (See West Virginia Board of Education *Approval of County*

*Dual Credit Policy* Form) If these courses, including dual credit courses, are used to meet graduation requirements, this policy must be reviewed and approved by the West Virginia Department of Education and the West Virginia State Board of Education.

A dual credit course must meet both the specified course content standards and objectives for secondary offering and the college course requirements. Dual credit courses may be delivered at the high school, on the college campus, another site not located at the high school or college campus, in a virtual environment, or through a combination of these delivery methods. (West Virginia Higher Education Policy Commission Series 19, http://files.k12.wv.us/npr/oc001/mp0inhm4ovks4o/Series-19--4-27-10-%20-20-.pdf)

A course, where a student will earn dual credit, must provide for 180 days of instruction, provide for student assignments on dates when the college may not be in session, and how a missed day of class or instruction at the secondary level will be handled when the college is in session.

If dual credit is not earned, a student may earn high school credit through completing coursework on syllabus.

The college grading scale will be utilized to award grades for dual credit courses.

The tuition and cost of college text books and materials will be paid by the student.

If the college or university awards the grade, the scale may differ from West Virginia State Board of Education policy 2515 - Uniform Grading and expectations and scale detailed in the county Policy **5421** - Grading. The Board shall allow for the grade to count toward the student's final grade point average and class rank.

A student who transfers into a West Virginia school that has higher graduation requirements may not be able to complete these requirements. In such cases, the student's credits shall be evaluated to determine if one (1) or more County and/or State requirements will be waived by the County or State Superintendent. If a student has been enrolled continuously in grades 9-12, the student shall be expected to meet the graduation requirements that were in effect when s/he entered 9th grade unless amended by West Virginia State Board of Education policy.

If a student has enrolled after dropping out of school, the requirements that a student must meet depend upon the length of time s/he has been out of school. If the student has been out of school less than one (1) year, s/he would be expected to complete the graduation requirements that were in effect when s/he entered grade 9 for the first time. If the student has been out of school one (1) year or more, s/he would be expected to complete the graduation requirements in effect upon re-enrollment.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all County residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

**Inappropriate Displays of Affection**

Based on Policy 4373, it is a level one offense to participate in inappropriate displays of affection.

|  |  |
| --- | --- |
| Inappropriate  Display of  Affection | Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing. |

Students will not be permitted to participate in inappropriate displays of affection. Students will be permitted to hold hands only.

1st offense = Verbal Warning

2nd offense, call home and lunch detention.

3rd offense, call home and 1 day ASI.

#### **INTERNET USE**

Access to the Internet at EHS and the receipt of a k12 e-mail account is a PRIVILEGE, not a RIGHT. Access is given to any Elkins High student with a student identification number. Each user, as well as a minor’s parents or guardian, voluntarily agrees to release, hold harmless, defend and indemnify, Elkins High School, its principal, teachers and staff and agents, for and against all claims, actions, charges, losses or damages which arise out of the user’s use of the Internet from Elkins High School, including but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, no-deliveries, mis-deliveries of date, or service interruptions. Each user acknowledges that the information available from other web sites may not be accurate. Use of any of the information obtained via the Internet is at the user’s own risk. Elkins High School makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

 All Elkins High School Students and Staff must sign an Acceptable Use Form in order to use the Internet and computers while at Elkins High School. No student or staff is permitted to use a computer or the Internet until the form is on file at Elkins High School.

#### **INTERNET USE - CONSEQUENCES OF UNACCEPTABLE USE**

Violations of the school use policies may result in a loss of access to electronic resources for the remainder of the student’s career in Elkins High School and Randolph County Schools. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes and CSOs.

#### **LOCKERS**

All students may be assigned a locker, free of charge. Students are not to share lockers with others. Students are encouraged to memorize their combination and keep it confidential. Keeping the locker locked is the responsibility of the students. All combinations are changed annually. Security of a student’s valuables is the student’s responsibility. Leaving valuables anywhere invites theft. Students should take all precautions to leave any valuables at home. Using a locked locker is at least a secondary deterrent to theft.

