

# CLAY COUNTY HIGH SCHOOL STUDENT/PARENT HANDBOOK

## 2019 – 2020



The mission of Clay County High School is to empower students for a 21<sup>st</sup> century world through Caring, Leadership, Advocacy Youth Involvement.

**West Virginia School of Excellence  
Accredited by the North Central Association  
Named one of America's 140 Best Schools**

This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**CLAY COUNTY HIGH SCHOOL**

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# **CLAY COUNTY HIGH SCHOOL**

## **“Home of the Panthers”**

**School Colors:** Blue and Gold

### **FIGHT SONG**

Cheer, cheer for Clay County's fame,  
Shake down the echoes cheering our name.

Send on a royal cheer on high;  
Shake down the thunder from the skies.

Whether the odds be great or be small,  
Clay County High will win over all.

As the Royal Sons go marching  
Onward to VICTORY!

Contents

Parental Involvement: Commitment to Academic Excellence.....6  
CCHS STAFF .....7  
CCHS Bell Schedules .....10  
ACADEMICS.....15  
    Grade Reporting.....15  
    Grade Scales .....15  
    Advanced Placement (AP) and Advanced Curriculum (AC) Courses: .....15  
    Honor Roll .....16  
    Graduation Requirements .....16  
    Community Service .....16  
    Career Concentrations/Clusters .....16  
    Make Up Work .....16  
    Exam Policy.....16  
    LINK Up.....17  
    Credit Recovery Program .....17  
    Athletic Eligibility.....18  
    Participation in Extracurricular Activities .....18  
    Academic Dishonesty .....18  
    Dressing for Physical Education .....18  
    Parent/Teacher Conferences .....18  
    Schedule Changes .....19  
ATTENDANCE.....19  
    Driving/Parking Policy.....20  
    Tardiness .....20  
    Early Departure/Sign-outs .....21  
    Withdrawals/Transfers.....21  
GENERAL BEHAVIOR STANDARDS.....22  
    Assembly Behavior.....23  
    Student Conduct.....25  
DISCIPLINE .....27  
    Detention.....27  
    Alternative Learning Center (ALC).....27  
    Suspension/Expulsion .....27  
    Discipline Consequences Chart.....28  
    Cell Phones and Electronic Equipment.....31  
    Skipping Class/School.....34  
    Public Display of Affection .....34  
    Drug and Alcohol Use.....34  
    Tobacco Use .....34  
    Closed Campus.....34  
    Hall Passes .....34  
    Harassment.....34  
    Sexual Harassment .....35  
    Off-Limit Areas – At All Times .....35  
    Sleeping in Class.....35  
    Violence .....35  
    Fighting .....35  
CONFLICT RESOLUTION.....36  
WEAPONS POLICY .....36

TELEPHONE CALLS.....	36
COUNSELING/GUIDANCE .....	36
HEALTH SERVICES.....	36
Medication at School .....	36
Homebound/Hospital/Alternative Instruction .....	37
Homebound/Hospitalized Students.....	37
Students Requiring Alternative Education .....	38
Grading Options for Home/Hospital/Alternative Education .....	38
Lunch Room Regulations .....	38
Vending Machine Policy .....	39
Money Changed .....	39
Textbooks.....	39
Book Bags.....	39
Lockers .....	39
Dress Code .....	39
GENERAL INFORMATION.....	40
Verification of Enrollment for Driver's Tests.....	40
Distribution of Papers, Pamphlets, Signs.....	40
Fire Drills & Emergency Lockdown Drills .....	40
Bus Passes .....	40
Bus Safety.....	41

## Parental Involvement: Commitment to Academic Excellence

In order to increase the academic success of our students, it is crucial that students take advantage of the academic opportunities afforded at Clay County High School. Students, however, cannot begin to maximize these opportunities without sustained academic involvement on the part of their parents. Clearly, without your active engagement, the odds of your children succeeding academically are minimal at best. As a parent, by emphasizing education as an utmost priority, as well as one of life's greatest privileges, you are conveying the foundation upon which your children will build their futures.

Help us, make high school a successful experience for your child by doing the following:

1. Become familiar with the rules and procedures established in this Student Handbook, making sure your child knows them well and follows them accordingly.
2. Encourage your child to become responsible and accountable for his/her own learning, helping him/her to see that school is the "most important job" and he/she should approach the "workplace" accordingly: i.e., well-prepared, appropriately dressed, and with the proper attitude. Provide loving support, but also establish firm boundaries, high expectations, and administer consequences for infractions.
3. Help foster good organizational habits; guide your child into appropriate study habits. See that he or she keeps an accurate record of grades.
4. Help your child establish an academic vision with specific goals and meet personal deadlines. Encourage him/her in the development of self-discipline, time, and stress management.
5. See that regular and prompt attendance is maintained. Review and test days are particularly crucial.
6. Make sure quality study time is provided each evening, assignments are completed, test concepts and information mastered, and deadlines met.
7. Ask your child regularly about his/her classes, assignments, and tests.
8. Communicate with teachers as needed, and be sure to attend Parent-Teacher Conferences if you have concerns. Attend extra-curricular activities. Join a school organization.
9. You can register for a parent Live Grades account by calling CCHS at (304) 587-4743.

