

# 2016-2017 STUDENT/PARENT HANDBOOK

CHARACTER

SCHOLARSHIP



LOYALTY

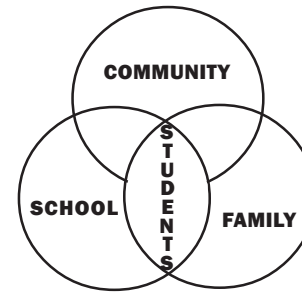
ACHIEVEMENT

## Pendleton County Middle/High School

Franklin, West Virginia

Revised July 2016

### SAFE SCHOOLS INVOLVE EVERYONE



RESA VIII  
SAFE & DRUG FREE SCHOOLS &  
TOBACCO PREVENTION PROGRAM

### *WHY DO TEENS START DRINKING?*

Peer pressure is the main reason. Young people are very vulnerable to pressures from friends to try alcohol. Today's media depicts drinking alcohol as sexy, sophisticated and mature. What's not mentioned is the fact alcohol is a dangerous and, to all those under 21, an illegal drug.

### *WHY DO TEENS START SMOKE?*

- \*To feel adult and independent
- \*To fit in
- \*Curiosity
- \*Ads and movies
- \*They think they can stop anytime
- \*They like the effects

### *INFORMED PARENTS ARE THE BEST DEFENSE*

It's best to begin talking with your child about tobacco, alcohol and other drugs at an early age. But it's never too late to start. The younger the child is, the greater your influence. Changing passive attitudes and providing children with the facts about alcohol and other drugs are the first steps in drug prevention. The fight against drugs begins at home with clear rules, healthy values and a good example of drug-free living.

**For More Information Contact RESA VIII • 304-257-2641**

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## 2016 - 2017 School Calendar

Aug. 18	First Day of School for Students
Sept. 5	Labor Day - No School
16	Early Dismissal for Students
20	Interim Reports Distributed
Oct. 17	No School for Students
21	First Nine Weeks Ends
27	Middle/High School Parent/Teacher Conferences
28	Report Card Distribution
Nov. 8	Election Day - No School
11	Veteran's Day - No School
21-25	Thanksgiving Break - No School
Dec. 2	Interim Reports Distributed
22	Early Release
Dec. 23 - Jan. 2	Christmas Break - No School
Jan. 6	Early Dismissal for Students
12	Second Nine Weeks Ends
13	No School for Students
16	Martin Luther King Day - No School
19	Report Card Distribution
Feb. 16	Interim Reports Distributed
17	Early Release for Students
Mar. 10	Early Release for Students
20	Third Nine Weeks Ends
23	Middle/High School Parent/Teacher Conferences
24	Early Dismissal for Students
27	Report Card Distribution
Apr. 14-21 (18, 19, 20 & 21 -OS Days)	Spring Break
28	Interim Reports Distributed
May 19	Early Release for Students
29	Memorial Day - No School
31	Last Day for Students - Early Dismissal
June 1-2	OS Days

**J. D. Wilkins - Board President**

Year First Elected: 2004

Occupation: Mortgage and Commerical Loan Officer for the Grant County Bank in Petersburg

*“Education is our opportunity to make more valuable our community’s most important resource, our children.”*

**Rick Gillespie - Board Vice-President**

Year First Elected: 2006

Occupation: Antiterrorism/Force Protection Manger: US Navy, Sugar Grove; Captain, WV State Police (retired)

*“A quality education is the bridge to success for our children. I pledge to work for the students and with my fellow board members, administrators, teachers and support staff to continue building a strong system for all.”*

**Sonny O’Neil**

Year First Elected: 1998, Reelected in 2008

Occupation: Safety Director Dispatcher for Hinkle Trucking

*“My goal is to make sure every student has the education needed to succeed in whatever they desire to do in life.”*

**Betty Kimble**

Year First Elected: 2008

Occupation: Owner/operator along with her husband, Ronnie, of Fox’s Pizza Den in Brandywine

*“Unity is an important attribute to any organization. I hope we can work together to make positive decisions that will influence the lives of our children in Pendleton County. Remember — together we can make a difference. I am grateful for the opportunity to serve on the school board.”*

**Teresa Heavner**

Year First Elected: 2010

Occupation: Personal Banker for Pendleton Community Bank in Franklin

*“Focusing on the needs of our children — together we can help them prepare for the future.”*

**PRINCIPAL’S MESSAGE**

Dear Students and Families,

It is my pleasure to welcome you to Pendleton County Middle/High School, Home of the WILDCATS! We take a lot of pride in our school community, and we are excited that you are a part of it. We are committed to providing a safe and supportive learning environment that leads to high achievement and individual excellence. Our mission at Pendleton County School is to Provide Children Success.

This handbook has been prepared for you. **Please take time to carefully review the handbook, paying special attention to attendance policies.** It is important that you and your parents are informed regarding Pendleton County Middle/High School regulations, policies and expectations. You will receive an addendum to this handbook if there are any policy changes throughout the year.

Our district firmly believes that a strong home and school partnership is vital for student and school achievement. I want to thank the faculty, staff, students, parents and community for your support and dedication to our schools. Please remember that I am here to support each and every one of you. My door is always open to our students and their families, so please do not hesitate to come to my office or contact me if you have any questions or concerns throughout the year.

Best Wishes,

Lori Hull  
Principal

## FOREWORD

This handbook is designed to be a helpful, easily located reference for policies or procedures that students, parents and educators 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.

## Introduction to Pendleton County Middle/High School

### Vision

ACHIEVEMENT FOR ALL

### Mission

Providing Children Success

Pendleton County Schools

### **Core Beliefs**

- We believe that all children will advance in essential curriculum, given appropriate time and conditions.
- We believe that schools and school systems are responsible for creating conditions necessary for all students to achieve growth.
- We believe that commitment to high standards in all aspects of the organization is essential to produce success.
- We believe that strong instructional leadership and highly qualified personnel are required to build the systems and develop the culture to achieve progress.
- 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 is the increase of students attaining academic and social gain.
- We believe that transforming a school system to produce achievement requires a systemic continuous improvement process.

## 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*



**PENDLETON COUNTY MIDDLE/HIGH SCHOOL  
RIGHTS AND RESPONSIBILITIES**

<b>Student Rights and Responsibilities</b>	
<b>My Rights</b>	<b>My Responsibilities</b>
I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or hurt my feelings.	I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others or hurt other's feelings.
I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, etc.	I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry, disability, etc.
I have the right to be safe in this school. This means no one will: hit me, kick me, push me, pinch me, threaten me, hurt me, etc.	I have the responsibility to make the school safe by not: hitting, kicking, pushing, pinching, threatening or hurting anyone.
I have the right to expect my property to be safe in this school.	I have the responsibility not to steal or destroy the property of others.
I have the right to hear and be hearing in this school. This means no one will: yell, scream, shout, make loud noises or otherwise disturb me.	I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.
I have the right to show pride in my appearance.	I have the responsibility to follow the dress code.
<b>Parent Rights and Responsibilities</b>	
<b>Parent Rights</b>	<b>Parent Responsibilities</b>
To be given a copy of the Discipline Policy and to contact teachers or Administration with questions regarding the policy.	Teach children socially acceptable standards of behavior and teach children to be responsible for their actions.
To expect that their child will be taught in a safe and respectful classroom.	To support the school in sustaining a welcoming, caring and safe environment.

**PART I  
GENERAL INFORMATION & PROCEDURES  
SCHOOL STAFF**

Lori Hull ..... Principal	Michael Puchany ..... Language Arts 9-12
Timothy Johnson ..... Assistant Principal	Krystal Raymond ..... Health/PE
Dave Eason ..... Dean of Students/ Athletic Director	Ashley Reed ..... Math 7-8
Linda Mallow ..... Secretary	Sean Rice ..... Social Studies 9-12
Holly Champ ..... Secretary	Melanie Ruddle ..... Itinerant Assistant
Cathy Bennett ..... Math 9-12	Zachary Smith ..... Social Studies 7-8
Misty Campbell ..... Science 9-12	Katherine Springer ..... Science 7-8
John Connor ..... Reading Interventionist	Kathryn Staub ..... Music/ Performing Arts 7-12
Rod Cooper ..... Driver Education/PE	Matt Vance ..... Special Education/ Alt. Education
Sheila Evick ..... Social Studies 7-12 Librarian	Allison Vincell ..... Spanish
Beverly Eye.. ..... Math 9-12	Joe Vincell ..... Language Arts 9-12
Jeremy Eye ..... Math 7-8	Shelba Vincell ..... Guidance Counselor
Patrick Godfrey ..... English 9-12	Courtney Wagner ..... Special Education
Richard Harper ..... Science 9-12	Darla Young ..... Music/Band Elementary/Middle/High School K-12
Janice Heavner ..... Family and Consumer Science	Bryan Youngblood ..... Health/PE
Kimberlee Hevener ..... Language Arts 8	TBA ..... Math Interventionist
Derek Hinkle ..... Social Studies 9-12	TBA ..... Special Education 9-12
Ronald Hudson ..... Vo-Ag 7-12	Nancy Barkley ..... Cook
Kayla Judy ..... Art	Robert Bennett ..... Custodian
Margaret Judy ..... Math 9-12	Tina Eye ..... Cook
Marsha Keller ..... Guidance Counselor/ Middle School/Elem. Itinerant	Katie George ..... Cook/Custodian
Nancy Kimble ..... Alt. Education	Johnny Murphy ..... Custodian
Anthony Kirby ..... Science 9-12	Robin Rexrode ..... Custodian
Jo Lynn Mitchell ..... Special Ed	Holly See ..... Nurse
Carrie Nesselrodt ..... Language Arts 7-8	Amanda Simmons..Nurse/Supervisory Aide
Karen Propst ..... Business 7-12	Margaret Wimer..... 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, students must complete a Guest Verification form and submit it to Ms. Hull for approval. Students will be held responsible for the conduct of their guests. All dances must be approved by the Principal and shall have a minimum of two school officials to assist in chaperoning responsibilities.

