

2005–2006 STUDENT/PARENT HANDBOOK

CHARACTER
LOYALTY
SCHOLARSHIP
ACHIEVEMENT



Pendleton County Middle/High School
Franklin, West Virginia

West Virginia 2004 Class A Baseball Champions
REVISED AUGUST 2005

*[This version has been adapted for the Internet.
To obtain a hard copy, please contact the school.]*

Foreword

This student/parent handbook is designed to be a helpful, easily located reference for policies or procedures many employees need to know. Please keep it in a safe place to be used as a written reference. Also feel free to call upon your teacher or school principal to answer any questions you may have concerning your school.

School Traditions

School Colors - Carolina Blue and White and Navy Blue
School Symbol - Wildcat

Pendleton County Fight Song

*Words & Melody by Renee Hedrick & Lisa Roberson
Transcription & Arrangement by Alan J. Granofsky*

Go Pendleton Wildcats, Go Blue and White
Go Pendleton Wildcats, Time to Unite
Strong and Courageous, Leading the Way
We'll stand beside you; Our hands will guide you,
Go Pendleton Wildcats, In Unity,
We're here to stay; We're on our way
We're Pendleton County High, Fight, Fight, Fight

Introduction to Pendleton County High School

Vision: Mastery for All

Mission: Providing Children Success - Pendleton County Schools

Core Beliefs:

- We believe that all children will achieve mastery of the essential curriculum, given appropriate time and conditions.
- We believe that all schools and school systems are responsible for creating conditions necessary for all students to achieve mastery.
- We believe the commitment to high standards in all aspects of the organization is essential to produce mastery for all.
- We believe that strong instructional leadership and highly qualified personnel are required to build the systems and develop the culture to achieve mastery for all.
- We believe that parents, treated as valued and respected partners involved in the activities of the school, enhance student learning.
- We believe that the primary measures of school and system success are the increase of students who achieve mastery and beyond and the decrease in achievement gap among students student subgroups.
- We believe that transforming a school system to produce "mastery for all," requires a systemic, continuous improvement process.

PART I: GENERAL INFORMATION AND PROCEDURES

School Staff

Charles F. Hedrick - Principal
Lannie Harper - Dean of Students
Linda Mallow - Secretary
Susanne Phares - Secretary
Lynn Beatty - Gifted Teacher
Darrell Bodkin - Social Studies 7-8/PE
Pamela S. Boggs - Special Education
Lois Byers - Music/Performing Arts 7-12
Richard Carson - English 9-12
Scherry Chambers - Special Education
Jake Conrad - Social Studies 9-12
Rod Cooper - Special Education
Beverly Eye - Family and Consumer Sciences/ Math 9-12
Patrick Godfrey - English 9-12
Carolyn Harper - Language Arts
Donna H. Harper - Foreign Language: Spanish, French
Sharon R. Harr - Science or Biology & Chemistry 9-12
Sandra Hedrick - High School Special Ed
Wayne Hedrick - Math 7-8

Nicole Hevener - English 7-8
David L. Hubbs - Math 9-12
Ronald Hudson - Vo-Ag 7-12
Margaret Judy - Math 9-12
Marsha Keller - Guidance Counselor, High School/Middle School
Mary Beth Lambert - Physics/Math 9 - 12
Wilma Pitsenbarger - Special Education
Karen Propst - Business 7-12
Reka Reahberg - Middle School Technology
Mary Grace Richardson - Guidance Coun., Mid. School/Elem. Itinerant
Richard Ruddle - Art/Social Studies 7-12
Sheila Ruddle - Math 7-8
Sandra Simmons - Science 7-8
Ashley Jo Skavinski - Social Studies
Frank Skavenski - Special Education
Vickie Skavenski - English 9-12
Gary Smith - P.E.
Greg Smith - Driver Ed/Health
Dwight Sponaugle - Music/Band- Elementary/Middle/High School K-12
Joe Vincell - Language Arts
Donald Wagner - Science or Biology & Chemistry 9-12
Judy Wagoner - School-to-Work
David Warner - Science or Biology & Chemistry 9-12
Galen Warner - Social Studies 9-12
Mary Warner - Librarian/Social Studies 7-8
Jamey L. Wimer - Special Education
Sam Yokum - Activities Director

Robert Bennett - Custodian
Arnold L. Lambert - Custodian
Johnny Murphy - Custodian
Joyce Bland - Aide
Anita Warner - Aide
Shirley Sisson - Cook
Margaret Wimer - Cook
Katie George - Cook/Custodian
Sarah Hedrick - Cook

Dances

During the school year, several dances are held in the gym for Pendleton County High students and their approved guests. To obtain approval for a guest, each student must sign his own and the guest's name on the Guest List in the office during the week of the dance. Students will be held responsible for the conduct of their guests. All dances must be approved by the Principal.

Regular Bell Schedule: High School Bell Schedule - 9-12

School Opens 7:30
Students Begin Arriving 7:30
Teachers Begin Arriving 7:45
Breakfast Begins 7:50
Vo-Tech Bus Begins Loading/Homeroom 8:00 - Return 12:02
1st Period 8:10 - 8:57
2nd Period 9:01 - 9:46
3rd Period 9:50 - 10:35
4th Period 10:39 - 11:24
1st Lunch 11:24 - 11:54
2nd Lunch 12:13 - 12:43
6th Period 12:46 - 1:31
7th Period 1:35 - 2:20
8th Period 2:24 - 3:09

Middle School Bell Schedule 7-8

Homeroom 8:00 - 8:10
1st Period 8:10 - 8:57
2nd Period 9:01 - 9:54
3rd Period 9:58 - 10:50
Lunch 10:51 - 11:21
4th Period 11:23 - 11:51
5th Period 11:54 - 12:43
6th Period 12:46 - 1:31
7th Period 1:35 - 2:20
8th Period 2:24 - 3:09

Visitors

- All visitors must report to the office to sign in and secure a visitor's pass.
- A student who plans to bring a visitor to school must first secure a visitor's pass from the principal. Visiting just for the sake of seeing friends is discouraged, and the permission to do so is seldom granted.
- Students who bring visitors to school with them are responsible for their actions while at school. Visits will be limited to 10 minutes.
- No students are to have friends with them at school during the lunch hour, or between classes.

Important Phone Numbers (AC 304)

Principal's Office - 358-2573
Guidance Office - 358-2573
Bus Garage - 358-2588
Athletic Department - 358-2155
Superintendent's Office - 358-2207

Announcements/Newsletters

Announcements and Newsletters pertaining to school functions will be sent

home with students from time to time during the school year. Also, report cards will be sent via the student.

Lost and Found

If an item is lost or stolen, you should first report the incident to the teacher or person in charge of the area where the mishap occurred. If the item is not then retrieved, report the incident to the Main Office. Likewise, when finding an item that appears to have been lost, you should first report to the person in charge of the area at the time the item is found or bring it to the office.

School Store

Pencils and notebooks may be purchased in the school store.

The Guidance Office

The guidance department consists of two guidance counselors and is located in rooms P102 and P104. Individual counseling of all students is available for the purpose of discussing topics related to progress in academic work, social development, health, choice of future education or vocations, and other topics of concern to the students. The counselors are responsible for keeping student's permanent record cards current. The cards include such information as grades, standardized test scores, extracurricular activities, and any other special accomplishments of the students.