CCHS STAFF

<b>Professional</b>	<b>Room</b>	<b>Dept.</b>
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Hubbard, Melody <a href="mailto:melody.gilliland@k12.wv.us">melody.gilliland@k12.wv.us</a>	213	Science
Krajeski, Shawn <a href="mailto:skrajeski@k12.wv.us">skrajeski@k12.wv.us</a>	V-107	Special Education
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Nichols, Jason <a href="mailto:jsnichol@k12.wv.us">jsnichol@k12.wv.us</a>	202	Social Studies
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Schoolcraft, Lindsay <a href="mailto:lindsay.schoolcraft@k12.wv.us">lindsay.schoolcraft@k12.wv.us</a>	101	Health Sciences
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Tanner, Jamie <a href="mailto:jamie.tanner@k12.wv.us">jamie.tanner@k12.wv.us</a>	102	Art
Tanner, Tara <a href="mailto:ttanner@k12.wv.us">ttanner@k12.wv.us</a>	107	English/Theater
Walker-Adkins, Angie <a href="mailto:awalker@k12.wv.us">awalker@k12.wv.us</a>	209	Special Education



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Tanner, Pam

Ext. 211  
Ext. 200

Financial Secretary  
Student Records/Student Affairs

**Aides**

Tanner, Sue  
Wyant, Margie

Room V-107  
Room V-107

**Cooks**

Childers, Dorothy  
Bowe, Alice  
Holcomb, Melea  
Legg, Kathy  
Norton, Tiffany

Ext. 213

Cafeteria Manager

**Custodians**

Drake, Mike  
Nichols, Juanita  
Ramsey, Charles  
Runion, Jesse

Evening Custodian  
Evening Custodian  
Evening Custodian  
Day Custodian

# Clay County High School

## BELL SCHEDULE

### Regular Schedule

Classes	Beginning Time	Ending Time	Period Length	Between Periods
Bell to go to Class	7:35 AM	7:39 AM		4 Minutes
BREAKFAST	7:39 AM	7:51 AM	12 Minutes	
1 <sup>st</sup> Period	7:51 AM	8:34 AM	43 Minutes	4 Minutes
2 <sup>nd</sup> Period	8:38 AM	9:21 AM	43 Minutes	4 Minutes
3 <sup>rd</sup> Period	9:25 AM	10:08 AM	43 Minutes	4 Minutes
4 <sup>th</sup> Period	10:12 AM	10:55 AM	43 Minutes	
1 <sup>st</sup> LUNCH/LINKS	10:55 AM	11:27 AM	32 Minutes	
2 <sup>nd</sup> LUNCH/LINKS	11:27 AM	11:59 AM	32 Minutes	4 Minutes
5 <sup>th</sup> Period	12:03 PM	12:46 PM	43 Minutes	4 Minutes
6 <sup>th</sup> Period	12:50 PM	1:33 PM	43 Minutes	4 Minutes
7 <sup>th</sup> Period	1:37 PM	2:20 PM	43 Minutes	4 Minutes

8 <sup>th</sup> Period	2:24 PM	3:07 PM	43 Minutes	<i>Have a Great Day!</i>
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1<sup>st</sup> Dismissal Bell 3:07 p.m.  
 2<sup>nd</sup> Dismissal Bell 3:17 p.m.

## Clay County High School **BELL SCHEDULE** 2-Hour Delay Schedule

Classes	Beginning Time	Ending Time	Period Length	Between Periods
Bell to go to Class	9:35 AM	9:39 AM		4 Minutes
BREAKFAST	9:39 AM	9:51 AM	12 Minutes	
1 <sup>st</sup> Period	9:51 AM	10:19 AM	28 Minutes	4 Minutes
2 <sup>nd</sup> Period	10:23 AM	10:51 AM	28 Minutes	4 Minutes
3 <sup>rd</sup> Period	10:55 AM	11:23 AM	28 Minutes	4 Minutes
4 <sup>th</sup> Period	11:27 AM	11:55 PM	28 Minutes	
1 <sup>st</sup> LUNCH/LINKS	11:55 PM	12:27 PM	32 Minutes	
2 <sup>nd</sup> LUNCH/LINKS	12:27 PM	12:59 PM	32 Minutes	4 Minutes
5 <sup>th</sup> Period	1:03 PM	1:31 PM	28 Minutes	4 Minutes
6 <sup>th</sup> Period	1:35 PM	2:03 PM	28 Minutes	4 Minutes
7 <sup>th</sup> Period	2:07 PM	2:35 PM	28 Minutes	4 Minutes

8 <sup>th</sup> Period	2:39 PM	3:07 PM	28 Minutes	<i>Have a Great Day!</i>
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1<sup>st</sup> Dismissal Bell 3:07 p.m.  
 2<sup>nd</sup> Dismissal Bell 3:17 p.m.