#### **LUNCH DETENTION**

**Students are to be in Lunch Detention the day assigned.** Students who do not report to Lunch Detention on time are considered absent from Lunch Detention. Failure to attend a re-scheduled Lunch Detention will **result** in 2 lunch detentions being assigned. If a student misses Lunch Detention due to illness, absences, school closing, etc., the lunch detention must be served the first day the student returns. Students assigned multiple lunch detentions on a single day must serve Lunch Detention on consecutive days until all lunch detentions have been served. **A student is limited to 10 lunch detentions each semester. After 10 lunch detentions, all LD infractions will become ASI**.

#### **MAKE-UP WORK**

Randolph County Policy 5200 states, “Students will be provided the opportunity to make up work missed as a result of any absence. The make-up work shall be completed within twice the number of days as the absence.” It is the student’s responsibility to request make up work. It is recognized that not all learning experiences that occur in a classroom can be made up. Therefore, the student’s absences may be reflected through in-class assignments. Failure to complete the make-up assignments will result in a grade of zero.

#### **MEDICAL TRANSPORTATION**

It is the **responsibility of parents** to provide transportation and further care of the student if the student becomes ill or injured on school property. Students under 21 years of age may not leave early or be sent home without parent/ family consent. It we cannot reach the parent, and if it is deemed necessary, we will call the emergency squad to transport a student to the emergency room at the expense of the parent/ guardian.

#### **MEDICATION**

**Students are not to carry medication on their person** without permission from the administration and a note from their parents. If it is necessary for a student to take medication while at school, the student must present a note and the medication to the office of the school nurse. The note must contain the student’s name, ID number, name of medication, when and how the medication is to be taken and the parent/ guardian signature. All prescribed medication must be in properly labeled pharmacy containers and nonprescription medication must be in the original labeled container. If a student is to take a prescription that must be administered during school hours for an extended period of time (e.g., more than two weeks), they must fill out a Physician Order Form. This form is available in our school office. This also refers to Epi-Pen, glucagon, etc. \*Any misuse or overuse of prescription medications will be treated in the same manner as a controlled substance.

#### **NATIONAL HONOR SOCIETY**

The Unitas Chapter of the National Honor Society of Secondary Schools is an organization that recognizes and encourages academic achievement. It is open to juniors and seniors who have a cumulative GPA of 3.6 or higher. In situations where it would be beneficial to a student to consider grades earned in year-long course, at the end of the first semester those grades will be included in a student’s GPA. Attendance is an important component of society eligibility. Unexcused absences will be looked upon unfavorably in the selection process. Selection in NHS is both an honor and a commitment.

###### **NOTES FROM PARENTS**

If there is to be any change in a student's daily schedule at school due to any reason, a written note is required. For your child's protection, we will not accept phone calls. Notes will be needed for the following reasons:

1. Anytime a child is absent from school, including medical or dental appointments.
2. If a child will be visiting or going home with another child after school, a note is required from both parties involved. Phone calls will not be made home for this reason.
3. If a child is to be picked up by someone other than the parent.
4. Any time your child is to be excused to leave school grounds with an authorized adult during the day.

Any other notes that parents feel are necessary to inform us of the child’s activities.

#### **OUT OF SCHOOL SUSPENSION (OSS)**

When on **OSS**, **students are not permitted on school property.** Students are placed on Social Probation and are denied bus privileges and **cannot attend or participate in any extra-curricular or social activities for a period of time that may extend beyond the number of OSS days.** Consequence may result in additional OSS and/ or trespassing charges.

#### **PHYSICAL EDUCATION**

Students enrolled in a Physical Education class are required to sign a form outlining the expectations for the class. Parents must also sign this form. In order to ensure the safety and health of the students, the wearing of jewelry of any kind is not allowed during Physical Education classes. All students must comply or not participate in class activities. Non participation will result in a zero for the day.