Permanent Records: Collection, Maintenance, Disclosure

The Pendleton County Board of Education shall annually inform Parents/Guardians of their rights regarding the collection, maintenance, and disclosure of information regarding students in attendance in Pendleton County Schools. This notice shall include information regarding location of information, rights to file complaints, and location of Board Policies regarding student records. The procedures set forth in the document *Permanent Records Procedure for Collections, Maintenance, and Dissemination* shall be followed by all Pendleton County Employees, Students, Parents, and Patrons. A complete copy of the manual is available for examination in the Superintendent's office, Pendleton County Schools, Franklin, West Virginia. For more information contact school Principal or Superintendent's Office - Title IX Coordinator.

Annual Notification of Rights

In compliance with the Family Rights and Privacy Act of 1974, all parents and/or guardians of students in the Pendleton County Schools and of all eligible students, those who are eighteen years of age or older or who are married, are hereby notified of the following rights. Each has the right to:

1. Inspect and review educational records of students concerned. This would include all families regardless of language.
2. Know location of such records.
3. File complaints regarding information contained in these records.
4. Have access to or a copy of educational records. If this right is denied,

person(s) concerned has a right to a reasonable explanation as to why this is being denied.

5. Have a schedule of fees for copies.

6. Assume that personally identifiable information will not be divulged from these records without written prior consent of person concerned except under conditions acceptable to persons concerned or by special situations as by a court order.

7. Know what is disclosed even if prior permission is granted.

8. Know what is included under directory information.

9. Seek correction of educational records which need to be amended. This would include the right to know procedures to be followed to make necessary amendments or changes.

10. Concerning the type and location of student records in each school and/or for additional information, the following individuals may be contacted:

Name and location of School:
Pendleton County High/Middle School, Franklin, WV
Principal (Custodians of Records)
Charles F. Hedrick

Directory Information

Directory information may be released by the Pendleton County Schools as requested. This information shall be limited to students name, age and grade. Parents/guardians or eligible students may refuse to permit the designation of this information as directory information. This refusal must be made in writing and submitted to the school principal. Board Policy S.10.

Students Rights and Responsibilities

Students may view a copy of the entire Student Handbook - Student Rights and Responsibilities, in the school's main office, in the principal's office, in the counselor's office, or in the library - media center.

Section I: Rights and responsibilities go hand in hand. As a student in West Virginia, 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.

Section II: Regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it.

Section III: The United States and West Virginia constitutions guarantee certain freedoms including freedom of religion, speech, the press, to assemble peaceably, and to petition the government.

Section IV: Regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to participate in extracurricular activities.

Section V: As a student, you have the right to choose reasonable styles of dress and hair.

Section VI: You have certain privacy rights in your school records.

Section VII: You may not possess or use alcohol, drugs, tobacco or deadly weapons.

Section VIII: The United States and West Virginia constitutions guarantee certain protections, including protection from unreasonable search and seizures.

Section IX: 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.

Section X: Disciplinary action may be taken against you if you violate the West Virginia Student Code of Conduct, local board of policies or school rules and regulations.

Section XI: Once you are enrolled in school, you are required to attend until graduation or withdrawal.

Section XII: You have the right to grow up without being physically or sexually abused at school, in the home or the community.

Section XIII: You are protected from racial, sexual, religious, or ethnic harassment and/or violence.

Textbooks

It has been the policy of the Pendleton County Board of Education for the past several years to furnish all textbooks (required) to students.

Withdrawal From School

- When a student withdraws from school, he must have his parents report to the counselor to sign appropriate withdrawal forms. Students are responsible for returning any checked out materials and free textbooks.
- If a student does not follow this procedure, a transcript of his grades will not be forwarded to his next school.

Honor Roll

There are two separate honor roll systems at Pendleton County High School. To be eligible for either honor roll, a student must carry at least four subjects.

Vocational school will count as three subjects. Pluses and minuses shall not be factors in determining the honor roll.

Principal's Honor Roll - This honor roll consists of those students who have all "A's" on their report cards.

Regular Honor Roll - This honor roll consists of those students who have "B's" or better with no more than one "C" and a 3.0 average. Vo-tech and Co-op grades are to be counted 3 times for averaging since there are 3 credits involved.

Exam Policy

All students will take an exam near the end of each semester in all classes with the exceptions listed below. The exam grade counts 20% of the final Semester Grade and is averaged as follows: $4 \times (9\text{-Wks. Grds. Avg. Together}) + \text{Exam Grade, All Divided by } 5$.

Exceptions to Taking Exams: (at the discretion of each individual teacher)

- a. In those classes where a student has maintained an average of "B." Coupled with,
- b. 3 or less (no more than 3) absences (excused and/or unexcused) during that semester and up to the date the exam is given in that class.

NOTE: School-related absences will not count toward determining Exam exemptions. School-related defined: Any activity that includes all of the following 3 stipulations -

- (1) Activity is sponsored and/or supported by PCHS;
- (2) Activity is sponsored and/or chaperoned by school personnel;
- (3) Activity is related to and/or required by established school curriculum and/or PCHS extracurricular functions. Even though private youth organizations such as 4-H Club, Boy Scouts, Girl Scouts, religious youth groups, etc., provide excellent educational opportunities for our youth, those activities connected with such groups are not considered schoolrelated. Effective 10-17-90 (see Board Minutes) - National 4-H Club Congress will be marked absent school-related.

Homework Policy

1. Students are not required to take more than 3 tests during any given day. Students will take the first 3 tests assigned.

2 Test shall not be administered during the days that Exams are scheduled. However, makeup tests may be given during the exam schedule.

Make-Up Opportunities

Any student who misses school for any reason shall be given reasonable opportunity to make up their work. A student should be permitted two school days to make up work missed for each school day they were absent. However, all work missed should normally be completed no more than two weeks after

returning to school. (Source: Board of Education Minutes. Dates: 12/5/79, 4/8/81)

Honors Courses

This policy is currently under review and adoption by the Pendleton County Board of Education.

Class Ranking for the Ensuing Senior Class

Class ranking, (including valedictorian and salutatorian), is based on semester averages. It will be at the discretion of the students the number of honors classes that are taken. For each honors class successfully completed, an additional three points will be added to the average for that class. This will be used ONLY for determining class rankings, (valuedictorian, and salutatorian included).

Honors classes for 2000-2001 include: College English, College Communications (Speech), Chemistry in the Community, Chemistry I & II, Physics, Principles of Technology I & II, Geometry, Algebra II, Advanced Biology, Environmental Earth Science, French II, Spanish II, Pre-Calculus, Trigonometry, Appalachian Literature, Anatomy and Physiology, A.P. Biology, A.P. History. Also included are all college or advanced placement (A.P.) courses delivered via satellite, as indicated by school's master schedule.

The standing committee for calculating the cumulative average shall be: the principal, the guidance counselor, and the Faculty Senate president. Announcement of the valedictorian, salutatorian and class rankings will be made by the principal at the end of the third nine weeks.