## Clay County High School **BELL SCHEDULE** 3-Hour Delay Schedule

Classes	Beginning Time	Ending Time	Period Length	Between Periods
Bell to go to Class	10:35 AM	10:39 AM		4 Minutes
BREAKFAST	10:39 AM	10:51 AM	12 Minutes	
1 <sup>st</sup> Period	10:51 AM	11:12 AM	21 Minutes	4 Minutes
2 <sup>nd</sup> Period	11:16 AM	11:37 AM	21 Minutes	
1 <sup>st</sup> LUNCH/LINKS	11:37 PM	12:07 PM	30 Minutes	
2 <sup>nd</sup> LUNCH/LINKS	12:07 PM	12:37 PM	30 Minutes	4 Minutes
3 <sup>rd</sup> Period	12:41 PM	1:02 PM	21 Minutes	4 Minutes
4 <sup>th</sup> Period	1:06 PM	1:27 PM	21 Minutes	4 Minutes
5 <sup>th</sup> Period	1:31 PM	1:52 PM	21 Minutes	4 Minutes
6 <sup>th</sup> Period	1:56 PM	2:17 PM	21 Minutes	4 Minutes
7 <sup>th</sup> Period	2:21 PM	2:42 PM	21 Minutes	4 Minutes

8 <sup>th</sup> Period	2:46 PM	3:07 PM	21 Minutes	<i>Have a Great Day!</i>
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1<sup>st</sup> Dismissal Bell 3:07 p.m.

2<sup>nd</sup> Dismissal Bell 3:17 p.m.

## Clay County High School BELL SCHEDULE 2-Hour Early Out Schedule

Classes	Beginning Time	Ending Time	Period Length	Between Periods
Bell to go to Class	7:35 AM	7:39 AM		4 Minutes
BREAKFAST	7:39 AM	7:51 AM	12 Minutes	
1 <sup>st</sup> Period	7:51 AM	8:19 AM	28 Minutes	4 Minutes
2 <sup>nd</sup> Period	8:23 AM	8:51 AM	28 Minutes	4 Minutes
3 <sup>rd</sup> Period	8:55 AM	9:23 AM	28 Minutes	4 Minutes
4 <sup>th</sup> Period	9:27 AM	9:55 AM	28 Minutes	4 Minutes
5 <sup>th</sup> Period	9:59 AM	10:27 AM	28 Minutes	
1 <sup>st</sup> LUNCH/LINKS	10:27 AM	10:59 AM	32 Minutes	
2 <sup>nd</sup> LUNCH/LINKS	10:59 AM	11:31 AM	32 Minutes	4 Minutes
6 <sup>th</sup> Period	11:35 AM	12:03 PM	28 Minutes	4 Minutes
7 <sup>th</sup> Period	12:07 PM	12:35 PM	28 Minutes	4 Minutes

8 <sup>th</sup> Period	12:39 PM	1:07 PM	28 Minutes	<i>Have a Great Day!</i>
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1<sup>st</sup> Dismissal Bell      1:07 p.m.  
 2<sup>nd</sup> Dismissal Bell    1:17 p.m.

## Clay County High School **BELL SCHEDULE** 3-Hour Early Out Schedule

Classes	Beginning Time	Ending Time	Period Length	Between Periods
Bell to go to Class	7:35 AM	7:39 AM		4 Minutes
BREAKFAST	7:39 AM	7:51 AM	12 Minutes	
1 <sup>st</sup> Period	7:51 AM	8:12 AM	21 Minutes	4 Minutes
2 <sup>nd</sup> Period	8:16 AM	8:37 AM	21 Minutes	4 Minutes
3 <sup>rd</sup> Period	8:41 AM	9:02 AM	21 Minutes	4 Minutes
4 <sup>th</sup> Period	9:06 AM	9:27 AM	21 Minutes	4 Minutes
5 <sup>th</sup> Period	9:31 AM	9:52 AM	21 Minutes	4 Minutes
6 <sup>th</sup> Period	9:56 AM	10:17 AM	21 Minutes	
1 <sup>st</sup> LUNCH/LINKS	10:17 AM	10:47 AM	30 Minutes	
2 <sup>nd</sup> LUNCH/LINKS	10:47 AM	11:17 AM	30 Minutes	4 Minutes
7 <sup>th</sup> Period	11:21 PM	11:42 PM	21 Minutes	4 Minutes

8 <sup>th</sup> Period	11:46 PM	12:07 PM	21 Minutes	<i>Have a Great Day!</i>
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1<sup>st</sup> Dismissal Bell 12:07 p.m.  
 2<sup>nd</sup> Dismissal Bell 12:17 p.m.

## ACADEMICS

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

- attending school;
- being on time for all classes;
- being prepared;
- having needed materials for each class;
- completing assignments;
- participating in class;
- seeking help when needed; and
- keeping track of your grades.

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

Teacher Contact – E-mail address, listed on previous pages, or on the Clay County High School website, or by calling (304) 587-4226.

### Grade Reporting

All CCHS teachers are required to record grades on LiveGrades. At a minimum, all professional staff members will update their LiveGrades pages weekly. Students will receive a progress report to take home to their parents every 4-1/2 weeks. Credit for a class requires a passing grade (D or better) at the end of the course.