## REGULAR BELL SCHEDULE

School Begins at 7:58 a.m.

### HIGH SCHOOL BELL SCHEDULE

School Opens for Students To Begin Arriving	7:30
Breakfast	7:30
Vo-Tech Students Load Bus/Depart	7:58/8:05
Homeroom	7:58 - 8:08
1st Period	8:12 - 8:57
2nd Period	9:01 - 9:46
3rd Period	9:50 - 10:35
4th Period	10:39 - 11:24
First Lunch	11:27 - 11:57
**5th Period: Depends on Assigned Lunch Schedule	
Second 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

Homeroom	8:01 - 8:08
1st Period	8:12 - 8:57
2nd Period	9:01 - 9:46
3rd Period	9:50 - 10:35
4th Period	10:39 - 11:24
Lunch	11:27 - 11:57
5th Period	11:59 - 12:43
6th Period	12:46 - 1:31
7th Period	1:35 - 2:20
8th Period	2:24 - 3:09

## TWO-HOUR DELAY SCHEDULE

School Begins at 9:58 a.m.

### HIGH SCHOOL BELL SCHEDULE

Breakfast Will Be Served	
Homeroom	9:58 - 10:10
1st Period	10:14 - 10:44
2nd Period	10:47 - 11:17
3rd Period	11:20 - 11:50
4th Period	11:53 - 12:23
Lunch	12:26 - 12:56
5th Period	12:59 - 1:29
6th Period	1:32 - 2:02
7th Period	2:05 - 2:35
8th Period	2:38 - 3:09

### MIDDLE SCHOOL BELL SCHEDULE

Breakfast Will Be Served	
Homeroom	9:58 - 10:10
1st Period	10:14 - 10:44
2nd Period	10:47 - 11:17
3rd Period	11:20 - 11:50
Lunch	11:53 - 12:23
4th Period	12:26 - 12:56
5th Period	12:59 - 1:29
6th Period	1:32 - 2:02
7th Period	2:05 - 2:35
8th Period	2:38 - 3:09

## VISITORS

State law requires all visitors to report to the office of the principal before visiting on school grounds. After receiving approval from an administrator to visit school grounds, the visitor(s) will sign-in and will be issued a visitor's pass. When the visitor has completed his/her task, the pass is to be returned to the office.

Unauthorized persons will be asked to leave the campus. Failure to comply will result in local law enforcement officials being asked to take appropriate action.

Students are not permitted to bring visitors to school without prior approval 24 hours in advance by a school administrator. **Such approval will be granted for educational purposes only.**

## IMPORTANT PHONE NUMBERS

Principal's Office .....	304-358-2573
Guidance Office .....	304-358-2573
Bus Garage .....	304-358-2588
Superintendent's Office .....	304-358-2207

## 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.

## THE GUIDANCE OFFICE

The guidance department consists of two guidance counselors.

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:

Lori Hull  
Principal  
Custodians of Records

## **NOTICE TO PARENTS PARENTAL CONSENT TO ACCESS PUBLIC BENEFITS OR INSURANCE (E.G, MEDICAID)**

This notice informs parents of the individuals with Disabilities Education Act of 2004 (IDEA) regulations at 34 CRF §300.154, effective March 18, 2013, regarding written notification and parent consent to access public benefits or insurance, such as Medicaid. Before the school district accesses the parent's or child's Medicaid or other publicly funded benefits for the first time to seek reimbursement for services provided to an eligible student, and annually thereafter, this written notice is provided to inform parents of the following:

- A one-time prior written parental consent will be requested to release personal information from a child's education records or information about the services that may be provided for the purpose of billing Medicaid or another specific agency for Individualized Education Program (IEP) services. If at any time billable services are revised, consent will be requested again.
- The consent form will state the student's personal education records and information that will be disclosed, the purpose of the disclosure (e.g. Medicaid billing) and the agency to which the records will be released. By consenting, parents state they understand and agree that their or their child's public benefits or insurance will be accessed to reimburse the cost of services.
- Parents cannot be required to sign up for or enroll in public benefits or insurance programs for their child to receive free appropriate public education, that is, IEP services.
- Parents are not required to pay out-of-pocket expenses such as a deductible or co-pay amount resulting from filing a claim, but may pay the cost that otherwise would be paid by parents.
- Parents must be informed that their public benefits or insurance (e.g., Medicaid) will not be billed if it would:
  - result in a decrease in lifetime benefits;
  - result in the child's parents paying for services that would otherwise be covered and that are needed for the child outside of the time the child is in school;

- result in an increase in premiums or discontinuation of public benefits or insurance; or
- risk loss of eligibility for home and community-based waivers based on the total (aggregated) health-related expenditures for the child or the child’s parents.
- Parents have the right to withdraw consent to disclose their child’s personal information for billing purposes at any time.
- Parents’ withdrawal of consent, or refusal to provide consent, to release their child’s personal information for purposes of accessing their public benefits or insurance (e.g., for Medicaid billing) does not relieve the school district of its responsibility to ensure that all required IEP services are provided at no cost to parents.

### **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.17.

### **WEST VIRGINIA DEPARTMENT OF EDUCATION STATE BOARD POLICY 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, the student must have his/her parents/guardians 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/her 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 four 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 a 3.0 average. Vo-tech and Co-op grades are to be counted 4 times for averaging since there are 4 credits involved.

## JAMES HUFFMAN RESPONSIBLE STUDENT AWARD

The James Huffman Responsible Student Award is named after James Huffman, who was a student at Pendleton County High School who unfortunately died in a car accident in 2012. James showed respect for his teachers and fellow classmates. He demonstrated good manners and ethics. James was a well-liked, responsible young man.

This award is for a person that demonstrates these characteristics.

## PCHS ACADEMIC STUDENT OF THE MONTH AWARD

The PCHS Academic Student of the Month Award is for a person who has demonstrated outstanding academic success. This person has been recognized for their academic excellence.

## NATIONAL HONOR SOCIETY REQUIREMENTS

- 1) Student must have at least a 3.25 GPA at the end of their 10th or 11th grade year.
- 2) Student must then fill out Student Activity Information Form.
- 3) Student then ranked by faculty on a 0-3 scale with regards to service, leadership and character.
- 4) Rankings are then added for a total. That total is then divided by the total number of responses.

- 5) Those students who average 2.0 or better are then discussed by the NHS Faculty Committee.
- 6) Students who do not receive at least half of the teacher responses are not eligible.
- 7) Confirmation is made by the NHS Faculty Committee and parents are then notified of students' selection.
- 8) Students who are selected are then expected to adhere to the mandates of the NHS and the local by-laws. Any member can at any time be disciplined by the school chapter, and serious breaches of conduct can be removed.

## EXAM POLICY

At the teacher's discretion, high school 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 x (9-Wks. Grds. Avg. Together) + 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 school-related. Effective 10-17-90 (see Board Minutes) - National 4-H Club Congress will be marked absent school-related.

## HOMEWORK AND TEST 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. Tests shall not be administered during the days that Exams are scheduled. However, *makeup tests* may be given during the exam schedule.
3. Homework shall not be assigned during exam week. This does not include makeup work.

## MAKE-UP WORK OPPORTUNITIES

Regardless of the reason for the absence, the student will be allowed the number of days missed plus one in which he/she is responsible to make up all work missed during the absence. Grades for assignments missed during an absence may not be withheld unless the student, after given an opportunity to make up the work, fails to do so.

## HONORS COURSES

Honors classes include: College English, AP Literature, AP United States History, Physics, AP Chemistry, Advanced Human Anatomy, Pre-Calculus, Calculus, Trigonometry, Spanish III, Spanish IV, AP Biology, AP Spanish, any college credit or any AP class taught at Pendleton County Middle/High School during the regular school day.

## SENIOR CLASS RANKING

The Valedictory and Salutatory Honors for Pendleton County High School for the classes of 2010-2012 will be awarded to the students achieving the highest percentage average through their seventh semester of work. These percentages will include an additional three percentage points added to the grade of each Honors course completed.

Beginning with the class of 2013, these graduation honors will be awarded to the students accumulating the highest total number of quality points for grades 9 - 12 and 7th and/or 8th grade courses taken for high school credit.