PART II - STUDENT RULES AND REGULATIONS

Compulsory Attendance Ages

Pursuant to the State Statutes, compulsory school attendance shall begin with the Fifth Birthday and continue to Sixteenth Birthday. The only children and youth exempted from attending the Public Schools during these years shall be causes or conditions listed in Pendleton County School Policy 5.3. Each cause or condition shall be subject to provisions in Policy 5.3 and confirmation by the Attendance Officer of Pendleton County. For more information contact the Principal's or Superintendent's Office.

Immunization Requirements

The law requires that all children entering school for the first time in PENDLETON COUNTY have been successfully immunized against the following: Diphtheria, polio, tetanus, whooping cough, rubeola, rubella, and shall have a tuberculin skin test. State Law requires that any child who has not completed the immunization schedule shall be excluded from entrance into Pendleton County Schools until he/she has had the necessary immunizations. For more information contact the Principal's or Superintendent's Office.

Medication

Only necessary prescription medicines are to be brought to school. Where feasible, it is recommended that a single day's dosage be brought each day. Prescription medicines are to be stored securely in the school's office. The student-patient is to come to the office at the appropriate time for his dosage. All medicines shall be dispensed by a board employee only upon written instructions from the student's physician and parent.

First Aid In case of injury to a pupil during school hours, the teacher may administer first-aid under the supervision of the principal. In case of more serious injury, a doctor may be consulted or the child may be taken to the nearest hospital, or action may be taken in any manner as directed by the principal. In all cases of serious injury, every effort will be made to contact the parent or guardian, and they will be expected to accompany the child to the doctor and/or hospital if at all possible.

Pendleton County Schools - Student Acceptable Use Policy

The Pendleton County School system embraces the use of technology to promote educational excellence, resource sharing, assist innovative instruction, provide electronic access to a wide range of information and the ability to communicate. Use of our telecommunication must be in support of education and/or research or for schools business, support West Virginia Content Standards and Objectives and be in accordance with all School Board Policies and West Virginia Policy 2460. (<http://wvde.state.wv.us/policies/p2460.html>)

As the use of telecommunication networks by students increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

Privileges

- The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege.
- Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file.

Accountability and Responsibility

- The educator must authorize all student use of Internet-related applications. Specific examples of unauthorized use include, but are not limited to:
 - ★ Executing non-educational gaming.
 - ★ Creating, storing, sending, or viewing pornographic material.
 - ★ Downloading, uploading, storing, or saving any games, utilities,

screen savers, zip files, and/or executing viruses.

★ Using e-mail user IDs other than one's own ID.

★ Corrupting, destroying, deleting, or manipulating system data with malicious intent.

★ Violating safety and/or security measures when using e-mail, chat rooms, and other forms of direct electronic communications. Chat rooms and/or use of instant messaging programs are prohibited unless they are needed for educational use only under the supervision of the instructor.

★ "Hacking" or any other unlawful online activities.

★ Disclosing, using, or disseminating personal information regarding minors.

★ Users will respect the rights of copyright owners.

E-mail Accounts

- The WVDE and WVNET can only monitor those e-mail accounts issued to the "access.k12.wv.us" server, which is administered by WVDE and WVNET. The responsibility of any "nonaccess.k12.wv.us" e-mail accounts lies with the school personnel identified as directly responsible for those students using alternative e-mail accounts or the administrator (s) and/or educator (s) identified as responsible for the e-mail server being used.
- The privacy of electronic e-mail cannot be guaranteed.
- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will notify a teacher or administrator if you have identified a possible security problem.

Web Publishing

- All school/county web pages will adhere to the WVDE State Policy 2460. Every effort will be made to provide links relating to the county and school curriculum.
- Student pictures and names can be published on the school/county web site at the discretion of the school/county. Parental permission will be obtained. Student's last names, home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published.

Network Etiquette

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or colleagues. Messages related to or in support of illegal activities may be reported to the authorities.
- Do not use the Internet in a way that would disrupt the use of the Internet by others (e.g., downloading huge files during prime time; sending mass e-

mail messages; annoying other users).

Security

- Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to others.

Vandalism

- Vandalism will result in revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data of another user, any connections that are part of the Internet, or any hardware/software that is owned by the county school system.

Safety

- Safety measures must be enforced to carry out policies at the state, county, and school to implement the intent of CIPA, COPPA, and E-rate guidelines.
- The WVDE, county school systems and schools, in partnership with WVNET will organize technical protection measures to guard against visual depictions that are "inappropriate to minors." Filtering will be installed at the state level for Internet access.
- The county school system may also add other electronic filters at the local level.

Due Process

- In the event that there is an allegation that a student has violated the AUP, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before his/her account is terminated.
- Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining self-discipline necessary to behave appropriately on an electronic network.
- If a student violates this policy his/her access to Internet may be prohibited.

User Agreement and Parent Permission Form

After reading the AUP policy, please complete this form to indicate that you agree with the terms and conditions. The signatures of both student and parent/guardian are mandatory before Internet access may be granted.

School Name _____

STUDENT SECTION

I have read the Acceptable Use Policy concerning all computer usage. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my privileges may be terminated or other disciplinary action taken.

User Name (please print) _____ Grade: _____

User's Signature: _____ Date: _____

PARENT SECTION

I have read the AUP policy for use of telecommunications in the school and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to the classroom projects/activities assigned by the teacher. I also understand that my child cannot hold the teacher responsible for intentional infractions of the above rules.

Parent/Guardian (please print) _____

Parent/Guardian (signature) _____ Date: _____

SCHOOL INTERNET WEB SITE STUDENT INFORMATION

I hereby give my permission to use the following information on the school web site.

Initial all that you approve.

_____ student's first name

_____ student's photo

_____ student in group photo

This form will be kept in the school listed above. It will not be transferred to another school.

Homebound Instruction

The homebound instruction program shall provide educational services to any child who is homebound due to injury or who for any other reason, as certified by a licensed physician, is homebound for a period that has lasted or will last more than three weeks. Such services will be provided through the Pendleton County School Department of Special Education. For more information contact the Principal's or Superintendent's Office.

Special Services Availability

For information on special services such as hearing and sight screening for pupils, contact the Special Education Services office at 358-7065.

TARDINESS

Tardy to Homeroom

A student not seated in his home room when the tardy bell starts to ring is considered tardy. After the third unexcused tardy, per semester, a student will be assigned one day after-school detention. Any student who comes to school tardy must report to the office before reporting to class.

Tardy to Class

A student is tardy if not in the proper seat when the bell to begin that period begins ringing. After the third unexcused tardy, for a high school student, and for a middle school student, per semester, that student will be assigned one day after school detention.

Announcements

All announcements are placed on the daily absence bulletin. These are announcements for teachers and students, and are to be read as soon as they are distributed during first/second period and also at the beginning of 5th period to catch Vo-tech/Co-op/latecomer students. All announcements must be approved by the office before they are placed on the daily bulletin. A copy of the daily bulletin will be placed on the chalk board in the office for the benefit of the latecomers and vocational students.

Arrival

Since school does not begin until 8:00 a.m. (Vo-Tech bus) and the teachers are not required to be at school until 7:45 a.m., students should not arrive at school until 7:45 a.m.

Leaving School During the School Day (Early Dismissal)

Students are not to leave the school during the day except in case of emergency or for a dental or doctor appointment.