#### **POLICE (USE OF)**

It is the belief of the EHS staff that the responsibility for dealing with students discipline violations rests with us. Thus, we will make every effort to handle such problems with school administrators, according to policies and procedures established by the county and school. However, when violations of state law, federal law, or municipal ordinances occur, or when students or parents refuse to work within the established policies, or where the security of person or property appears in jeopardy, we will not hesitate to initiate arrest and prosecution proceedings.

#### **POSITIVE BEHAVIOR INTERVENTION/SUPPORT**

School-wide Positive Behavior Interventions and Support (PBIS) is a program put in place to guide and monitor behavioral practices for improving important academic and behavior outcomes for all students. All students are taught appropriate behaviors in advisor/advisee and are expected to exhibit these behaviors throughout the school year to maximize academic engagement and achievement to create a more engaging, responsive, and productive learning environment. Students and Staff are recognized monthly for being living examples of the Elkins High School Mission Statement.

#### **SCHEDULING**

Students should work closely with the school counseling department, advisor and parent in scheduling and development of five year plans. Scheduling at EHS provides students the opportunity to have the greatest possible input into their course selections. Juniors are given the first opportunity to schedule, followed by sophomores and then freshmen. Changes in the master schedule may require changes in individual student’s schedules. There will not be any “doubling up.” It is EHS policy that required courses be taken in sequential order. This means that a failed class that must be repeated should be retaken the next semester after it was failed in place of an elective. Many upper level courses have specific prerequisites that must be completed before enrolling. **Students are not permitted to withdraw from classes after the 5th instructional day.**

#### **SCHOOL DANCES AND ACTIVITIES**

* All dances are “closed” unless designated otherwise. ID card is required for admission.
* No student will be re-admitted to a dance once he/ she leaves the site.
* The club or class will be responsible for all damages to property or equipment.
* No students are permitted to sit in cars in the parking lot.
* Alcohol or drugs of any type will not be brought on school property, nor will any person be admitted who seems to be under the influence or in possession of any controlled substance.
* All dances must have at least 3 sponsors in attendance.
* All participants of extracurricular activities are to have their ID card for identification. Out of school guests are welcome provided they have a school approved pass from the sponsors of the activity and if the dance is “open.” No guest under the age of 15 or over the age of 20 will be permitted to attend an EHS dance. (Parental attendance will be considered on an individual basis) No middle school students will be permitted to attend.
* Students who are suspended for disciplinary reasons may not attend any activities during or after school for the dates of suspension.
* Students on social probation cannot attend dances, activities, or sporting events.
* The three dances designated as “open” are Homecoming, Winter Snowball, and Prom.

#### **SEARCH AND SEIZURE LAWS IN PUBLIC SCHOOLS**

From the WV Attorney General’s office regarding search and seizure law in public schools... “**Searches of students, their belongings, lockers, or cars parked on school property can be conducted by educators who have an individualized “reasonable suspicion” that a student is violating the law or school rules...”** A locker is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. The “less than probable cause” standard has been adopted by the United States Supreme Court and has been followed by the WV Supreme Court of Appeals. Searches by educators will be governed by this more lenient standard. The WV State Code provides educators with the right and responsibility to search if conditions warrant. The staff of EHS, in order to provide a safe, drug-free environment, will not hesitate to follow the law.

#### **STUDENT I.D. CARDS**

Every EHS student will be issued an I.D. card with the student’s picture, name, and lunch code. The initial card is issued without charge. Lost, stolen or damaged cards will be replaced but with a charge of $5. This card will be used for identification, lunch records, and admission to extracurricular activities, library checkout, assemblies, and field trips.

* All students must possess their student I.D. card at all times while on school premises.
* I.D. cards cannot be defaced. Student names and pictures must be free of any marks, labels or any other attempts to distort the name and picture. Defacing I.D. cards will result in the student paying the cost to replace the card with a new one.
* Letting another student use another’s temporary or original I.D. will result in Lunch Detention and/ or suspension for continued abuses.