The percentage average and quality point totals in both instances will be calculated for the top 10 students according to WVEIS GPA ranking by the counselor, principal and faculty senate president to ensure accuracy. For all other purposes, such as college applications, scholarship committees, etc., the WVEIS GPA will be used.

## SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Beginning with the class of 2013, and thereafter, valedictory and salutatory honors will be based upon WVEIS generated calculations which will reflect additional points for honors courses successfully completed. For any questions on this process, please contact the principal or guidance counselor.

## HONOR GRADUATES

Beginning with the class of 2013 honor graduates are those students who have a cumulative GPA of 3.5 (not rounded) or who rank in the top 10% of the class. (The school will use which ever number is greater). Those students will be recognized at the commencement exercises by leading their class in the processional.

## 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 **Seventeenth 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/her 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).

All new students, including those entering the 7th grade, must have a signed Acceptable Use Policy on file.

### 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 ID's 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 "non-access.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 the 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.

### **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 Pendleton County Schools. For more information contact Rick Linaburg, director of homebound students, at 304-358-2207.

### **SPECIAL SERVICES AVAILABILITY**

For information on special services such as hearing and sight screening for pupils, contact the Special Education Services office at 304-358-7065.

### **TARDY TO CLASS**

A student is tardy if not in the proper seat when the bell rings. After the third unexcused tardy, per nine weeks, that student will be assigned lunch detention.

### **ANNOUNCEMENTS**

All announcements are placed on the daily absence bulletin. These are announcements for teachers and students, and are to be read or posted as soon as they are distributed by email during first/second period.

All announcements will be read at the beginning of 6th period over the intercom, and all teachers must have their announcements in to the office by the beginning of 6th period. All announcements must be approved by the office before they are read or placed on the daily bulletin. No announcements will be made at any other time in the day unless approved by the Principal in case of emergency, weather announcements or other issues that may arise.

## ARRIVAL

Since school does not begin until 7:58 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. unless dropped off by the bus.

## SIGN-IN/SIGN-OUT POLICY LEAVING SCHOOL DURING THE SCHOOL DAY (EARLY DISMISSAL)

**Any student that arrives after the first bell of the day or leaves prior to the last bell of the day must sign in or out of school in the office. A school administrator must give prior approval before any student may leave school, permission will not be given without prior written permission from a parent or guardian. Early dismissal notes must be brought to the office before the school day begins.**

Students must sign out on the sign-out sheet before leaving school, and the parent will fill out the proper forms to remove that student from school. If student sign-outs become habitual, the Truancy Officer of Pendleton County Schools will be notified and further action may be taken.

**Parents are cordially asked to make dental or doctor appointments after school or on Saturdays in order to minimize the number of their son's/daughter's absences.** If it is necessary for a student to be picked up for an appointment during school hours, only the parent(s) or other designated person over the age of 21 can pick up their child. Parents may authorize other responsible adults, preferably members of the immediate family or relatives, to pick up their child by contacting a school administrator by phone.

**Students will not be released to any individual under 21 years of age.**

Students who are 18 or older cannot sign themselves (unless an 18-year-old form has been notarized and on file in the office) out without

permission from parent or guardian while under the school's care.

**No student will be permitted to sign himself/herself out of school unless he/she has provided the required form to the Principal prior to signing out.**

Students who become sick during the school day should report to their teacher and request permission to report to the office. An administrator will then determine whether the sickness warrants sending the student home. The parent will be contacted and asked to sign out their child.

## STUDENT ATTENDANCE

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

1. Excused absences include:

- a. Student illness: A parent may send a note 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 director. 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 are 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.

## **INTERPERSONAL RELATIONS**

One of the aims of Pendleton County High School is to foster wholesome 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/PLAGAIRISM**

Cheating is defined as receiving or supplying illegal assistance on assigned work. Plagairism is a form of cheating.

A student guilty of cheating or plagairism will receive a zero for the assignment(s) or be given an alternative assignment(s) at the discretion of the teacher. Parents will be notified by the classroom teacher and a referral will be made to the office for record keeping purposes.

## **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.

## **DRESS CODE**

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 any gang affiliation or promotes any

drug-, alcohol- or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions. Students dressed in such a manner that they disrupt classroom decorum will be referred to the principal and possibly sent home for a change of clothing.

Students may be required to wear protective clothing or to remove certain items of clothing in order to protect their health and safety in certain instructional environments, such as workshops and science labs.

Hats may not be worn within the school facility at any time save in the aforementioned instructional environments if deemed necessary by their instructors. Students are expected to remove hats upon entering the building and to store them in their lockers when afforded the first possible opportunity to do so.

Following is a list of prohibited clothing:

1. Shirts/tops/blouses/dresses that expose rib areas, stomach, or hips. NO UNDERGARMENTS (bras, boxers, etc.) should be showing at any time. Hoods on sweat shirt and jackets are the same as hats, they should not be worn in the building.
2. Students may not wear any garment that advertises or promotes tobacco, drug or alcohol use, contains obscene language and/or profanity or sexually oriented messages, slogans, or images, whether explicit or implicit.
3. Shorts, dresses, and skirts that would expose undergarments or buttocks under normal school activities such as crouching by a locker or bending over to pick up materials.

## **WEST VIRGINIA STUDENT CODE OF CONDUCT**

### **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	Inappropriate Language
Deceit	Failure to serve detention
Disruptive/Disrespectful Conduct	Tardiness
Falsifying identity	Vehicle parking violation
Inappropriate appearance	Skipping class
Inappropriate display of affection	
	Possession of inappropriate personal property



## 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	Physical fight without injury
Insubordination	Possession of imitation weapon
Leaving school without permission	Technology misuse
Habitual violation of school rules or policies	
Possession of knife not meeting “dangerous weapon definition”	
Profane language/obscene gesture-indecent act toward employee or student	

## Level 3

Imminently Dangerous, Illegal and/or Agressive Behaviors - are willfully committed and are known to be illegal and/or harmful to people and/or property.

Battery against a student	Imitation drugs
False fire alarm	Defacing school property/vandalism
Gambling	Fraud/forgery
Larceny	Hazing
Sexual misconduct	Trespassing
Inhalant abuse	Harassment/bullying/intimidation
Improper or negligent operation of a motor vehicle	
Threat of injury/assault against an employee or student	
Substance containing tobacco/nicotine	

## Level 4

Safe School Act Behaviors - are consistent with those addressed in West Virginia Codes.

Battery against a school employee  
Felony

Illegal substance related behaviors

Possession and/or use of dangerous weapon

**\*Level 4 behaviors are used in the identification and classification of Persistently Dangerous.**

## EXAMPLES OF DISCIPLINARY ACTION

### Level I

- Administrator/student conference or reprimand
- Administrator and teacher-parent/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

## DEADLY WEAPONS

According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. As defined in W. Va. Code §61-7-2, a “dangerous weapon” means any of the following:

- Devices intended to cause injury or bodily harm;
- Any device used in a threatening manner that could cause injury to bodily harm:
- A device that is primarily used for self-protection;
- Dangerous weapons include, but are not limited to: blackjack, gravity knife, knife, switchblade knife, nunchuka, 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;
- Dangerous weapons may also include explosives, chemical, biological and radiological materials; or
- A pocketknife with a blade of three and one-half inches or less shall not be included in the definition of knife as defined in WVC §61-7-2 unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

The following are exceptions to this policy:

- a law enforcement officer acting in his or her official capacity;
- a person specifically authorized by the Board of Education or principal of the school where the property is located to conduct programs with valid educational purposes; or
- programs or raffles conducted with the approval of the county board of education or school which include the display of unloaded firearms.

No person shall have a firearm whether loaded or unloaded in any automobile on the premises of the Pendleton County Board of Education in his automobile whether the same is locked or unlocked.

Any student who violates this policy shall be suspended immediately and shall be subject to expulsion by the Pendleton County Board of Edu-

cation. Any employee who is in violation of this policy will be subject to immediate disciplinary action.

**\*\*Students are not allowed to possess knives, regardless of blade length, on school property.**

**\*\*\*Students are not allowed to possess paint balls or paint ball guns on school property.**

## 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.

### **SEXTING BY MINORS**

Any minor who intentionally possesses, creates, produces, distributes, presents, transmits, posts, exchanges, or otherwise disseminates a visual portrayal of another minor posing in an inappropriate sexual manner or who distributes, presents, transmits, posts, exchanges or otherwise disseminates a visual portrayal of himself or herself posing in an inappropriate sexual manner shall be guilty of an act of delinquency and upon adjudication disposition may be made by the circuit court pursuant to the provisions of article five, chapter forty-nine of this code (I.13.11).

As used in this policy:

\* “Posing in an inappropriate sexual manner” means exhibition of a bare female breast, female or male genitalia, pubic or rectal areas of a minor for purposes of sexual titillation.