If a student plans to leave the school during the day for these reasons, he must turn into the office a note from his parents or guardian stating the reason for early departure and the time he is to leave school. Students are to check in

and out of the office. All students who leave early must exit building through front door by main office.

The note is to be turned into the office before 8:30 a.m. or upon your arrival to school, so that the name of the student and the time of departure can be put on the daily bulletin. Students must put the date and their homeroom number on the note. Requests for early dismissal to doctors, dentists, etc., must have the name of the physician on the request. These are subject to be checked. Also requests for dismissal concerning anything else requires the student to be picked up at the office by the parent or a phone call to Mr. Harper or Mrs. Mal-low from the parent.

A student leaving school grounds without permission will be considered skip-ping and will be placed in the after school detention. Parents will be notified of this infraction and may be called in for a conference.

NOTE: You are cautioned against spending excess time downtown whenever you leave school on an early dismissal excuse. You are allowed to leave school grounds only for the purpose stated in the excuse— nothing else. You are to return to school immediately upon completion of your business. If you do not, you will be cited for skipping school and dealt with accordingly.

Student Attendance

Students' absences fall into two categories—excused and unexcused.

1. Excused absences include:

- a. Student illness: A parent may send a not for illness five days each semester. All other absences for sickness are un-excused unless a doctor's note is sent.
- b. Family emergencies
- c. Pre-arranged medical and dental appointments
- d. Court summons
- e. Quarantine
- f. Death in immediate family
- g. Authorized school activities

2. Unexcused absences include:

- a. Absence from school without parent's consent for reasons other than those identified
- b. Leaving school during school hours and going home without office permission
- c. Truancy shall be treated as an unexcused absence. Truancy cases will be investigated by the principal in conjunction with the attendance direc-tor. Guidance counselors may aid in the identification of possible causal factors.
- d. Early dismissal for such reasons as eating lunch, running errands to

town, shopping, haircuts, and other reasons not considered to be legal excuses to be strongly discouraged.

All students who are absent whether excused or unexcused must be provided an opportunity to make up all work missed during his/her absence. See Pendleton County Policy P.S.6.9.

A Copy of the County Attendance Policy is available in the school's main office.

Boy-Girl Relations

One of the aims of Pendleton County High School is to foster wholesome boy-girl relationships. The faculty, along with the students, will endeavor to provide an atmosphere that encourages thoughtfulness, courtesy, and respect for others. School provides the student with the opportunity to develop social graces and relationships that can broaden and strengthen the base for friendships, acceptance and security. The student needs to learn to reserve the more personal intimate expressions for the time when not in public. Since the school is a public place, it is expected that couples maintain a behavior pattern that is casual and modest. Holding hands would be acceptable. Students will be spoken to if their behavior pattern is unacceptable. If this policy is broken, a referral will be made to the office, and parents will be notified of the violation.

Cheating

Cheating is defined as receiving or supplying illegal assistance on assigned work. A student guilty of cheating will receive a zero for the assignment(s) involved, and the parents will be notified, by the classroom teacher.

Damage to School Property

A student shall pay the school for any breakage or willful destruction of school property. The School Board can prosecute any person charged with defacing or damaging any portion of the school property.

Hazing/Harassment of Underclassmen by Upperclassmen

Hazing and/or harassment (either verbal or physical) on the part of any student toward another absolutely will not be tolerated. Contrary to what some may say, initiation of freshmen by upperclassmen at Pendleton County High School is not justifiable and will be dealt with utilizing strong disciplinary measures toward those involved in such actions. If any student is hazed or harassed by another, he/she should report the violation immediately to his/her teacher and the principal without fear of being further harassed by those involved.

West Virginia Student Code of Conduct - Effective July 1, 2003

Level I

- A. Anti-social Conduct
- B. Cheating/Academic Misconduct
- C. Disorderly Conduct
- D. Improper Operation of Motor Vehicle
- E. Inappropriate Displays of Affection
- F. Inappropriate Dress and Grooming
- G. Leaving School Grounds Without Permission
- H. Possession of Inappropriate Personal Property
- I. Tardiness
- J. Technology Abuse
- K. Tobacco
- L. Trespassing
- M. Truancy

Level II

- A. Bullying/Harrassment/Intimidation
- B. Failure to Serve Assigned Detention
- C. False Identification
- D. Forgery
- E. Fraud
- F. Gambling
- G. Gang Activity
- H. Insubordination/Unruly Conduct
- I. Loitering
- J. Theft or Possession of Stolen Property

Level III

- A. Alcohol
- B. Defacing School Property
- C. Disobeying a Teacher in a Willful Manner
- D. Hazing
- E. Improper or Negligent Operation of a Motor Vehicle
- F. Marijuana
- G. Physical Altercation
- H. Profane Language
- I. Theft
- J. Threat of Injury or Injury
- K. Violation of School Rules or Policies

Level IV

- A. Battery on a School Employee
- B. Felony
- C. Possession of a Controlled Substance

- D. Possession of a Firearm or Deadly Weapon
- E. Sale of a Narcotic Drug

Examples of Disciplinary Action

Level I

- Administrator/student conference or reprimand
- Administrator and teacherparent/guardian conference
- Referrals and conference to support staff or agencies
- Referral to a tobacco cessation program
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Restitution/restoration
- Before and/or after-school detention
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from one class period of the school day
- Weekend detention
- In-school suspension
- Out-of-school suspension for up to three days, or
- Law enforcement notification

Level II

- Any Level I response
- Out-of-school suspension for up to ten (10) days

Level III

- A principal may suspend a student from school, or transportation to or from the school on any school bus, if the student, in the determination of the principal, after an informal hearing pursuant to WV Code §18A-5-1(d), has committed any Level III Violations.
- If a student has been suspended pursuant to WV Code §18A-5-1a(b) or (c), the principal may request that the superintendent recommend to the county board that the student be expelled following the provisions in subsections (b) through (i) of WV Code §18A-5-1a.
- Any school responses to Level I and II Violations.
- Agency notification, such as the West Virginia Department of Health and Human Resources.

Level IV

- Suspension
- Expulsion

Dress code

- T-shirts – no profanity/vulgarity, no tobacco/alcohol, no illegal or suggestive activity promotion.
- Skirt length – Cannot be excessively short. Students must be able to sit, reach or bend appropriately.
- Shorts must have at least a three inch inseam.
- No muscle shirts.
- Shirt/top length – no “bellies” showing at anytime (with outstretched arms for example).
- Provocative clothing of any type is unacceptable. Undergarments must be worn.
- Underwear must be covered at all times.
- Students will not wear sunglasses, hats, caps, or other head coverings inside the building. [Hats/caps are to be placed in students’ lockers during morning homeroom. Vocational students are to place their hats/caps in their lockers upon returning from the vocational school. Hats/caps are to be in lockers through the last period of the day. Students in violation of this policy will have their hats/caps taken to the office to be returned at the end of the day or at the discretion of the school’s administration.]
- No spaghetti straps–shirts must have a two-finger-wide strap.

Weapons Policy

S.5.6 Deadly weapons on school property. The Pendleton County Board of Education recognizes the fact that students learn best in an environment that is safe, stable, secure, and oppression free. Therefore, the Pendleton County Board of Education abhors acts of violence and other aggressive behavior by students upon students and students upon school personnel. The Board further recognizes the right of every student to attend school without fear of their personal safety.