### Grade Scales

The following scale and weighting have been established by the West Virginia Department of Education (Policy 2515) for courses:

Average	Grade	Quality Points
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	59 – 0 0.0	

### Advanced Placement (AP) and Advanced Curriculum (AC) Courses:

Average	Grade	Quality Points
A	90 – 100	5.0
B	80 – 89	4.0
C	70 – 79	3.0
D	60 – 69	2.0
F	59 – 0 0.0	

## **Honor Roll**

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

4.00 or above = "A" Honor Roll

3.00 – 3.999 = "B" Honor Roll

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

## **Graduation Requirements**

To graduate from Clay County High School, a student must have earned 26 credits.

These credits must include the following:

- 4 units of English
- 4 units of Social Studies
- 4 units of Math
- 3 units of Science or 4 units if college bound
- 2 units in one foreign language if college bound
- 1 unit of Health
- 1 unit of Physical Education
- 1 unit of Fine Arts

Students must also complete four classes within a particular cluster.

A student must carry seven full units of credit each term. No student will take part in the graduation exercises unless all requirements are met. Student grade classification is determined by the number of successfully completed classes. Each class equals one unit of credit.

## **Community Service**

Students must also complete the requirement of 50 community service hours to meet graduation requirements.

## **Career Concentrations/Clusters**

Students must complete a career course major/concentration in order to graduate.

## **Make Up Work**

It is mandatory to make up any missed work. It is the responsibility of the student to contact the class instructor in order to arrange a make-up schedule. A student must make up assigned work within two consecutive days after a single day's absence. For two or more days of consecutive absences, the student has up to five days, including weekends to complete assignments.

## **Exam Policy**

Make-up Semester exams will be administered only in the case of a major medical appointment with a doctor's excuse, or an extenuating family emergency.

Comprehensive exams will be given at the end of each semester (2 per school year). All students are required to take semester tests. Semester exams are counted as one-third of the semester grade. The following incentives are offered to students completing semester exams:



Perfect Attendance – 10% added to semester test grade  
One Absence – 7% added to semester test grade  
Two Absences – 5% added to semester test grade  
Three Absences – 3% added to semester test grade

Each class is checked individually for number of absences. **All absences, with the exception of school-related absences, count with regard to semester exams.** Medical excuses and death in the immediate family will be excused absences for the purposes of registration for classes and proof of enrollment only.

Students, who are suspended from school or assigned ALC, will lose these incentives.

Seniors, may be exempt from 2<sup>nd</sup> semester tests, as a privilege, by meeting conditions specified in senior privileges.

### **LINK Up**

LINKS is West Virginia Student Advisement Model that is a research-based and standards-based course, grades 5-12. The course provides implementation tools, curriculum maps and web-based, standards-based lesson plans designed to enhance academic, career and personal-social development for all West Virginia middle and high school students.

The purpose of LINKS is to advance student learning, success, and development in a proactive, deliberate, developmental manner by establishing a personal relationship with at least one consistent adult, who serves as an advocate for the student. LINKS provides a vehicle for schools to 'link' to other school and community initiatives, and support the development of the whole child through a system of individualized support.

The LINKS curriculum is designed to bridge the gap between what is taught in the core curriculum, and the skills necessary for success in school, post-secondary education and the work place by addressing six major skills areas:

- Academic Development
- Self-Knowledge
- School Success Skills
- Career and Post-Secondary Planning
- Life Skills
- Work Ethic

LINK Up at CCHS is built around Advisor/Advisee groups, which means students have the same advisor during their four years of high school. This provides consistency and allows a greater chance of building a relationship around the educational goals of every student.

### **Credit Recovery Program**

During the school year students who earn failing grades in core classes (English, Math, Science, and Social Studies) may participate in a credit recovery program. Students (and their parents) must sign a contract and commit to staying after school one evening per week during the semester. Work for the class(es) is completed through the Oydyssey program and supervised by the school's teachers. Interested students should see the guidance counselors for more information.

### **Athletic Eligibility**

Student athletes must earn a 2.0 GPA for the previous semester. Eligibility may be restored at the end of the 1st and 3rd nine weeks. Coaches will not reserve positions on teams for ineligible student athletes. You may contact Mary Ramsey, the Athletic Director, regarding eligibility questions.

### **Participation in Extracurricular Activities**

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

### **Academic Dishonesty**

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

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

The following disciplinary actions have been established for academic dishonesty:

1st offense – Student(s) involved will be given a zero on the assignment and five days of noon detention.

2nd offense – Student(s) involved will be given an "F" for the nine weeks and ten days of noon detention.

3rd offense – Student(s) involved will be given an "F" for the semester and three days of ALC.

### **Dressing for Physical Education**

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

### **Parent/Teacher Conferences**

Parent/Teacher Conferences will be held once per semester. These dates will be posted on Livegrades, in the local paper, and via a messenger call. In addition, parents may contact teachers via school e-mail or telephone to schedule meetings during the teachers' planning periods.

### **Schedule Changes**

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

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

**\*Failing a subject, job schedules, or other non-educational factors are not justification for a schedule change.**

No schedule changes will be made after the fifth day of the term, unless required by a change in an IEP. This policy is necessary, since changes after this time would jeopardize student success due to lost instructional time. All schedule changes must have the final approval of the Principal.