#### **STUDENTS’ RIGHTS AND RESPONSIBILITIES**

Rights and responsibilities go hand in hand. As a student in WV, you have basic rights and responsibilities. As a student, it is your responsibility to obey rules and regulations and to cooperate with school authorities who enforce these rules and regulations. Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it. The United States and WV Constitutions guarantee certain freedoms and the responsibilities that go with them, including freedom of religion, speech, the press, to assemble peaceably, and to petition the government. Regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to participate in extracurricular activities. As a student, you have the right to choose reasonable styles of dress and hair. You have certain privacy rights in your school records. The United States and WV Constitutions guarantee certain protections, including protection from unreasonable searches and seizures. Police have the responsibility to enforce laws and the right to enter schools. If you are to be questioned by the police or by school officials in the presence of the police, you must be given the same rights as citizens outside the school.

#### **TITLE IX AND SECTION 504**

The Randolph County Board of Education does not, on the basis of race, color, religion, national origin, sex, handicap, age, or marital status, deny benefits of employment or discriminate in any educational program or activity. Inquiries may be referred to Terry George County Title 9 Coordinator (636-9150 ext. 105), 40 Eleventh St., Elkins, WV 26241, or Donna Simmons Section 504 Coordinator, (636-9150 ext. 163.

**USE OF TOBACCO, TOBACCO-DERIVED PRODUCTS, ALTERNATIVE NICOTINE PRODUCTS, AND VAPOR PRODUCTS BY STUDENTS**

The Board of Education is committed to providing students, staff, and visitors with tobacco and smoke-free environment, free of both smoke and smokeless products, including such items as vapor and e-cigarette products. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second-hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

"Tobacco product" and "tobacco-derived product" means any product, containing, made or derived from tobacco, or containing nicotine derived from tobacco that is intended for human consumption, whether smoked, breathed, chewed, absorbed, dissolved, inhaled, vaporized, snorted, sniffed, or ingested by any other means. Products include, but are not limited to cigarettes, cigars, cigarillos, little cigars, snus, snuff, chewing tobacco, smokeless tobacco, pipe tobacco, or other common tobacco-containing products.

A "tobacco-derived product" includes electronic cigarettes or similar devices, alternative nicotine products, and vapor products. "Tobacco product" or "tobacco-derived product" does not include any product that is regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Alternative nicotine product" means any non-combustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means. "Alternative nicotine product" does not include any tobacco product, vapor product, or product regulated as a drug or device by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

"Vapor product" means any non-combustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape and size, which can be used to produce vapor from nicotine in a solution or other form. "Vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, Juul, or similar product or device, and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, Juul, or similar product or device. "Vapor product" does not include any product that is regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco-derived product or substitutes, including cigarettes, cigars, cigarillos, little cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The Board does not condone, in the educational environment, the use of tobacco-derived products, alternative nicotine products, or vapor products. The Board prohibits student possession and/or use of all these products in school buildings, on school grounds, on school buses, at bus stops, and at any school-sponsored function. The Board prohibits employees, visitors, and spectators from using any of these products while on school grounds.

This policy shall also apply at all times to any building, property, or vehicle leased, owned or operated by the Board. This policy shall apply to any private building, or other property, including automobiles or other vehicles used for school activities, when students or staff are present.﻿

An exception shall be made by the Superintendent to allow possession/use of approved nicotine replacement product for tobacco cessation. West Virginia State Board of Education policy 2422.7 - Standards for Basic and Specialized Health Care Procedures must be followed in order for students to use such products on school property or at school-sponsored events.

Individuals supervising students are prohibited from distributing or using any tobacco product, tobacco-derived product, alternative nicotine products or vapor products while in the presence of students or at any time while engaged in any activities directly involving students. If the Board discovers that an employee has sold or furnished tobacco products, tobacco-derived products, alternative nicotine products or vapor products to minors, the Board may dismiss such employee for cause. Any such discharge shall be considered as "gross misconduct" for the purposes of determining the discharged employee’s eligibility for unemployment benefits if the employer has provided the employee with prior written notice in the workplace that such act or acts may result in termination from employment.

Groups using areas described in this policy shall sign agreements with the Board agreeing to comply with this policy and to inform students, parents, and spectators by public address systems, if available, that this policy remains in force on evenings, weekends, and other times that school is not in session.