Code of Conduct. It shall be a violation of this policy for any person to carry, possess, handle, use, brandish, or threaten to use any weapon while participating in any school activities.

Definitions. A “weapon” is defined as follows:

1) an instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. A weapon shall include, but is not limited to, blackjacks, gravity knives, knives, switchblade knives, bombs, nunchukas, and other martial art devices, metallic or false knuckles, and any type of firearm or;

2) articles designed for other purposes but which can easily be used to inflict bodily injury and which are being carried, possessed, handled, used, or brandished for the purpose of inflicting or threatening bodily harm. This term shall include, but is not limited to, belts, bats, chains, clubs, scissors, tools, and chemicals.

School Activity. "School activities" shall include, but not be limited to the following:

- 1) any activity on any real estate owned by the Pendleton County Board of Education;
- 2) any activity conducted under the auspices of Pendleton County Schools when a student(s) is scheduled to be in attendance, regardless of whether a student is in actual attendance;
- 3) while a student is in transit to or from any school or extracurricular activity;
- 4) any offense against an employee of the Pendleton County Board of Education, regardless of the time or place.

Penalty. Any violation of this policy by a student shall result in an immediate mandatory suspension of said student by the school principal, after providing the said student with his or her due process rights. The violation shall then be referred to the Pendleton County Board of Education who may expel the student from school; for a period not to exceed one year. Any violation of this policy by a person other than a student shall result in the school personnel immediately informing the appropriate law enforcement agency and fully cooperating in the prosecution on any criminal offense.

Alcohol and Illegal Drug Use

Pendleton County School Board Policy prohibits the illegal possession, use or distribution of drugs and alcoholic beverages on school grounds or in association with any school sponsored activity. Students violating this regulation will be suspended.

If the principal suspects any student of being involved in drug abuse in any form, the student's parent or guardian and the superintendent's office will be contacted.

The Pendleton County Board of Education concurs that it has a responsibility to foster a program with the interest of health and safety for all students. State Law also decrees that no person under the legal age may possess or consume alcoholic beverages. State and Federal Laws declare that no person may legally have an "illegal drug(s)" in his/her possession unless obtained by prescription. Penalties are provided for the violation of these laws, and school officials are duty bound to observe and enforce these laws.

Students are prohibited from possessing, using, being under the influence of, or distributing any form of illegal drug at school or at any school activity to include, but not limited to, the following:

1. Alcoholic beverages
2. Marijuana, Hashish or any similar cannabis derivative
3. Amphetamines (speed, white cross, cocaine)
4. Phencyclidines (PCP, angel dust)
5. All hallucinatory chemicals (LSD, mescaline and others)

6. Barbiturates

7. Opiates

8. Other mood-altering chemicals which can hinder the student's ability to learn and could cause damage to the student's health. The Pendleton County Board of Education will permit the use of prescription medications if a licensed physician prescribes such in writing to a student attending school. The parents of such student must make the necessary arrangements with the building administrator as per Pendleton County File: S.7.3. Non-prescription medication (aspirin, cough syrup, etc.) will not be administered by school personnel. For further information see Pendleton County File: S.5.3.

Expulsion

In cases of serious and continued misconduct, the principal may recommend permanent expulsion (removal) of a student from school. Such recommendation shall be given to the School Board by the Superintendent for action. No student may be permanently excluded from the Pendleton County Public Schools without action by the School Board.

Leaving School Grounds

Once on school grounds, a student is not allowed to leave for any reason without permission given by the principal.

Electronic Devices

Students are strongly discouraged from bringing electronic devices to school. (i.e. radios, tape players, cd players, pagers, cell phones, and other such devices.) The school will not be responsible for theft or destruction of such items. Also, students will not be allowed to have electronic device(s) in the classroom. Such devices must be kept in the student's locker during instructional time.

Smoking or Tobacco Usage Restrictions (Applies To All Students)

The use or possession of tobacco products by any student is prohibited. The use of tobacco products in any part of a school building or school grounds or within visual sight of the school used for instructional purposes, or accessible to students, while such school is used or occupied for school purposes, is prohibited. Any person violating the provisions of this section may be punishable by a fine of not less than one nor more than five dollars.

First Offense: 1 day suspension/or join the Not-On-Tobacco Group and in-school suspension.

Second Offense: 3 days suspension.

Every person who shall smoke a cigarette or cigarettes in any school building, or in any building or part thereof used for school purposes, or in any lot or grounds used for school purposes, while the same is occupied or used 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. (Also, see WV Student Code of Conduct, section 4, #5.)

Hall Passes and Hall Traffic

1. Students should not leave their classroom except in case of emergency.
2. Any student in the halls during class period must have a hall pass with the date, time, destination, and signature of an authorized person.
3. While changing classes, students are to walk on the right side of the hall.
4. Students are not to:
 - a. congregate in the hall in such a way as to interfere with the flow of traffic.
 - b. run in the halls at any time.
 - c. sit on the floor or in the stairwells.

Driving Motor Vehicles to School

Students who have chosen to use private transportation and do not ride the school bus are responsible for being at school on time. If a student is tardy or absent from school due to problems with private transportation, the student's absence will be unexcused.

If no parental contact by either phone or note has been made, the student absence will be unexcused.

1. Students are not to leave until all buses are gone.
2. Students are to park on the lot in the area designated for student parking.
3. Students are to observe all safety rules and regulations while on school grounds.
4. Students are not to loiter in automobiles during the school day.
5. Students are not to move vehicles during the school day without permission from the parents and office.
6. Students violating any of the above rules will be denied the privilege of driving a vehicle on the school grounds.

Bus Students

1. Riding a bus is a privilege, and students who are transported should not abuse this privilege.
2. The behavior of students riding a bus should be no different than the behavior of students in a classroom.

Bus Riding Permission: In order for a student to ride a bus other than his regularly scheduled bus, he/she must bring a permission note signed by his/her parent or guardian to the principal. The note must be dated and state the destination of the request. The principal will then sign the note and give it back to the student who, in turn, will present the note to the driver of the bus on which they wish to travel.

WV Code 17C-12-7 makes it illegal to pass a stopped school bus which is re-

ceiving or discharging school children on school property as well as any street or highway whether private or public. (Effective date June 8, 1990.)

School Dismissal Policy

If school is cancelled because of inclement weather, the announcement will be made over the local radio and television stations.

Change of Address

If a student's address, telephone number, or parent's work phone number is changed during the school year, the change should be reported to the office immediately.

Field Trips

Field trips, properly planned and executed, can be a vital part of the school curriculum. The general policy of the Board of Education shall be to discourage any or all pleasure trips and/or picnics on school time. The Board of Education shall not sponsor senior trips. (See Pendleton County File: 1.5.2)

Students not covered by accident insurance (either school sponsored or private) will be excluded from all field trips and off-campus activities.

Field trip sponsor(s) will have the authority to determine student(s) eligibility to participate in the school sponsored field trips.

Insurance

An accident insurance policy is available through the school for students and teachers. This is taken out very early in the school year.