### **ATTENDANCE**

**Excused absences** – Absences will be excused only when students are absent for legitimate reasons, such as illness or injury verified by medical excuse or parent note (limited to 5 per semester), school activities, legal, obligations, failure of bus to run verified by driver, or death in the family. **Excuses for absences must be turned in within five days after returning to school.**

**Unexcused absences** – Students with absences other than those listed above are considered truant. **Five unexcused absences will result in a report to the County Attendance Director, which may result in legal action.** Out-of-school suspensions are unexcused absences.

Attendance will be recorded in either full day or half day increments. A student must be in class 6 periods of the day to constitute a full day, or 4 periods of the day to constitute a half day. Half days will be recorded depending upon the time the student is signed in or signed out.

**State law requires students to submit a written excuse to the office for EVERY absence.** To code the absence as excused in our official records, the student must bring a written note to school **within three days** of the absence. Students must turn in the parent note or excuse to the main office. The note must have the following information:

- student's name and grade;
- date(s) absent from school;

- reason for absence;
- if bus did not run, bus number and bus driver's signature;
- parent/guardian signature;
- student WVEIS number (16000xxxx); and
- telephone number.

**Students who accumulate 15 or more unexcused absences IN A YEAR will lose their driver's license.**

### **Driving/Parking Policy**

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

Student's personal vehicles are permitted on campus provided they follow regulations and pay a \$20.00 fee:

- obtain a parking permit form from the main office, return it signed by both the student and the student's parent, and pay \$20.00 (the student must also present his/her license for photocopy when applying for his/her permit);
- display the provided parking permit in his/her car at all times when on school property;
- obey all parking and traffic rules established by the school administration;
- no reckless driving, speeding, or squealing tires on school property;
- park only in the areas assigned to students (lower parking lot, not parking spaces on road side);
- arrive on time for start of school; **three unexcused tardies to school will result in noon detention**; and
- enter building as soon as the vehicle is parked (parking lot is off-limits until the student departs); no loitering in parking lot.

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

### **Tardiness**

If you arrive late for school, report to the office, sign in on the sign-in sheet, and get an admit slip from the ALC Director. If you have been detained in the office or by a teacher, ask for a late excuse from the person detaining you before reporting to your class. Being detained by a teacher or in the office is the only valid reason for reporting late to class. All other reasons will be considered invalid, and the matter will be considered an unexcused tardy. During the school day, **teachers will close their doors when the tardy bell rings**. Students should report to the office to get their tardy permit to class. Students who are not in their seat with materials ready when the tardy bell rings may be counted tardy by the classroom teacher.

### **Consequences for being excessively tardy to class:**

- 3rd Tardy – 1st Offense – 3 days of noon detention;
- 3rd Tardy – 2nd Offense – 5 days of noon detention;
- 3rd Tardy – 3rd + Offense – 10 days of noon detention minimum.

\*Tardies start over at the end of each semester.

### **Early Departure/Sign-outs**

To leave the campus at any time during the school day, a student (regardless of age) must obtain permission from the school administration and must be properly signed out at the office. Failure to obtain permission from the administration and/or to follow sign-out procedures is a disciplinary violation subject to consequences. For legal purposes only those adults on the student's emergency card can sign out the student. All adults signing out students must have photo identification. Reminder: All unexcused early departures will count toward a student's total unexcused absences. Please see the attendance guidelines listed above.


When one parent is awarded custody of a child as a result of divorce or other legal proceedings, it is the responsibility of the parent to provide the school with a certified copy of the court document describing custodial arrangements. Without proper documentation, the school has no legal grounds to deny any parent access to his/her child.

### **Withdrawals/Transfers**


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

GENERAL BEHAVIOR STANDARDS


# Clay County High School



- Be at school EVERYDAY
- Turn in all assignments



- Give a supreme Panther effort in everything you do



- Treat all Panthers the way you would like to be treated.
- Take pride in CHS facilities

## Assembly Behavior

A Panther is courteous at all times. Common courtesy and respect are to be demonstrated by listening attentively and applauding at appropriate times. Ridicule or disrespect is unacceptable. Rude yelling, whistling, booing, and inappropriate cheering, throwing objects, and talking during programs will not be allowed. Students should stay in their original seats during the entire program. Displays of affection, horseplay, and lying on the bleachers are inappropriate for an assembly. Assemblies are, by design, part of our curriculum. All students are expected to attend just as if they were regular classes. If students leave school when an assembly is scheduled, they will be counted absent from those classes that would normally meet during that time.

# AUDITORIUM



- COME COMPLETELY PREPARED**
  - Turn off all electronic devices
  - Fill in starting with the front of the auditorium
  - Leave all food and drink outside of the auditorium
- HAVE HIGH EXPECTATIONS**
  - Engage in the activity
- SHOW RESPECT**
  - Sit with your feet on the floor
  - Always have full attention on the presenter
  - Applaud appropriately

# GYM



- Bring your PE clothes and PE shoes



- Give a supreme Panther effort during every activity



- Encourage your fellow Panthers!