\* “Visual portrayal” means:

- A photograph;
- A motion picture;
- A digital image;
- A digital video recording; or
- Any other mechanical or electronic recording process or device that can preserve, for later viewing, a visual image of a person that includes, but is not limited to, computers, cell phones, personal digital assistance and other digital storage or transmitting devices;(c) It shall be an affirmative defense to an alleged violation of this section that a minor charged with possession of the prohibited visual depiction did neither solicit its receipt nor distribute, transmit or present it to another person by any means.

As written, the code allows for court discretion as to whether an adjudicated juvenile should be required to register as a sex offender.

It should be clearly understood that while some of these activities may be initiated outside of the school environment, they will **be subject to school discipline under File: S.8. Expected Behavior in Safe and Supportive Schools if they disrupt normal school activities.**

### **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.

### **HIGH SCHOOL ELECTRONICS POLICY**

Students are strongly discouraged from bringing electronic devices to school. (i.e. iPods, iTouches, pagers and other such devices.) The school will not be responsible for theft or destruction of such items. Cell phones are silenced and out of sight when student enters the classroom. Cell phone use in the classroom is at the discretion of the teacher.

### **MIDDLE SCHOOL ELECTRONICS POLICY**

Middle School students may only possess electronic devices on their person before homeroom in the auditorium or in the cafeteria while eating breakfast or during lunch. During instructional time, all electronic devices are to be kept in the student’s locker and may only be taken out at lunch and then as the student prepares to leave school for the day.

## CELL PHONE POLICY FOR PCHS

Cell phones are turned off and out of sight when student enters the classroom. Cell phone use in the classroom is at the discretion of the teacher. Violations of this policy will result in the following consequences:

1. First offense: Teacher takes cell phone and turns it into an administrator. The student may pick up cell phone at the end of the day. The parent is notified. The student has a warning entered on his or her discipline record.
2. Second offense: Teacher takes cell phone to be turned into the administrator. The student may pick up cell phone at the end of day. The parent is notified. The student is given three days of lunch detention.
3. Third offense: Teacher takes the cell phone and turns it into the administrator. The student may pick up cell phone at end of the day. The parent is notified. The student receives three days after school detention.
4. Fourth offense: Teacher takes the cell phone and turns it into the administrator. The parent will pick up the cell phone. The student receives one to three days of out-of-school suspension.
5. Fifth offense: Teacher takes the cell phone and turns it into the administrator. The parent will pick up the cell phone. The student will receive five days of out-of-school suspension.
6. Further cell phone violations may result in 10 days of out-of-school suspension and a possible referral to the superintendent for further disciplinary action.

**Note: If at anytime a student refuses to give a cell phone to a teacher or other school personnel when requested, the student will be disciplined for insubordination.**

**Any student using a cell phone in any commission of a discipline infraction may be denied the right to bring a cell phone to school.**

## 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 signed out with the date, time, destination and student signature.
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 or loiter 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. Any vehicle brought on school property can be searched as determined necessary.
7. If a student is suspended (out-of-school) or does not meet school behavior expectations as outlined in the Student Code of Conduct, the student's driving privileges (parking on school property) may be suspended until the student has gone 15 school days with zero discipline referrals.
8. In the event a student's school driving privileges are suspended, responsibility of reinstatement of the privileges rests upon the student.
9. Students violating any of the above rules will be denied the privilege of driving a vehicle on the school grounds.

## PARENT DROP-OFF/PICK-UP AREA

Parents are to drop off students and pick them up in the lower parking lot. The upper lot is reserved for bus traffic only. Students can begin being dropped off at 7:45 a.m.

## 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. An administrator 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 receiving or discharging school children on school property as well as any street or highway whether private or public. (Effective date June 8, 1990.)***

## BUS DISCIPLINE

### Level I

- A. Anti-Social Conduct
- B. Bus Misconduct
- C. Disobedience
- D. Inappropriate display of affection
- E. Inappropriate dress and grooming
- F. Leaving the bus without permission
- G. Possession of inappropriate personal property
- H. Tardiness
- I. Technology abuse
- J. Tobacco possession
- K. Trespassing

### Level II

- A. Bullying/Harassment/Intimidation
- B. Failure to serve assigned discipline
- C. False identification
- D. Forgery
- E. Fraud
- F. Gambling
- G. Gang activity

- H. Insubordination/unruly conduct
- I. Direct disobedience
- J. Loitering
- K. Theft of possession of stolen property
- L. Physical fighting

**Level III**

- A. Alcohol possession or use
- B. Defacing school property
- C. Willful disobedience of school personnel
- D. Hazing
- E. Possession of a controlled substance
- F. Physical altercation
- G. Profane language
- H. Theft
- I. Threat of injury or injury
- J. Violation of school rules or policies

**Level IV**

- A. Assault/Battery on a school employee
- B. Felony
- C. Possession of a controlled substance
- D. Sale of a controlled substance
- E. Possession of a firearm or weapon

**SKATEBOARDING**

Skateboarding is prohibited at any time on school board property due to the insurance restraints.

**SCHOOL DISMISSAL POLICY**

If school is cancelled because of inclement weather, the announcement will be made over the local radio and television stations and a school messenger announcement will be sent. Please be sure to update phone numbers as needed.

**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: I.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.

**CREDIT RECOVERY OPPORTUNITIES**

Please contact the school's guidance office prior to the end of school for information concerning summer school opportunities. All credit recovery programs must meet the requirements of Pendleton County Board Policy. (I.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 only permitted to drive a vehicle to Petersburg in situations of specific necessity (doctor's appointment, funeral, job interview). Students must provide necessary documentation from vocational school, his or her parents and the high school principal in order to drive. **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 (SUBJECT TO CHANGE)

### Breakfast:

Full Price — \$1.00

Reduced — Free

### Lunch:

Full Price — \$2.00

Reduced — 40¢

**According to State Policy 4321.1, only a parent, guardian or family member may deliver outside foods and beverages to a child. Direct delivery of food and beverages by local vendors and restaurants is prohibited.**

## POLICY AND PROCEDURE FOR PREGNANT AND LACTATING STUDENTS

When a student has been identified as pregnant and/or lactating by school personnel, this student shall be referred to the school guidance counselor 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.

## NON DISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If

you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

### **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. Middle School students are to use phone in the Middle School Office Only.

### **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 five days from the start of school.

### **SCHOOL INTEREST GROUPS**

Pendleton County Middle/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

Pendleton County PTO

For information concerning the above organizations, call Pendleton

County Middle/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 Girls/Boys Basketball

Girls Softball

Cheerleading

Middle School Football

Soccer — Co-ed

Cross Country

Middle School Cheerleading

Middle School Volleyball

### **PENDLETON COUNTY MIDDLE/HIGH SCHOOL ATHLETIC MANUAL**

The following information is provided for use as guidelines for our athletes and coaches. Please study the information and become familiar with the contents. This manual may be upgraded periodically, and each student athlete will receive this information when they begin participating in sports at PCM/HS. However, all student athletes are subject to the following rules and regulations.

#### **ATHLETIC ELIGIBILITY**

All student athletes are subject to the rules and regulations of the West Virginia Secondary School Activity Commission, County and State Boards of Education, and school regulations. These rules are strictly enforced for all student athletes. Students must maintain a 2.0 average based on a four



point grading scale, for the semester prior to participation in the sports season.

State policy allows students who have not met the 2.0 average requirement to become eligible by earning a 2.0 average by the mid-point of the semester. A 2.0 average is determined by converting percentages grades to letter grades as based on the county grading scale. Grade enhancements such as + or – are prohibited from determining a student’s academic eligibility. **Students that violate school rules and are reprimanded by Out-of-School Suspension are not allowed to participate in school athletic programs for the days that run concurrently with reprimand.**

**ALL ATHLETES AND COACHES REPRESENTING PENDLETON COUNTY MIDDLE/HIGH SCHOOL ARE GOVERNED BY WVSSAC AND PENDLETON COUNTY BOARD OF EDUCATION POLICIES AND REGULATIONS.**

### **MINIMUM ACADEMIC ELIGIBILITY REQUIREMENTS**

All athletes shall be subject to all academic regulations set forth by the West Virginia Secondary Schools Activities Commission. An “I” is figured as an “F” by the WVSSAC.

Each athlete must pass four credits and maintain a 2.0 average during the immediate proceeding semester as required by the West Virginia Board of Education. Of the four classes, two must be basic core classes (science, math, English, language, etc.). Seniors must pass one core class and any three electives.

Students must be eligible for any sport before they are permitted to practice.

### **PRACTICE**

At the beginning of any athletic season, organized practice shall be defined by the WVSSAC and end with the last regularly scheduled contest or elimination from tournament play.

Athletes are expected to attend all practices and games unless excused by a doctor or head coach. Injured athletes are expected to attend all practice sessions unless excused by the head coach. Students that do not show academic achievement during the season may not be allowed to attend practice.

No athlete shall participate in athletic practices and games unless they attend school by 11 a.m. that day. Any absence, habitual tardiness, late

arrival, or early leave will result in a student not being permitted to practice, participate in or perform in afterschool activities on that date. The only exceptions will be those students excused by the principal’s office in advance. **ANY ATHLETE DEPARTING SCHOOL EARLY MUST HAVE A SIGNED EXCUSE (UPON DEPARTURE) TO BE ELIGIBLE TO PARTICIPATE IN GAMES OR PRACTICES DURING THE SAME DAY.**

WVSSAC member schools may not engage in any contest, meet or tournament on Sunday. This rule also applies to Sunday practice. Sunday practice is defined by the WVSSAC as any squad, group, or individual meeting to view films, hold practice, or any other activity associated with the activity of the season.