Enforcement provisions for the public may include but are not limited to: request to stop use or leave premises, deny access to school property and/or police notification.

The Board reserves the right to have any vapor product tested by law enforcement to determine the actual contents. Therefore, consequences may be subject to change after the initial offense.

**Student Offenses and Consequences:**

1. **First Offense:** It shall be defined as the initial time a student of the school system is charged and proven to be in possession and/or use of a tobacco product, tobacco-derived product, alternative nicotine product, or vapor products.  
     
   Following a due process hearing and a conference at the school, which shall include the student, parents/guardians, building principal and other staff members or persons involved, a five (5) day out-of-school suspension will be imposed, and the student and his or her parent or guardian must participate in an approved educational class concerning tobacco usage.
2. **Second Offense:** See the description of First Offense, however, this second offense is related to the entire school tenure of that student, not just one (1) school year or term.  
     
   Following a due process hearing and a conference at the school, which shall include the student, parents/guardians, building principal and other staff members or persons involved, a ten (10) day out-of-school suspension from school classes, and all other activities on school grounds, or other grounds involving school students in a scheduled activity, and the loss of social privileges (attendance at school dances, including prom and homecoming, participation in athletics, or attendance at athletic events) for 365 days.
3. **Third Offense:** ﻿See the description of Second Offense, however, this third offense is related to the entire school tenure of that student, not just one (1) school year or term.  
     
   The student will be recommended for expulsion, not to exceed 365 days, pursuant to Board policy 5500 and West Virginia State Board of Education policy 4373.

In all three (3) violations, proof of counseling and attendance in a tobacco cessation program, or proof of registration in said program, shall be submitted to the Superintendent before admittance back to the classroom.

In all three (3) violations, a report will be made with the Magistrate Court under ﻿§16-9A-3 and §16-9A-4. Students are reminded that every person who shall smoke a cigarette or cigarettes, pipe, cigar or other implement of any type or nature, designed, used or employed for smoking any tobacco or tobacco product; or who shall use any tobacco product, whether chewing tobacco, snuff or otherwise, in any building or part thereof used for instructional purposes, in any school of this State, as defined in §18-1-1 of the West Virginia Code, or on any lot or grounds actually used for instructional purposes of any such school of this State, while such school is occupied for school purposes, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished for each offense by a fine of not less than one nor more than five dollars.

**﻿Student Offenses and Consequences for Cannabis and/or Distribution:﻿﻿**

If a student is found to be in possession, in school buildings, on school grounds, at a bus stop, or at any school-sponsored function, of any such product that contains cannabis, the student will be subject to a Level 4 offense, and procedures as outlined in Board policy 5500 and West Virginia State Board of Education Policy 4373. Possession means the presence of such products or paraphernalia, in any amount, on the person or body, in a school locker or backpack, or in or on any other item owned or under the general direction or control of any individual.

If a student is found to be distributing in school buildings, on school grounds, at a bus stop, or at any school-sponsored function, any tobacco-derived product, alternative nicotine product or vapor product, the student will be subject to a Level 4 offense, and procedures as outlined in Board policy 3010 and West Virginia State Board of Education policy 4373. Distributing means the sale, giving, transfer, delivery, trade or exchange in any manner.

The Board shall maintain a list of providers to make referral to voluntary support programs (such as local mental health provider or tobacco cessation program or hotline programs) that address the physical, psychological and social issues associated with addiction; provide on-going support and reinforcement necessary for desired behavior change; and provide information about available programs to all 4th through 12th grade students and staff on a regular basis.

This policy shall be provided to students, school staff, parents or families, visitors and the community-at-large through:

1. staff development;

1. employee and student handbooks;

1. parent/guardian notification;

1. general public notification (e.g., signs, announcements); and

1. attaching a summary of this policy on to all requests for school facility use.

Additionally, this policy shall be available to the public in written or electronic format.

**School Partnership Development**

Each school will establish community agency and organization partnerships that serve to provide the school with a variety of supports and resources to develop appropriate behaviors in safe and supportive schools. These partnerships may be both formal and informal as described in West Virginia State Board of Education policy 4373. If a formal partnership between community service agencies and a school is established, the Board must approve the partnership.