# CAFETERIA



- Walk to cafeteria
- Stand in line single file patiently
- Enter the first cafeteria door



- Clean up after yourself
- Use manners while eating
- Keep the salad bar clean



- Speak mannerly to students, cooks, and staff
- Respect personal space
- Support your fellow Panthers!



## Student Conduct

We expect students at Clay County High School to do the following:

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

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



**CLASSROOM**

- COME COMPLETELY PREPARED**
  - Arrive on time and be ready to work
  - Bring all necessary materials, supplies, and assignments
- HAVE HIGH EXPECTATIONS**
  - Give your best effort at all times
  - Ask appropriate questions and participate everyday
- SHOW RESPECT**
  - Respect every Panther's learning environment
  - Respect your teacher-They are Panthers too!

# HALLWAY



- Know your locker number and combination
- Walk on the right side of the hallway



- Be in class ready to work before the bell rings



- Take care of school facilities
- Be considerate of your fellow Panthers

# BUS



- Be at the bus stop on time
- At the end of the day walk to the bus and report to assigned seat



- Keep your area clean
- Keep talking at conversation level



- Model behavior for future Panthers
- Respect bus driver rules
- Respect your fellow Panthers

# BATHROOM



- Be prompt back to class
- Use transition time for restroom needs



- Tobacco and drug free environment
- Use bathroom supplies appropriately



- Respect facilities
- Clean up after yourself

## DISCIPLINE

### Detention

Detention hall may be assigned for disciplinary violations. Detention hall will be during the student's designated lunch. Students will remain in detention the entire lunch period and eat lunch as a group with supervision. Students are to report immediately from class to the detention area. Tardiness will result in additional days of detention. Students, who skip detention, will be assigned additional days of discipline. A complete list of rules for detention hall are provided to the student upon his/her first referral to the office. Students will also complete an exit form before being released from detention. Detention meets every day unless announced otherwise.

### Alternative Learning Center (ALC)

The Alternative Learning Center (ALC) is an in-school suspension room. Students are assigned there for continuous and willful refusal to accomplish school tasks; insubordination; disorderly, vicious, illegal or immoral conduct; and persistent violation of school regulations. This includes violations of narcotics laws, use of tobacco, and/or tobacco related products, use of alcoholic beverages, hazardous or unauthorized use of automobiles, violation of any local, state, or federal law, or fighting. Intervention strategies/modules and anger management sessions will be implemented. Individuals receiving ALC must receive administrative permission for all trips away from CCHS during the school year.

### Suspension/Expulsion

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

Continuous and willful refusal to complete school tasks even though able to do so, insubordination, fighting, serious disrespect, disorderly, vicious, illegal or immoral conduct, and persistent violations of school regulations are causes for in-school suspension (ISS) and/or suspension from school. This includes violations of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use/possession of weapons or firearms, or any violations of local, state, or

federal laws. Students who are violent, seriously defiant, or out of control may be removed from the school building by police officers.

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

After a student receives three suspensions, his/her case may be referred to the school board for an expulsion hearing. After the fourth suspension, his/her case will be referred to the board for a hearing. This does not mean that a student must have accumulated three suspensions in a school year before his/her case will be presented. If the offense is particularly grave, the case can be referred to the board at its next regularly scheduled meeting. Parents and all other concerned parties will be informed in writing of the board's decision. When a student has been expelled by the board, he/she may be readmitted only by the board or in the manner prescribed by it.

**A suspended student may not loiter or appear on school property or at any school-sponsored activity.** Suspended students or students excluded from class will be readmitted to class(es) only after a parent-administrator conference during which the student, the student's parents/guardian, and the school administration agree upon a behavior plan designed to produce appropriate classroom behavior. Those students will be assigned to ISS until the plan is signed.

**Discipline Consequences Chart**

The following forms of behavior will lead to disciplinary actions as outlined in the following table and should be avoided by students at all times. Building administrators retain the right to use discretion in accordance with Clay County School policies by either decreasing or increasing the level of consequences as circumstances dictate.

## Clay County High School Guidelines for Consequences of Discipline

**Note: The following are guidelines and are intended to be used as a guide. All discipline is at the discretion of School Administration.**

<b>Behavior/Offense</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Disrupting Class/Being Loud or Noisy in Hallways, Locker Rooms or Restroom</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Homework/Class Assignment Not Complete or Not Prepared for Class</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Tardy to Class</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Late/Unexcused Sign In to School (per semester)</b>	Signing in late, unexcused 3 times will result in 5 Days of Detention Hall Parent Notification	Signing in late, unexcused 5 times, equals 10 Days of Detention Hall Parent Notification	Signing in late, unexcused 6+ times, equals Additional Days of Detention Hall Parent Notification