### **OFF-SEASON PROGRAMS**

Pendleton County Middle/High School athletes are encouraged to participate in off-season conditioning programs. However, the WVSSAC enforces the following rules:

1. Participation must be open to all students enrolled in the school.
2. Participation must be voluntary and not required directly or indirectly for membership on a school squad.
3. Participants must provide their own clothing.
4. Activities are limited to running, weight training, and stretching exercises.
5. Specific equipment pertaining to a given sport may not be used.

Out-of-season leagues and other activities are permissible only when they are not sponsored, supervised, or organized by the athletic staff.

Illegal out-of-season practicing may result in the WVSSAC declaring students and/or coaches ineligible to participate for up to one year for the first offense. Penalties are determined by the WVSSAC Board of appeals.

### **INSURANCE**

All students participating in the PCM/HS Athletic Program are urged to obtain the school accident policy for their protection. The financial responsibility for athletic injury rests with the students and their parents or guardians. Pendleton County Middle/High School cannot assume any financial responsibility in this area. The school requires students to provide their own insurance and provide evidence of insurance coverage prior to participating in athletics.

## **PHYSICAL EXAMINATION**

All athletes must pass a physical examination prior to participating on athletic teams. Costs involved for the physicals are the responsibility of the parents or guardians of each athlete. The staff will try to arrange free physicals when feasible.

## **INITIATIONS**

There shall be no hazing or initiations conducted on athletes or athletic teams.

## **EQUIPMENT**

All equipment used in athletic programs is the property of the Pendleton County Middle/High School Athletic Department and is loaned to the athlete for his/her use. It is expected that all equipment will be returned at the close of the season (cleaned and prepared for storage). No athlete is to cut or alter this equipment without the permission of the head coach. The athlete will be fined the cost of replacing the equipment if equipment is lost, destroyed, or stolen.

All members of the Pendleton County Middle/High School Athletic Teams will wear uniforms as prescribed by the coaching staff. This means there are no additions to or modifications of the uniform.

## **TRAVEL**

From time to time students may travel individually to an event. This usually occurs when the distance is short or when the number of participants to be transported is so small the cost of using a bus is prohibitive. In such instances, the school employee in charge shall inform the principal of his/her intent to utilize this mode of transportation one week in advance of the event. If a bus is provided, however, athletes must ride the bus to the scheduled contest. The student must present to the school employee in charge, **PRIOR TO THE EVENT**, a completed Parental Waiver of Liability Form. Only one form per school year will be required for students who participate in more than one activity or who participate in an activity that is comprised of multiple trips such as athletics, band, etc. In these instances, the school employee in charge of the activity and the Pendleton County Board of Education's liability is limited to the period of time extending from the student participant's arrival at the event site until he/she is dismissed from the event by the person in charge. All other liability for the participant's safety lies with the parents or their designated driver/chaper-

one. Parents are **STRONGLY** advised against allowing students to drive to events unaccompanied by his/her parents or other responsible adult. However, if a student is to ride with another adult to/from a game, they must provide a note from their parent/guardian giving consent. A student riding with another student to/from contests is prohibited, unless permission has been granted from coaches and all parties involved.

Travel attire for away athletic contest shall be determined by the head coach in charge. Each athlete, manager, and coach representing Pendleton County Middle/High School is expected to present a good image of our school.

The head coach is in charge of discipline on the buses. The athletes will remove any trash that is on the bus after arriving home.

## **VALUABLES**

The Pendleton County Middle/High School Athletic Department and the Pendleton County Board of Education and its employees will not be responsible for the safe keeping of the valuables of student athletes.

Athletes are encouraged to limit currency, jewelry, and other valuables such as iPads, etc., when participating in athletic activities.

Coaches will turn in all found valuables to the school principal for storage in the school's lost and found after being unable to determine ownership.

## **PURCHASING PROCEDURES**

The Pendleton County Middle/High School Athletic Department will only be responsible for the purchases signed by the Principal and/or Assistant Principal.

## **FUNDRAISING**

Each athletic team is permitted to participate in fundraising activities. Fundraising activities are to be approved by the Principal and Athletic Director in advance.

## **SCHOOL AND CLASS DISMISSAL**

With prior approval of the principal, and when necessary to travel to away contests, athletic teams may be dismissed before the end of the school day.

Athletes and coaches will not request athletes to be excused from regular scheduled classes to take care of athletic business (such as field preparation, etc.)

## PENDLETON COUNTY ATHLETIC BOOSTERS

All athletes' parents are encouraged to become involved in the Pendleton County Athletic Boosters. The Boosters provide thousands of dollars to help support the Pendleton County Athletic Department each year, and the parents' help is desperately needed.

### UNIVERSAL POLICY CONCERNING THE USE OF ALCOHOL, DRUGS, OR SMOKING PRODUCTS and CYBERBULLYING/SEXTING BY MINORS

According to Policy I.13.11, students found guilty of participating in sexting shall be guilty of an act of delinquency. Cyberbullying will also not be permitted by any athlete representing Pendleton County Middle/High School. In addition, the use of, distribution or possession of drugs (or any controlled dangerous substance, including alcohol and smoking products) is prohibited by the Pendleton County Middle/High School Athletic Department. Due to the adverse effect of these substances on individual and team performance, the athletic department will uniformly enforce the following disciplinary action:

- Athletes involved in a first offense violation shall be suspended for 20% of the scheduled contests. During the suspension, the athlete will be expected to practice, but will not be permitted to dress for games, participate in contests, or travel with the team. It shall be the responsibility of the Head Coach to inform the Athletic Director when these violations occur. Athletes will also forfeit consideration for any post season awards (this does not include scholarships).
- Athletes involved in a second offense violation shall be suspended from the athletic program for a period of 30 practices, including games scheduled during that time.
- Athletes involved in a third offense violation shall be suspended for a period of one year.

In all cases, the suspensions will carry over from sport to sport and year to year.

It should also be noted that the use of **smokeless tobacco is prohibited** by the WVSSAC in all athletic events. **ALL** Pendleton County Middle/High School coaches are charged with enforcing and following these guidelines.

WVSSAC AND/OR PENDLETON COUNTY BOARD OF EDUCATION POLICY WILL GOVERN ATHLETES REPRESENTING

PENDLETON COUNTY MIDDLE/HIGH SCHOOL IN ADDITION TO ANY RULES CONTAINED IN THIS ATHLETIC MANUAL.

## RESPECT FOR ATHLETIC OFFICIALS

It is the expectation of Pendleton County School officials that all community members and outside guests who attend athletic events in Pendleton County will conduct themselves in a responsible manner and exhibit good sportsmanship at all times. It is especially important that athletic officials are accorded the respect due their professional skills.

Improper behavior toward athletic officials will not be tolerated and will be addressed by school officials according to county policies. Such behavior could also lead to the following legal consequences:

- If any person commits an assault as defined in the code, to the person of an athletic official during the time the official is acting as an athletic official, the offender is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than \$500, or confined in jail not more than six months, or both fined and confined.
- If any person commits a battery, as defined in the code, against an athletic official during the time the official is acting as an athletic official, the offender is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than \$1,000, or confined in jail not more than 12 months, or both fined and confined.
- For the purpose of this section, "athletic official" means a person at a sports event who enforces the rules of that event, such as an umpire or a referee, or a person who supervises the participants, such as a coach.

## **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 will be kept on file in the office. At present the following clubs exist at PCM/HS: Fellowship of Christian Athletes, Beta Club, Future Farmers, National Honor Society, Student Council, FCCLA, Drama Club, Habitat for Humanity, Cultural Travels and Upward Bound.

## **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. **This includes attending games.**

### AFTER SCHOOL HOURS

Students are not to be on schools grounds after school hours, including before home games, unless they are under adult supervision.

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

## GRADUATION REQUIREMENTS

These graduation requirements are effective for all students enrolled in school year 2011-12 and thereafter. Courses needed for graduation require mastery of approved 21st century or next generation content standards and objectives. Students who do not demonstrate mastery of the content standards and objectives shall be provided extra help and extra time through scaffolded learning and support.