Summer School Opportunities

Please contact the school's guidance office prior to the end of school for information concerning summer school opportunities. All summer school programs must meet the requirements of Pendleton County Board Policy. (1.2.1.1.)

Vocational Students

Any student who misses the vocational bus in the morning will be assigned to a teacher's classroom for the remainder of the morning. Students are not permitted to drive a vehicle to Petersburg without written permission from the Vocational School, his parents and the high school principal. No passengers are to be transported by a student driving a vehicle to the Vocational School.

Procedures for Two Hour Delays for Vocational Students

1. Two hour delays for Pendleton County or Grant County: Vocational Students are not required to report until the start of their first class at Pendleton County High School.
2. Students who do report to school earlier will be assigned to a teacher for supervision.

3. Once a student is on school property, they will only be allowed to leave under the following conditions: With a note on file from their parent(s) granting permission to sign out when there is a two hour delay; a phone call from parent granting them permission to leave, and/or permission from the school principal.

**All students are encouraged to ride their bus to school on days of inclement weather.

Child Nutrition Program

Students must pay for meals in the commons area in the morning before the bell sounds for homeroom.

Students: As you have been directed several times during each school year, including our 1st assembly, you are to be either in the cafeteria or commons area. All other areas are off limits to you during the lunch recess.

Student Food Service Prices (subject to change)

Breakfast: Full Price — 75¢; Reduced — 30¢

Lunch: Full Price — \$1.20; Reduced — 40¢

Policy for Pregnant and Lactating Students

When a student has been identified as pregnant and/or lactating, this student shall be referred to the school guidance and/or school nurse. The guidance counselor and/or school nurse shall inform the student of the availability of additional foods provided by the Child Nutrition Program at no cost. The guidance counselor and/or school nurse shall refer the student to the cafeteria manager for provision of snacks. The cafeteria manager shall provide snacks in accordance with Policy 4321.1. Snacks shall be provided based on the student's class schedule and food preferences.

Civil Rights Notice

The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age or disability. To file a complaint of discrimination, write:

USDA Director

Office of Civil Rights - Room 326-W - Whitten Building

14th and Independence Avenue SW

Washington DC 20250-9410

Telephone Calls

The use of the telephone in the school office must be limited to school business. A student will not be called to the telephone under any circumstances. In case of an emergency, a message will be delivered.

Students will NOT be dismissed from class to use the telephone except in the

case of an emergency, at which time they will come to the office.

If any abuse is noted concerning the use of the pay telephone in the commons, that privilege will be suspended indefinitely.

The phone in the coach's office will not be used by any students unless directly supervised by a coach who determines that the call is absolutely necessary.

Use of the student phone in the office will be limited to morning before home room, lunch, and after school. All other use must be approved by the office.

Fund Raising Campaigns

All fund raising campaigns must be approved by the principal. The sponsor of the organization raising funds is to contact the activity director and have the activity placed on the activity calendar.

Schedule Changes

All schedule changes for Fall, must be completed by September 6, 2005.

School Interest Groups

Pendleton County High School is fortunate in having many members of the community directly and indirectly involved in supporting their school.

Organized Interest Groups Are:

Pendleton County High School Band Boosters

Pendleton County High School Sports Boosters

For information concerning the above organizations, call Pendleton County High School. Also, we receive tremendous support from the many service organizations of Pendleton County.

School Sports

Sports are part of the extracurricular program at Pendleton County High School and play an integral part in the development of both mind and body of our young people. Through the teaching of good sportsmanship, many good qualities can be internalized by the student which should be of great benefit to him/her during their adult life.

Sports Offerings:

Football — Varsity and Junior Varsity

Girl's Basketball — Varsity and Junior Varsity

Boy's Basketball — Varsity and Junior Varsity

Volleyball

Baseball

Track (girls/boys)

Middle School Grade Girls/Boys Basketball

Girls Softball
Cheerleadings
Middle Football

Clubs

All clubs at Pendleton County Middle/High School must be approved by the Faculty Senate, have a faculty adviser, and be approved by the principal. A list of approved clubs with kept be on file in the office. At present the following clubs exist at PCM/HS: Fellowship of Christian Athletes, Beta Club, Student Against Destructive Decisions, Teen Institute, Future Farmers, Future Educators of America, National Honor Society, Student Council, FCCLA, Drama Club, and Not-on-Tobacco.

Eligibility for Extracurricular Activities

Eligibility for participation in extracurricular activities is determined by the student's grade point average the previous semester. To be eligible to participate, a student must maintain at least a 2.0 grade point average for the previous semester. This is an average for all classes a student takes, not a 2.0 for each class. Also, the student must have passed at least 4 subjects. Extracurricular activities are those which are not directly related to academic instruction and for which no credit is given.

Activities specifically listed in the policy are as follows:

1. Student government
2. Class officers
3. Student publications
4. Drama productions
5. Debate tournaments
6. Interscholastic athletics

NOTE: Any student who skips school (a class, part of a class, any part of the school day, or who is absent in any way unexcused) will not participate in any school sponsored extracurricular activity (including sports—both interscholastic or intramural) that calendar day.

Non-Discrimination Policy

DISCRIMINATION PROHIBITED: As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status, or national origin in employment or in its educational programs and activities. Inquires may be referred to Donald B. Bucher, Title IX and Section 504 Coordinator, Pendleton County Board of Education Office, Phone 358-7065; or to the Department of Education's Director of the Office for Civil Rights.

Graduation Requirements

A student shall be eligible to graduate from Pendleton County High School upon successful completion of the graduation requirements set forth by the West Virginia State Board of Education and the Pendleton County Board. Stu-

dents not meeting graduation requirements will not be allowed to participate in the graduation ceremony.

These graduation requirements are effective for students entering grade 9 in the school year 2004 - 2005.

Requirements for Graduation Core Requirements (17 credits)

English Language Arts 9, 10, 11, 12 - 4 credits

Mathematics¹ - 3 credits

Science² - 3 credits

Social Studies³ - 4 credits

Physical Education - 1 credit

Health - 1 credit

The Arts - 1 credit

Career Majors⁴ - 4 credits

Electives⁵ - 3 credits

Work-based Learning⁶

¹ Two of the three credits will be Algebra I and above. Successful completion of Applied Math I and II is equivalent to an Algebra credit. All students must take Algebra I or its equivalent prior to the end of 10th grade. Applied Geometry may be substituted for a formal course of Geometry.

² Coordinated and Thematic Science 9, Coordinated and Thematic Science 10, and one Course above Coordinated Thematic Science 10 level. With parental consent, students with a declared entry or skill-level major in vocational agriculture will, upon successful completion of a Robert C. Beach Vocational-Agriculture credit in grade 11 or 12, be exempt from the third required unit of credit in science (See Sec. 5.59).

³ United States to 1900, World Studies to 1900, Twentieth and Twenty-first centuries, and Civics

⁴ Career majors are to be determined at the local school or county level.

⁵ Chosen from the school's offerings of electives.

⁶ Work-based Learning will be determined at the local level.