<b>Not Dressing for Gym Class</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	15 Days of Detention Hall Parent Notification
<b>Inappropriate Dress or Attire</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Eating or Drinking on the School Bus</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Public Display of Affection (minor infractions such as kissing and 6 inch rule)</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Sleeping in Class</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Inappropriate Language (written, gestured or verbal)</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Inappropriate Language (written, gestured or verbal) Toward a School Employee</b>	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of Suspension ABE Module Parent Notification
<b>Moving/Changing Seats on a School Bus Without Driver Permission</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall and Consultation with Driver About Days Off the Bus Parent Notification	10 Days of Detention Hall and Consultation with Driver About Days Off the Bus Parent Notification
<b>Cell Phone Violation</b>	Students who has a cell phone out during class time, without permission of the teacher, will receive 5 Days of Detention Hall. Parent Notification The student will lose the privilege of having the cell phone at school for 5 days and a parent must pick up the phone.	Students who have a cell phone out during class time, without permission of the teacher, will receive 10 Days of Detention Hall. Parent Notification The student will lose the privilege of having the cell phone at school for 10 days and a parent must pick up the phone.	Phone privileges denied for the remainder of the school year. Parent Notification
<b>Cell Phone Violation on the School Bus or School Grounds (penalty will increase if inappropriate pictures or misuse of social media occurs that impacts school environment)</b>	Students who have a cell phone out on the bus, without permission of the driver, will receive 5 Days of Detention Hall. Parent Notification Parent must pick up the phone.	Students who have a cell phone out on the bus, without permission of the driver, will receive 10 Days of Detention Hall. Parent Notification Parent must pick up the phone.	Students who have a cell phone out on the bus, without permission of the driver, will receive 15 Days of Detention Hall. Parent Notification Parent must pick up the phone.
<b>Throwing Objects (paper wads, pencils, erasers, etc.)</b>	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification	15 Days of Detention Hall Parent Notification
<b>Cheating or Academic Dishonesty</b>	Grade will be recorded as a 0%. 5 Days of Detention Hall Parent Notification	Grade will be recorded as a 0%. 10 Days of Detention Hall Parent Notification	Grade will be recorded as a 0%. 3 Days of ALC Parent Notification
<b>Technology Misuse (student using technology on school property in a manner that is considered inappropriate)</b>	5 Days of Detention Hall Loss of Technology Privileges Parent Notification	10 Days of Detention Hall Loss of Technology Privileges Parent Notification	Discipline may be determined based upon situation by School Administration
<b>Rude or Disrespectful Behavior to School Personnel</b>	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification	3 Days of ALC ABE Module Parent Notification
<b>Taunting/Rude to Another Student</b>	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification	Minimum of 15 Days of Detention Hall or 3 Days of ALC Parent Notification
<b>Deceit (a student is guilty of deceit if they deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information)</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	15 Days of Detention Hall Parent Notification
<b>Skipping Class</b>	15 Days of Detention Hall Parent Notification	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification
<b>Student in Unauthorized Area (can be during school or at any school event)</b>	15 Days of Detention Hall Parent Notification	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification
<b>Pulling a Chair Out From Under a Student</b>	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	5 Days of Suspension Parent Notification

<b>Horseplay (with another student without injury or causing imminent danger)</b>	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
<b>Horseplay (with another student with injury or causing imminent danger)</b>	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	Discipline may increase based upon consequence and administrator discretion.
<b>Leaving School Grounds</b>	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of Suspension Parent Notification
<b>Sexual Harassment/Exposure</b>	10 Days Suspension	Recommended Expulsion	Recommended Expulsion
<b>Having Sexual Relations (consensual)</b>	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification	5 Days Suspension Parent Notification
<b>Instigating Another Student to Fight</b>	3 Days of ALC Parent Notification	2 Days of Suspension 3 Days of ALC Parent Notification	5 Days of Suspension 5 Days of ALC Parent Notification
<b>Threat of Physical Harm</b>	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of Suspension Parent Notification
<b>Threatening or Intimidating a School Employee or Visitor</b>	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion
<b>Fighting Without Serious Injury</b>	2 Days Suspension 3 Days of ALC ABE Module Parent Notification	2 Days of Suspension 5 Days of ALC ABE Module Parent Notification	10 Days of Suspension Parent Notification
<b>Causing or Attempting to Cause Physical Injury or Harm to Any Student</b>	Minimum 3 Days of ALC ABE Module Parent Notification	Minimum 5 Days of ALC ABE Module Parent Notification	Minimum 10 Days of ALC Suspension Parent Notification
<b>Causing or Attempting to Cause Physical Injury or Harm to Any Teacher, Other School Personnel or Visitor</b>	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion
<b>Vandalism (committed on school grounds, buses, school functions or events)</b>	Minimum 5 Days of Detention Hall Payment of Damages Parent Notification	Minimum of 15 Days of Detention Hall Payment of Damages Parent Notification	Minimum of 3 Days of ALC Payment of Damages ABE Module Parent Notification
<b>Defacing, Causing Damage to, or Destroying Property of a School Employee</b>	10 Days Suspension Payment of Damages ABE Module Parent Notification	Subject to Administrative/Board Review	Subject to Administrative/Board Review
<b>Stealing (committed on school grounds, buses or at any school function or event)</b>	3 Days of ALC (minimum) ABE Module Parent Notification	5 Days of ALC (minimum) ABE Module Parent Notification	10 Days of Suspension (minimum) Parent Notification
<b>Possession of Tobacco</b>	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of ALC ABE Module Parent Notification
<b>Sale and/or Distribution of a Controlled Substance</b>	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion
<b>Sale and/or Distribution of Medication</b>	Discipline under this category is subject to school administration discretion.		
<b>Violation of Medication Administration Policy (student in possession of their own prescribed medication and not following policy)</b>	2 Days Suspension 3 Days of ALC Parent Notification	Discretion of School Administration	Subject to Administrative/Board Review
<b>Use, Possession or Being Under the Influence of a Controlled Substance, Drug Device or Alcohol</b>	5 Days of Suspension 5 Days of ALC Student removed from current extracurricular activity. ABE Module Parent Notification Law Enforcement Notified	Expulsion No extracurricular activities for the rest of the year. Parent Notification Law Enforcement Notified	Expulsion No extracurricular activities for the rest of the year. Parent Notification Law Enforcement Notified