<b>CORE REQUIREMENTS (18 Credits)</b>	
<b>English Language Arts<sup>1</sup></b>	<b>4 credits</b> English 9 English 10 or an AP <sup>®</sup> English course English 11 or an AP <sup>®</sup> English course English 12, English 12 CR or an AP <sup>®</sup> English course
<b>Mathematics<sup>2</sup></b>	<b>4 credits</b> From the approved mathematics course sequences
<b>Science<sup>3</sup></b>	<b>3 credits</b> Physical Science Earth and Space Science Environmental Science Biology or Conceptual Biology or AP <sup>®</sup> Biology One additional rigorous lab science course
<b>Social Studies<sup>4</sup></b>	<b>4 credits</b> World Studies or an AP <sup>®</sup> Social Studies Course United States Studies or an AP <sup>®</sup> Social Studies Course Contemporary Studies or an AP <sup>®</sup> Social Studies Course Civics for the Next Generation or an AP <sup>®</sup> Government and Politics
<b>Physical Education</b>	<b>1 credit</b>

<b>Health</b>	<b>1 credit</b>
<b>The Arts</b>	<b>1 credit</b>
<b>Electives</b>	<b>2 credits</b> The remaining graduation requirements are to be electives.
<b>Additional Courses</b>	Classes defined by the student's choice of career concentration.
<b>Career Development</b>	All students in grades 9-12 shall be provided structured, on-going experiences for career exploration, decision making and career preparation.
<b>Experiential Learning</b>	All students must participate in an experiential learning experience at some time in grades 9 - 12. If credit is granted for these experiences, content standards and objectives will be developed and approved at the local level. (See Section 5.6.e.)
<b>Technology</b>	Students in grades 9 - 12 shall be provided integrated opportunities within the core requirements to master the standards for Policy 2520.14. It is recommended that all students take at least one course in technology applications during grades 9 - 12. It is also recommended that all students complete an online learning experience during grades 9 - 12. Students must be provided opportunities for advanced technology applications.
<b>Senior Year</b>	All West Virginia high school students shall be fully enrolled in a full day of high school and/or college credit bearing courses. It is recommended that students complete a senior project to add rigor and relevance to the senior year. The senior project is built into the English 12 College and Career Ready Course (English 12 CR) and no additional sneior project is recommended for the students enrolled in this course.

## COMMENCEMENT EXERCISES

The Board of Education and Administration shall annually plan and hold a commencement exercise for those members of the senior class who have met the academic requirements established by the State Board of Education and Pendleton County Schools.

Student attendance is optional and up to the discretion of the student and his/her parent(s) or legal guardian(s). If a student does not attend graduation exercises, the diploma should be sent to the Superintendent of Schools. The student may then obtain the diploma from the Superintendent after the school has completed graduation exercises.

Participation in Commencement Exercises is a privilege, which can be denied in those instances where a student's behavior has led to a suspension from school, the duration of which will extend beyond the date of the Commencement Exercises. Behaviors which may lead to such a suspension include but are not limited to the following:

- Disruptive/Disrespectful Conduct
- Insubordination
- Defacing School Property/Vandalism
- False Fire Alarm
- Threat of Injury/Assault Against Employees or Students
- Trespassing
- Illegal Substance Related Behaviors

State Board of Education Policy 4373 declares that students may not participate in any school-sponsored activities, ride a school bus, or be permitted on school grounds during the period of suspension without permission of school officials. Therefore, may be denied the opportunity to "walk" owing to disciplinary issues.

Foreign exchange students may participate in graduation exercises and receive a certificate of attendance.

## 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)

### 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

			<u>Quality Points</u>
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 THRU WEST VIRGINIA VIRTUAL SCHOOL

Pendleton County Middle/High School also participates in the West Virginia Virtual School. West Virginia Virtual School provides 113 different on-line courses. Including Advance Placement, Fine Arts, Foreign Language, Mathematics, Science, Social Studies, and Technology/Career Education courses. For more information contact Mr. Shelba Vincell or Mrs. Lori Hull, or visit West Virtual School at [virtualschool.k12.wv.us](http://virtualschool.k12.wv.us).

## COMPREHENSIVE COURSE LISTING

### English

English 9  
English 10  
English 11  
English 12  
Transitional English 12  
AP English Literature  
College English 101, 102  
Yearbook  
Journalism  
College Speech  
Just Words

### Math

Algebra I  
Algebra I Support  
Applied Geometry  
Geometry  
Algebra II  
Advanced Math Modeling  
Trigonometry  
Pre-Calculus  
College Transitional Math

### Social Science

World Studies  
US Studies  
20-21st Century History  
Civics  
AP US History  
Geography  
College Psychology  
College Sociology

### Science

Physical Science  
Earth and Space Science  
Biology  
Chemistry  
Physics  
Advanced Human Anatomy  
AP Biology

### Additional Courses Available at South Branch Career Technical Center

Carpentry	Auto Technician	Computer Networking
Health Science	Cosmetology	Industrial Maintenance
Welding		Career Work Skills

AP Chemistry  
Environmental Science

### Physical Education

Physical Education  
Health  
Fitness & Conditioning  
Drivers Education

### Arts

Art I-IV  
Band I-IV  
Theatre I-IV  
Chorus I-IV  
Music Appreciation  
Piano  
Guitar  
Photography

### World Language

Spanish I-IV

### Child Development

Child Development I-IV  
Parenting  
Foods

### Agriculture

Intro to Agriculture  
Science of Agriculture  
Animal Science Production  
Livestock Production  
Greenhouse Production  
Horticulture  
Ag Experience

### Business

Business Computer I  
Business Computers II  
Accounting I  
Accounting II  
Personal Finance  
Business & Marketing

## **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 of 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 parts. Intimate parts include the primary genital area, groin, inner thigh, but tocks 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 inter course 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 Superintendent, 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 WV Code § 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.

## **BULLYING**

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Bullying differs from harassment and discrimination in that the focus is rarely based on gender, race, or disability. The focus is often on competence, or rather the alleged lack of competence of the bullied person.

### **Cyber Bullying**

Cyber bullying, as used in this policy, includes but is not limited to an electronic act, communication, transmission or threat 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.

The National Crime Prevention Council defines cyber bullying as “the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person.”

Cyber bullying could be limited to posting rumors or gossips about a person in the internet bringing about hatred in other’s minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

Cyber bullying can take many forms. The following are just a few examples:

- Making fun of another user in an Internet chat room.
- Harassing a user over an instant messaging session.
- Posting derogatory message on a user’s Facebook or MySpace page.
- Circulating false rumors about someone on social networking websites.
- Publishing lewd comments about another person on a personal blog.
- Posting unflattering pictures of another user on the Web.

- Spamming another user with unwanted e-mail messages.
- Sending threatening or provocative emails.
- Repeatedly calling another person’s cell phone.
- Sending unsolicited text messages to another user.

### **Complaint Procedures**

- The school principal or his/her designee shall receive all complaints regarding incidents of harassment, intimidation or bullying.
- School employees or students who observe (or are victims of) such violations shall immediately report them to the designated school official.
- The failure of employees to respond to violations of these procedures shall be reflected in the employees’ Performance Evaluation as defined in State Board Policy 5310.
- School officials shall notify the parents or guardians of any students who are involved in or are the victim of harassment, intimidation or bullying. The details of the event will be shared with them as appropriate.

### **Investigation Procedures**

- The principal shall take such reasonable steps as necessary, to protect a victim from additional harassment, intimidation, or bullying, and from retaliation following a reported violation of these procedures.
- The principal or his/her designee shall conduct an investigation into the allegations in a timely fashion. At a minimum, the investigation shall consist of the following:
  - Personal interviews with the complainant, the individual against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint.
  - The investigation may also consist of any other methods and review of circumstances deemed pertinent by the investigator.
  - When any student is to be interviewed in connection with an investigation pursuant to an alleged incident, a reasonable effort shall be made to contact the student’s parents, custodians, or guardians and invite them to be present during such interview.
- The investigation will be completed as soon as practicable but no later than ten school days following the reported violation. A written report shall be compiled upon completion of the investigation. The report

shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

- The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant or his/her legal guardian by the principal.
- In determining the appropriate response and/or punishment, the principal shall consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The principal may choose to administer punishment as defined in SBP 4373, Level 3 of the Acceptable Behavior in Safe and Supportive Schools policy, or s/he may choose an appropriate alternative punishment.
- Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of these procedures. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action. This information shall be exempt from disclosure under the Freedom of Information Act.
- The principal shall keep an official record of each incident investigated.

The Board shall input into the uniform integrated regional computer information system commonly known as the West Virginia Education Information System (WVEIS) an annual report regarding the means of harassment, intimidation or bullying that have been reported to them and the reasons therefor, if known.

### **Consequences and Punishment**

In determining the appropriate response and/or punishment, the principal shall consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The principal may choose to administer punishment as defined in *SBP 4373, Level 3 of the Acceptable Behavior in Safe and Sup-*

*portive Schools* policy, or s/he may choose an appropriate alternative punishment.

Employees who engage in harassing behavior shall be in violation of *File: (P) P.9.2. Employee Code of Conduct* as well as the requirements of this policy and shall be disciplined in accordance with *File: (P) P.8.7. Suspension and Dismissal* and *File: (P) P.8.8. Due Process Rights of School Personnel*.

Members of the public who engage in harassing behavior shall be removed from the school premises and may face other penalties within the discretionary powers of the Pendleton County Board of Education. Local legal authorities may be involved as appropriate.

Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

### **Reprisals**

A school employee, student or volunteer is individually immune from a cause of action for damages arising from reporting said incident, if that person:

- In good faith promptly reports an incident of harassment, intimidation or bullying;
- Makes the report to the appropriate school official as designated by policy;
- Makes the report in compliance with the procedures as specified in policy.