CAREER MAJOR CREDITS (4 Credits)

Professional Pathway

Mathematics 4th credit which must be above Algebra I³

Natural Science 4th credit

Foreign Language 2 credits in one language

Skilled Pathway⁴

Mathematics 4th credit which must be above Algebra³

Concentration 3 credits⁵

Entry Pathway⁴

Concentration 4 credits⁵

³These students must earn four credits in mathematics including Algebra I and two other courses above Algebra I. See Secs. 8.2.6.D, E and F for a process allowing students and their parent(s) to substitute other career major credits for these credits. The student and his/her parents, when choosing to substitute other courses, must sign a form stating that they understand that in so choosing the student will not meet admission requirements for a baccalaureate degree program at any West Virginia public college or university.

⁴ The four concentration units provided students in entry-level technical majors and two of the concentration units at the skilled level must be consistent with those defined in the Required Technical Courses by Career Major technical assistance document published by the Department of Education.

⁵ Each technical concentration in a school shall obtain and maintain an appropriate industry recognized accreditation/certification, when one is available, and shall provide students the opportunity to obtain that industry-recognized credential as part of the instructional program.

ELECTIVES⁵ (3 Credits)

The remaining graduation requirements are to be electives.

WORK-BASED LEARNING

All students must participate in a work-based learning experience at some time in grades 9-12. The decision whether to grant credit for these experiences will be made at the local level. (See Sec. 7.2.29)

[These graduation requirements are effective for students entering grade 9 in the school year 2005–2006 and thereafter.](#)

Requirements for Graduation CORE REQUIREMENTS (18 CREDITS)

Reading and English Language Arts 4 credits: English 9, 10, 11, 12

Social Studies 4 credits: United States to 1900; World Studies to 1900. Twentieth and Twenty-first Century Civics/Government

Mathematics¹ 4 credits: (3 credits required for entry pathway students entering 9th grade in 2005-2006) (4 credits required for all entering 9th grade students in 2006 - 2007).

Science² 3 credits: CATS 9 and two courses above the CATS 9 level

Physical Education 1 credit

Health 1 credit

The Arts 1 credit

¹ Successful completion of Applied Math I and II is equivalent to an Algebra I credit. All students must take Algebra I or its equivalent prior to the end of tenth grade. Applied Geometry may be substituted for a formal course of ge-

ometry.

² With parental consent, students with a declared entry or skilled level major in vocational agriculture will, upon successful completion of a Robet C. Beach Vocational Agriculture credit in grade 11 or 12, be exempt from the third required unit of credit in science (See Sec. 5.59.)

CAREER MAJOR COURSES (3 credits)

Professional Pathway

Mathematics - 4 credits (at least 3 of the 4 credits must be Algebra I or above)

Science - 4th credit (which must be a above CATS 9)

Foreign Language - 2 credits in one language

Skilled Pathway

Mathematics - 4 credits (at least 3 of the 4 credits must be Algebra I or above)

Concentration - 3 credits³

Entry Pathway

Mathematics - 3 credits (for students entering 9th grade in 2005 - 2006, three (3) math credits are required with at least 2 of the 3 credits being Algebra I and above)

Mathematics - 4 credits (for students entering 9th grade in 2006 - 2007, four (4) math credits are required with at least 3 of the 4 credits being Algebra I and above)

Concentration 3-4 credits³

³These students must earn four credits in mathematics including Algebra I and two other courses above Algebra I. See Secs. 8.2.6.D, E and F for a process allowing students and their parent(s) to substitute other career major credits for these credits. The student and his/her parents, when choosing to substitute other courses, must sign a form stating that they understand that in so choosing the student will not meet admission requirements for a baccalaureate degree program at any West Virginia public college or university.

ELECTIVES (3 Credits)

The remaining graduation requirements are to be electives.

CAREER DEVELOPMENT

Prior to students selecting career majors, opportunities for career decision-making must be provided in grades 9-10.

WORK-BASED LEARNING

All students must participate in a work-based learning experience at some time in grades 9-12. The decision whether to grant credit for these experiences, content standards and objectives will be developed and approved at the local level. (See Sec. 7.2.29)

Classification of Students

A policy of classification of students will be followed at Pendleton County High School. Units needed for promotion to each grade are as follows:

10th — 6 units

11th — 12 units

12th — 18 units

West Virginia Board of Education Grading Scale

			Quality Points
93-100	A	Excellent	4.0
85-92	B	Good	3.0
75-84	C	Fair	2.0
65-74	D	Poor	1.0
0-64	F	Failure	0

Course Offering Through West Virginia Virtual School

Pendleton County Middle/High School also participates in the West Virginia Virtual School. West Virginia Virtual School provides 113 different online courses. Including Advance Placement, Fine Arts, Foreign Language, Mathematics, Science, Social Studies, and Technology/Career Education courses. For more information contact Mrs. Marsha Keller or Mr. Charles Hedrick, or visit West Virtual School at virtualschool.k12.wv.us.

Course Offerings:

Fine Arts Department: Art I, Art II-IV, Band (Instrumental I-IV), Choir, Theater, Dance, Show Choir, Introduction to Career Majors, Music Appreciation

Health/Physical Ed./Safety Dept.: Physical Education, Health, Drivers Education, Personal Fitness

Language Department: English 9, English 10, English 11, English 12, Applied Communications, Appalachian Literature, Creative Writing, French I, French II, French III, Spanish I, Spanish II, Spanish III, Novel, Tech Writing/Short Stories, Desktop Publishing,

College English Technology Department: Technology Skills, Computer Programming I-IV

Math Department: Applied Math I, Applied Math II, Algebra I, Algebra II, Trigonometry, Geometry, Pre-Calculus, Algebra/Geometry Prep, Applied Geometry

Science Department: Science 9, Science 10, Advance Biology, A. P. Biology, Anatomy and Physiology, Adv. Environmental Earth Science, Adv. Physics, Phy. Tech Con, Chem Tech Con, Adv. Chem I, II

Social Studies Department: American History, US History to 1900, 20th Century History, Civics and Government, Economics, Appalachian Cultures Geography, U.S. History to 1865

College/History Vocational Department: Ag. Science I, Ag. Science II, Ag. Science III-IV, Animal Science, Leadership, Keyboarding, Notetaking, Steps,

Parenting/Housing, Food/Nutrition/Clothing, Forestry, Greenhouse Management, Agriculture, Livestock Production, Life Connections, Business Applications, Accounting I, II, Bus/Marketing, Electronics, Health Services, Welding, Coop-Work, Carpentry, Masonry, Auto Tech, Electricity, Office Tech, Web Based Design, Bus Comm., Business Law, Business Match, Adv. Doc. Proc., Computer Applications I & II, 35

Racial, Sexual, Religious, Ethnic Harassment & Violence.

General Statement of Policy. Racial, sexual, religious/ethnic harassment and violence is a form of discrimination which violates Sections 703 of title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000C, et. seq., Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681, et. seq., WV Code § 5-11-1, 18-2-5, 18-2-5a and 18-2-7b, et. seq., West Virginia Constitution, Art. XII, § 2, and the West Virginia Human Rights Act.

It shall be a violation of this policy for any student, volunteer, outside group, third party using school facilities, or employee of the Pendleton County School District to harass a student, any person, or an employee. The Board prohibits any form of racial, sexual and religious/ethnic harassment or violence.

It is a violation of this policy for any student or employee of Pendleton County Schools to harass a student or an employee through conduct or communication of a racial, sexual or religious/ethnic nature as defined by this policy.