The District and/or school shall develop and implement training for students and staff on these regulations and on means for effectively promoting the goals of this policy.

**School Implementation Plan**

Plans for the implementation of tobacco programs and policies shall be included within individual school strategic plans. The implementation plan shall reflect the particular needs of students and staff to study, learn, and work in a positive school climate/culture. To the maximum extent possible, the plan should be developed collaboratively with input from all stakeholders including, but not limited to parents, business leaders, community organizations and State and local agencies. The plan should articulate and incorporate the partnership supports and resources that are available to the school through the District's formal and informal partnership agreements as well as through additional school-level partnerships.

At a minimum, schools shall:

1. establish a leadership team (may be an existing team) to manage the design, monitoring, and improvement of school climate/culture;

1. establish a process to gain school-wide input and commitment to school climate/culture improvement from students, staff, parents, and community;

1. develop school-wide priorities for West Virginia State Board of Education policy 4373;

1. analyze school climate/culture data annually;

1. make data-driven improvement decisions based on analysis of consistently tracked student behaviors;

1. implement school-wide plans that provide appropriate interventions to support and reinforce expected behaviors;

1. implement programs/practices that promote youth asset development to support expected student behaviors, positive education, and health outcomes;

1. implement comprehensive and effective intervention programs/practices that target identified behaviors that are disruptive to the educational process and that place students at higher risk of poor education and health outcomes;

1. develop appropriate and reliable referral procedures for intensive intervention that enlist school and community partnerships; and

1. evaluate school climate/culture improvement processes and revise as needed.

The District shall review its tobacco control policy at least every two (2) years and make appropriate modifications as necessary, pursuant to State Board policy and State law. The administrator holding the position of the Assistant Superintendent shall be responsible for instituting such review and reporting to the Superintendent within thirty (30) days of instituting such review.

The District will assess the effectiveness of this policy annually. Such review shall occur in the month of May each year. The administrator holding the position of the Assistant Superintendent shall be responsible for instituting such review and reporting to the Superintendent within thirty (30) days of instituting such review. Data to be considered in the review include:

1. supervisor conferences

1. disciplinary referrals

1. disciplinary actions

1. referrals to support programs

1. referrals for criminal prosecution

1. criminal convictions

This policy, along with all other policies that encompass the requirements of West Virginia State Board of Education policy 4373, shall be submitted to the State Superintendent of Schools. Any revision must also be submitted to the State Superintendent of Schools.

#### **VISITORS**

Visitors on school business are welcome at EHS. We require all visitors to sign in with the office and wear a visitor’s pass. **You must have your picture identification available upon request.** Only employed personnel and students are to be in the halls without visitor’s passes. All other persons, including school alumni, must obtain a visitor’s pass from the office. Parents may pick up students in the main parking lot or in front of the Randolph Technical Center. Only handicapped students can be picked up at the north exit by the track.

**IT IS IMPORTANT TO UNDERSTAND THAT THE ABOVE POLICIES AND PROCEDURES ARE ONLY A GUIDELINE. IT MAY, AND CAN BE CHANGED WITHOUT PRIOR NOTICE. THERE MAY BE “GREY” AREAS THAT NEED TO BE TREATED DIFFERENTLY. SOME SITUATIONS MAY NOT EXACTLY FIT A GIVEN RULE.**

**SOME SITUATIONS MAY NOT EVEN BE ADDRESSED IN THIS HANDBOOK. WHEN THIS GUIDELINE IS NOT WORKING FOR AN INDIVIDUAL STUDENT, OTHER OPTIONS CAN BE USED. STUDENTS WHO QUALIFY UNDER**

**THE INDIVIDUALS WITH DISABILITIES ACT MAY NOT BE SUBJECT TO THESE POLICIES. VIOLATIONS OF THIS ASSERTIVE DISCIPLINE PLAN WILL BE ACCUMULATED FOR EHS AND THE RANDOLPH COUNTY TECHNICAL CENTE**