Appropriate action will be taken against any student or employee who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Suspected retaliation should be reported in the same manner as harassment, intimidation and bullying.

An act of reprisal shall be considered a more flagrant act of harassment and shall draw the appropriate consequences available through SBP 4373 and the West Virginia Code.

### **False Charges**

If an investigation reveals that an employee or student making the com-

plaint has falsely (and in bad faith or out of malice) accused another employee or student of harassment as defined in this policy, the complaining individual shall be subject to discipline.

For students, filing of false charges or for acts of reprisal shall constitute a Level 3 offense of the Acceptable Behavior in Safe and Supportive Schools policy and the consequence.

For school employees, filing of false charges shall constitute a violation of the Employee Code of Conduct and may subject the employee to disciplinary action in accordance with *File: (P) P.8.7. Suspension and Dismissal* and *File: (P) P.8.8. Due Process Rights of School Personnel*.

Parents and/or other members of the public who falsely (and in bad faith or out of malice) accuse an employee or student of harassment as defined in this policy, are advised that they may be subject to civil action in the court system and may be referred to the appropriate law enforcement agency for possible criminal action.

### **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. A return signal will be given by an administrator or designee.

### **FIRE EXITS**

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



# PCMS School-wide Behavior Expectation Plan

Dear Parents of PCMS Students:

The faculty at Pendleton County Middle School is dedicated to educating the whole child in every aspect. A large part of your child’s educational experience is handling relationships, making proper judgments and demonstrating appropriate behavior.

These expectations were developed by educators at PCMS with the purpose of providing our students a structured plan that would be clearly defined and consistent.

In addition, our school has worked to create a mission statement that reflects our expectations:

*Our mission is to maintain clear, consistent expectations that allow students to recognize and accept that actions determine success.*

We ask that you read the plan and assume an active role in supporting our school environment.

Together we can help each child to be successful. We look forward to a productive school year as we help your child grow both academically and personally.

Sincerely,

Mr. Timothy Johnson and the PCMS Faculty

## MIDDLE SCHOOL BELL SCHEDULE

Arrival	7:30 - 7:55
(Students report to the auditorium after eating breakfast)	
Lockers	7:55 - 8:00
(Students prepare for their school day and report to their homeroom)	
Homeroom	8:01 - 8:08
1st Period	8:12 - 8:57
2nd Period	9:01 - 9:46
3rd Period	9:50 - 10:35
4th Period	10:39 - 11:24
Lunch	11:27 - 11:57
5th Period	12:00 - 12:43
6th Period	12:46 - 1:31
7th Period	1:35 - 2:20
8th Period	2:24 - 3:09

## MIDDLE SCHOOL FACULTY

Ms. Carrie Bergman	Special Education
Mrs. Sheila Evick	Librarian
Mr. Jeremy Eye	7th & 8th Grade Math
Mrs. Kimberlee Hevener	7th & 8th Grade ELA and Gifted
Mrs. Marsha Keller	Guidance
Mrs. Nancy Kimble	Alternative Education
Mrs. Jo Lynn Mitchell	Special Education
Mrs. Carrie Nesselrodt	7th Grade ELA
Mrs. Krystal Raymond	Physical Education
Mrs. Ashlee Reed	7th Grade Math
Mrs. Amanda Simmons	Instructional Aide/LPN
Mr. Zachary Smith	Social Studies
Ms. Brooke Springer	Science
Mr. Matt Vance	Alternative Education
Mrs. Allison Vincell	Spanish
Mrs. Jenny Waggy	Autism Mentor
Ms. Courtney Wagner	Special Education
Mr. Bryan Youngblood	Physical Education

### Cluster Teachers

Mrs. Sheila Evick	Library Skills
Mrs. Karen Propst	Keyboarding
Mrs. Krystal Raymond	Health

Ms. Kathryn Staub .....	Band/Choir
Mrs. Darla Young .....	Music
Mrs. Janice Heavner .....	Base
TBA .....	Art

**PENDLETON COUNTY MIDDLE SCHOOL**  
**RULES**

PAUSE and remember the



**Prompt:** We come to class on time prepared with all class materials designated by the teacher and homework and other assignments are complete.

**Accept Responsibility:** We remain in our seat, work quietly, raise our hand when we have something to say, and wait to be called on.

**Work Hands:** We stay on task and act as a team player by supporting and encouraging each other.

**Show Respect:** We show respect at all times by not touching others or their belongings, never degrading anyone, and listening when others are speaking.

**MODEL BEHAVIOR**

**ACKNOWLEDGING & ACCEPTING RESPONSIBILITY**

The 2016-2017 Pendleton County Middle/High Handbook outlines policies and procedures and should be read at the beginning of the year and kept as a reference. The Middle School policies and procedures specific to the seventh- and eighth-grade students not listed in the Handbook are outlined in this supplement. Students and parents, please read and discuss this information carefully.

**1. MORNING ROUTINE**

Middle School students are to enter the building from the front entrance. Parents dropping students off should only use the lower parking lot to

ensure safety of students unloading buses in the upper parking lot. Students are to report to the auditorium unless they are eating breakfast in which case they report first to the cafeteria. If a student would like to go to the library or speak to a teacher in the middle school, they must have **written** permission from a supervisory teacher in the auditorium. Students will be sent to the middle school at 7:55 to put items in their locker and to prepare for the school day. Once ready for the day, students are to report to their homeroom. Students may not loiter (just stand around and socialize) in the hallways before homeroom begins. Students who are not in homeroom by 8:01 will be counted as tardy (please refer to the tardy policy below, item number 10).

**2. NOTES**

All notes for absences or for early dismissal are to be given only to the homeroom teacher. Notes for absences must be turned in within 10 days from the date of the absence. Failure to turn in notes will result in unexcused absences. Please remember that 4 unexcused absences will exclude a student from a nine week's reward activity and be a strike towards the end of the year reward. Please review the absence policy in the handbook to avoid unnecessary unexcused absences.

**3. ADVISORY**

Students will be scheduled an advisory period every Wednesday. The purpose of this time is for teacher/student tutoring, student-led tutoring, study and time management skills, learning styles, career exploration, and other areas identified by the middle school teaching team to develop the necessary skills and habits to be successful.

**4. LUNCH/FOOD POLICY**

It is recommended that all students eat the school breakfast and lunch. Packed lunches should include nutritious food that will promote healthy habits.

\*Packed lunches may be eaten in the cafeteria.

\*Students may not share food or drinks. While we know that we are taught to share, lunch is an exception. Food allergies, prevention of the spread of germs, and cafeteria policy mandate that no food is shared. This applies to school or packed lunch.

\*Students may not purchase food or drinks from the vending machines at any time during the school day. Those items are only available to middle school students after school for extra-curricular activities.

\*Students may not take food to the gym or back to their locker or

classroom following lunch. The only exception is left over food from a packed lunch that must be kept in a lunch box, bag, or cooler.

#### **5. GUM**

Gum will be allowed as long as students act responsibly and discard gum in an appropriate manner. This is a privilege and can be taken away if students cannot demonstrate maturity and responsibility.

#### **6. LOCKERS**

Only magnets are allowed to post personal pictures and items onto the inside of the lockers. Absolutely no tape or stickers are permitted. No drinks (except water) or food is allowed to be kept in the lockers unless in a packed lunch (which are to remain closed except at lunch).

#### **7. MODEL WILDCAT PROGRAM**

The PCMS faculty and staff expect our students to make responsible, appropriate choices. At times, students go **above and beyond** the basic expectations, and the Model Wildcat Program offers a chance to acknowledge and encourage those efforts. The middle school teaching team will nominate Model Wildcat candidates. At the end of the year, students earning Model Wildcats may choose to put their name in a raffle for a prize for each Model Wildcat earned and saved.

#### **8. MIDDLE SCHOOL ELECTRONICS POLICY**

Middle School students may only possess electronic devices on their person before homeroom in the auditorium or in the cafeteria while eating breakfast or during lunch. During instructional time, all electronic devices are to be kept in the student's locker and may only be taken out at lunch and then as the student prepares to leave school for the day. Students are encouraged to contact parents during the lunch period rather than losing instructional time during class. Checking electronic devices in between class is an electronic violation. During some reward activities, students may be allowed to use their electronic devices. Students are responsible for the safety and proper use of all electronic devices at all times. The first offense will result in the electronic device being taken until the end of the day, and the student receiving a warning. The second offense will result in the electronic device being taken until the end of the day and a lunch detention. Any further violations will result in the electronic device being taken until the end of the day and an office referral for continued violation of school rules and policies.

#### **9. OFFICE PHONE**

The office phone may only be used in the case of emergency, and students must have a note from a teacher giving permission to do so. Students are encouraged to make personal arrangements before homeroom and during lunch.

#### **10. TARDY POLICY**

Any student tardy to a class three times in one semester will receive an office referral and will be assigned lunch detention. This also applies to being late for homeroom. This referral will count as a strike causing a student to be ineligible for nine weeks' rewards and possibly the end of the year reward. Being on time is an important habit to develop.