Pendleton County Schools will investigate all complaints, either formal or informal, verbal or written, of harassment or violence and discipline any student or employee who harasses a student or employee of Pendleton County Schools.

Harassment Defined

A. Sexual Harassment

1. Unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or communication of a sexual nature when:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or of obtaining an education; or
- b. 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
- c. 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.

2. Any sexual harassment as defined, when perpetrated on any student or employee by any student or employee, will be treated as sexual harassment under this policy.

3. Sexual harassment may include but is not limited to:
- a. verbal harassment or abuse;
 - b. unwelcome or inappropriate letters, telephone calls, or materials of a sexual nature;
 - c. sexual teasing, jokes, remarks, or questions;
 - d. sexually suggestive looks or gestures;
 - e. pressure, subtle or overt, for sexual activity;
 - f. unwelcome or inappropriate patting, pinching, or cornering;
 - g. intentional brushing against another's body;
 - h. attempted or actual rape or sexual assault;
 - i. requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or education status;
 - j. requesting or demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - k. any unwelcome sexually motivated touching.

B. Racial Harassment - Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious/Ethnic Harassment - Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence - Sexual violence is a physical act of aggression or force of 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:

1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force the sexual intercourse or a sexual act on another;
4. threatening to force or coerce sexual acts, including the touching of intimate

parts or intercourse, on another; or

5. threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

E. Racial Violence - Racial violence is a physical act of aggression or assault upon another because of, or in a matter reasonably related to, race.

F. Religious/Ethnic Violence - 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.

G. Assault is:

1. an act done with the intent to cause fear in another of immediate bodily harm or death;

2. the threat to do bodily harm to another with present ability to carry out the threat.

H. Amorous Relationships - Amorous relationships between staff members and non-adult students of the educational agencies served by Pendleton County Schools are prohibited. Staff members found to have violated this prohibition shall be subject to the penalties outlined in Section X of this policy.

Reporting Procedures: Any person who believes he or she has been victim of harassment or violence by a student or an employee of Pendleton County Schools, or any third person with knowledge or belief of conduct which may constitute harassment, should report the alleged acts immediately to an appropriate official as designated by this policy. Pendleton County Schools encourages the reporting party or complainant to use the report form available from the Assistant Superintendent of Schools.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal must notify the Board's Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given to the building principal verbally, the principal shall reduce it to written form before the close of the next working day and forward it to the Human Rights Officer. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be made directly to the Human Rights Officer.

For school buildings/facilities which do not have a building principal, such as the transportation and maintenance departments, the director of such building or facility will be the person responsible for receiving oral or written reports of sexual harassment. All other provisions of the paragraph above apply to such situations, except the term "director" shall be substituted for the term "building principal".

B. District-Wide. The Board designates its Title IX Coordinator as the Board's Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment, and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint or report shall be filed directly with the Superin-

tendent, who shall then be responsible for the investigation and recommendation described in Paragraph IV of this policy. The name of the Human Rights Officer, including mailing address and telephone number, shall be conspicuously posted in the office of each school building and in other buildings to which employees of the Board are assigned to work.

C. Submission of a complaint or report of sexual harassment will not affect the future employment, grades, or work assignments of the person who submits the complaint or report.

D. Use of formal reporting forms is not mandatory. Pendleton County Schools will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the agency's legal obligations and the necessity to investigate allegations of harassment and violence and take disciplinary action when the conduct has occurred.

Investigation And Recommendation: By authority of the Board, the Human Rights Officer, upon receiving a report or complaint alleging racial, sexual, religious/ethnic harassment or violence will immediately authorize an investigation. This investigation may be conducted by an official or officials of the school district or by a third party or third parties designated by the Superintendent of Schools. The investigating party will provide a written report of the status of the investigation within ten working days to the Superintendent of Schools and the Human Rights Officer. If the Superintendent of Schools is the subject of the complaint, the report will be submitted to the Human Rights Officer and the Chairman of the Board of Education.

In determining whether alleged conduct constitutes harassment or violence, consideration will be given to the surrounding circumstances, the nature of the racial, sexual, religious/ethnic advances, relationships between the parties involved, and the context in which the alleged incidents occurred. The investigation may consist of personal interviews with the complainant, the individual(s) against who the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstance(s) generating the complaint.

The investigation may also consist of any other methods and documents deemed pertinent by the investigator(s).

In addition, school officials may, in their discretion, take immediate steps to protect the complainant, student(s), and employee(s) pending completion of an investigation of alleged harassment and violence.

The Board's Human Rights Officer will issue a report to the Superintendent of Schools upon completion of the investigation. The report will include a recommendation concerning the validity of the complaint. If the Superintendent of Schools is the subject of the complaint, the report will be made to the Chairman of the Board.

Action: Upon receipt of a recommendation that the complaint is valid, Pendleton County Schools will take such action as appropriate based on the results of the investigation. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by

the Superintendent of Schools or, if the Superintendent of Schools is the subject of the complaint, by the Chairman of the Board. The report will document any disciplinary action taken as a result of the complaint.

Reprisal: The Pendleton County Board of Education will discipline any individual who retaliates against any person who reports alleged harassment or violence or who retaliates against any person who testifies, assists, or participates in an investigation proceeding or hearing relating to a harassment or violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Non-Harassment: The Board recognizes that not every advance or comment of a racial, sexual, or religious/ethnic nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment can have a serious detrimental effect on innocent parties.

Right To Alternative Complaint Procedures: These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the West Virginia Human Rights Commission, filing an employee grievance under WVCode § 18-29-1, et. seq., filing a citizen's appeal under West Virginia Board of Education Policy 7211, filing a Title IX grievance under the appropriate procedures, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Sexual Harassment As Abuse: Under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situations, the school district will comply with the provisions of law for reporting such abuse. Discipline: Disciplinary action taken pursuant to this policy may include warning, suspension, expulsion, or immediate discharge to end the harassment or violence and prevent its recurrence, or other forms of discipline as prescribed by the Superintendent of Schools.

Dissemination of Policy:

- A. This policy or a summary shall be posted in each of the agency facilities in areas accessible to students and staff members.
- B. A complete copy of this policy can be found in the Pendleton County Schools Policy Manual.
- C. Pendleton County Schools will develop and implement training for students and staff on these regulations and on means of effectively promoting the provisions of this policy.
- D. Prevention programs that develop training and awareness of racial, sexual, religious/ethnic harassment and violence will be presented annually through the Pendleton County Schools Staff Development Program.

Fire Drills

Fire drills are held for the safety of all persons in the school. When the alarm sounds, you should leave the room in single file and exit quietly. Directions for leaving the building are in each classroom.

Should the alarm sound during the change of classes, students should leave the building immediately using the nearest exit. Regardless of when the alarm sounds, and no matter how long you are out of the building, you should return to the classroom you last occupied and wait for further instructions. The return signal will be one long blast of the bell system.

FIRE EXITS

Fire exits will be reviewed by classroom teachers. If you have any questions about fire exits, please ask your classroom teacher.

West Virginia Board of Education Student and Employee Codes of Conduct

Policy 4373: Student Code of Conduct

All WV Public School Students will:

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

Policy 5902: Employee Code of Conduct

All WV School Employees will:

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