#### **11. BOY/GIRL RELATIONSHIPS**

Please review the policy as stated in the Pendleton County Middle/High Handbook. Failure to follow this policy will result in an office referral.

#### **12. REWARD ACTIVITIES**

Students who meet the behavioral expectations each 9 weeks will be invited to participate in the school-wide reward activity. These activities take place during the school day and will be created by input from both students and teachers. Having 4 unexcused absences, 4 lunch detentions, an office referral, an in or out of school suspension, or an after-school detention within one nine weeks grading period will make a student ineligible for a reward activity.



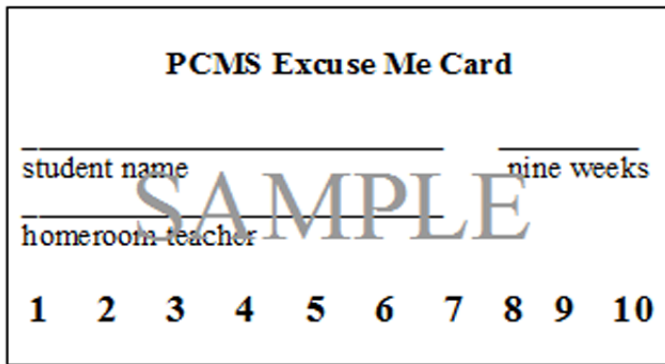
#### **10. EXCUSE ME CARDS**

The Pendleton County faculty has high expectations for students, both academically and with regards to behavior. However, we recognize that our students are in a time of transition and are learning how to accept responsibility. Our Excuse Me Card is designed to aid students in this process.

In order to minimize classroom disruptions and to encourage preparedness, every student will be given an Excuse Me Card at the beginning of each 9 weeks. Each card may be used 10 times during the 9 weeks. These cards can be used to borrow supplies, to retrieve items from lock-

ers, to get a drink of water, or use the restroom. For each unused punch, the student's name will be placed in a drawing for a prize at the end of the year. For example, if you have three unused punches, your name will go in a drawing three times. The less you use the card, the more likely you will be to win the prize.

Responsible behavior and wise use of the Excuse Me Card will help students avoid or at least reduce the interruption of instructional time.



## **CONSEQUENCES FOR MISBEHAVIOR**

### **1. BROKEN PAW (Minor Discipline Infraction)**

Beginning this year, all students in grades 7-12 will be subject to the same discipline policy regulated by the Safe Schools Act. Please refer to the handbook for offenses and possible consequences for inappropriate behavior.

### **2. DETENTION**

#### **Academic detention**

Being responsible necessitates that people complete their job. A student's job is to learn, and this is accomplished through various assignments, assessments, and projects. In hopes of building a strong work ethic in students, the faculty at the middle school will not allow students to simply not do their work. It is far easier to just give a student a zero, but this is not beneficial for the student. Therefore, academic detention can be assigned to any student who does not have his/her work complete; partial complete does not have to be accepted by the teacher. This includes in-class

assessments, such as a test, quiz, or benchmark as well as homework assignments and projects to be completed outside the classroom.

- Students assigned academic detention are to report to detention just as if it is detention for a discipline issue. The teacher will indicate if the detention is to occur in the morning or at lunch.
- If a student assigned to academic detention does not report, misbehaves, or does not use the time to make up work, then the detention will then become a regular detention and count against the student for the end of the nine weeks and year reward activities.
- Once a student has been in academic detention for 3 days and still fails to get the assignment submitted, then the student will be assigned a regular lunch detention, possibly affecting reward eligibility.
- Failure to submit the assignment after serving the 2 lunch detentions will result in an after-school detention.
- Failure to submit the assignment after serving the after-school detention will result in an in-school suspension.

Students are encouraged to complete assignments thoroughly and on-time; failure to do so will unfortunately have negative consequences.

**Detention (Morning or Lunch)** is assigned to correct inappropriate behavior and is an appropriate consequence for behaviors that warrant more than simply a Broken Paw but are less severe than an office referral. The teacher assigning the detention and/or Mr. Johnson will determine whether the detention will be served in the morning or at lunch.

Detention is an appropriate consequence for:

- misbehavior in class more severe than a Broken Paw but not warranting a referral
- cafeteria misbehavior
- having electronic devices anywhere other than in the locker without permission (with the exception of before homeroom and during lunch).
- failure to report to the auditorium in the morning (after eating breakfast)
- failure to show up for detention (student would have 2 detentions: the original and the detention issued for missing the original)

Reminder: As stated in the Student Handbook, every 3 tardies to class per semester warrants a lunch detention (and an office referral).

**After serving 12 lunch detentions, the student will serve after-school detention in lieu of morning or lunch detention for EVERY detention assigned.**



### **3. DISCIPLINE REFERRAL (Major Discipline Infraction)**

Major offenses (such as those listed below) receive a Discipline Referral and are processed by the administration.

**Offenses resulting in after-school detention, in-school suspension, or out-of-school suspension will automatically result in a student missing the school-wide Reward Activity for that 9 week period.**

An office referral is an appropriate consequence for:

- disrespectful/openly defiant conduct
- disruptive (impeding others' rights to learn)
- possession of inappropriate material
- offensive language (verbal or written)
- unauthorized absence from class (skipping class)
- being in an unauthorized location (such as at the snack or pop machines)
- public display of affection (only holding hands is appropriate)
- excessive horseplay
- destroying property
- lying
- forgery
- cheating
- stealing
- continued violation of school rules and policies

### **4. REWARD TRIP/ACTIVITIES PARENT INVOLVEMENT**

We welcome and appreciate all assistance from parents; however, parents must complete the volunteer/chaperone forms and be approved by the Pendleton County Board of Education each year in order to do so. Thankfully, most parents want to help by chaperoning the end of the year field trip. In addition to being approved by the board by the first of February, the middle school team will consider all perspective chaperones based on involvement with the fundraisers, PTO meetings and various school events. We wish that we could allow all parents to attend, but this is just not possible to do so. If you think you may want to chaperone the end of the year trip or any reward activities, please contact Mr. Johnson early in the year.

**\* The PCMS faculty and administration reserve the right to make adjustments to this program and to make special considerations as needed to support our school-wide behavior plan and student success.**

**If you have any questions or concerns, please contact the school at 304-358-2573. Most likely, you will need to leave a message. Emailing teachers and administration is also possible through Live Grades. Email addresses are posted on the school web page as well. We appreciate your support and involvement of your student's success and welcome on-going communication.**

**Please keep this document for periodic review.**

**Middle School Students and Parents:**

Please complete this page, remove it from the packet, and return it with the other forms.

Please sign below indicating that you have read the plan, fully understand the plan, and commit yourself to this plan.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent name: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent volunteers/chaperones help organize fundraisers, manage the Box Top program, and help plan activities such as dances, rewards, and reward activities. If you are willing to be a volunteer or chaperone, please complete the following:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please complete the volunteer/chaperone form and return it with this page if you are willing to be a volunteer/chaperone. Any parent that would like to chaperone the end of the year field trip must be approved by the Board of Education by February 1, 2017. There will be no exceptions to this.**

**In order to provide rewards for students at the end of each nine weeks grading period, we are asking each family to donate \$5.00 to \$10.00. We will still hold a school-wide fundraiser for the end of the year reward. If you are willing to donate to the end of the nine weeks rewards, please send your donation with this page. If another time to donate would be better, we will accept donations at another time. We appreciate all support.**

**West Virginia Board of Education  
Student and Employee Codes of Conduct**

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**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.

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**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.

# SCHOOL HEALTH CENTERS PROVIDED BY PENDLETON COMMUNITY CARE

Pendleton County Schools teams with Pendleton Community Care (PCC) to provide primary medical care and behavioral health care to students and teachers in the school facilities. These services support the healthy mental, emotional and physical development required for success in school.

**Services:** Most services provided at PCC’s health centers can also be received at the school health centers. Services include:

- Periodic physical exams
- Sports physicals
- Immunizations
- Sick visits
- Support for managing chronic health conditions like asthma and diabetes
- Education for fitness, healthy living and positive social behavior
- Counseling for depression, anxiety, social problems, diet and weight control, smoking cessation, healthy life choices, sexuality and drug and alcohol use.

**Staff:** Medical professionals from PCC provide the care on a posted schedule for each school. The professionals include: physicians/pediatrician, physician assistants and nurse practitioners, a nurse, a licensed professional counselor and a health educator.

**Registration:** Any student may register to receive services in the school health centers. To register, parents sign a consent form each year, authorizing their child’s use of the services. Certain services require special consent.

**Confidentiality:** PCC respects the confidential nature of the patient-clinician relationship and accordingly follows policies and procedures to protect the patient’s health information. Information from the school health centers is not included in the student’s school file.

**Charges:** PCC’s normal charges are billed to the responsibility party for services provided at the school health centers. In addition, PCC submits your claim to insurance when applicable and as directed by the responsible party. No student will be denied services because of inability to pay.

**More information: Pendleton Community Care**

**PO Box 100  
Franklin, WV 26807  
304-358-2355**



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