<b>Weapons or Replicas of Weapons</b>	All types of firearms, guns, real or replicas, are absolutely prohibited. The penalty for possessing a gun at school is a 12-month expulsion. Due to an ever-present danger, knives, or knife-like objects are not permitted at school for any reason. Any student possessing a knife with a blade 3 ½ inches long or longer shall be expelled for 12 months. Any type of weapon is prohibited. WV Safe School Laws will be strictly enforced.		
<b>Student Driving Privileges</b>	Revoked while student is in ALC. Revoked after 10th unexcused absence. Morning tardies exceeding 5, will result in a two-week suspension of driving privileges. Acts of documented safety violations may result in suspended driving privileges. Parent Notification	Subject to Administrative/Board Review	Subject to Administrative/Board Review

**[If a student has more than 3 offenses to any of the above behavior/offenses, they are considered to be a habitual violator to school rules.\*]**

**\*Habitual Violation of School Rules or Policies is defined as refusal to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Students who are habitual violators of school rules or policies will face discipline that is to be determined by school administration.**

**Cell Phones and Electronic Equipment - Clay County Schools Policy JCDB-B**

Students may possess wireless communication devices (WCDs) during school hours, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

A "WCD" is a device that is capable of sending and/or receiving communication by electronic means, may be capable of emitting an audible tone or tones, vibrating, displaying a message, or otherwise summoning or delivering a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants with communication functionality (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices with communication functionality, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. At no time, may students use WCDs on school property or at a school-sponsored activity for the purpose of accessing and/or viewing Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Clay County Board of Education or on a school bus or Clay County Board of Education-provided vehicle during school-sponsored activities, at the discretion of the bus driver, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

However, during after-school activities when directed to do so, by a school employee, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior written approval from the building principal or his/her designee, as limited therein:

1. The student is a member of a volunteer fire company/department, ambulance, or rescue squad.
2. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
3. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture where authorized, writing papers) upon the teacher's recommendation and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. "Communication functionality" includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstance shall the device be allowed to connect to the Clay County Board of Education's network. Board-owned and issued laptops with communication functionality PDAs with communication functionality or authorized assistive technology devices may connect to the Clay County Board of Education's network.

Except as otherwise permitted herein, students are prohibited from using WCDs to capture, record, or transmit the sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent may be an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated. If a WCD is confiscated, it will be released/returned only to the student's parent/guardian, or proper authorities.

Public Events Exception: Photography and video recordings shall be permitted at scheduled public events where the same have been traditionally allowed. This public events exception shall apply, for example, to sporting events.

Official School Photography and Videography: Photography and video records shall be permitted where students are acting in an official school-related capacity. This exception would include, for example, school yearbook photographs, school newspapers, sports team game filming, etc.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These situations include but are not limited to locker rooms, shower facilities, restrooms, classrooms where not authorized, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is prohibited.



Students are prohibited from using a WCD in any way that might reasonably be interpreted by others as an attempt to threaten, humiliate, bully, harass, embarrass, or intimidate another person. See Policy 5517.01 –Aggressive Behavior Toward Students.

Students are also prohibited from using a WCD to capture, receive and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Possession of a WCD on school property or during a school-sponsored event by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned only to the student's parent/guardian or proper authorities. Any WCD confiscated by Clay County Board of Education staff will be marked in a manner with the student's name and held in a secure location in the building's central office. WCDs in Clay County Board of Education custody will not be searched or otherwise tampered with unless reasonable suspicion exists that warrants the same. Any search will be conducted in accordance with Policy 5771 - Search and Seizure.

If a student violates the terms of this policy more than two (2) times in a single school year, they may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis, as the circumstances may warrant.

An employee who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal or his/her designee.

By bringing WCDs onto the property of the Board or to a school-sponsored event or activity, students assume sole responsibility for safety and care of the WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Any student who refuses to relinquish his or her cell phone, pager, etc., will be considered insubordinate. This can result in an in-school suspension.

Any student who is found to be guilty of using an electronic recording device to record a fight, sexually related material, or anything otherwise deemed improper will be subject to discipline.

### **Skiping Class/School**

All students are expected to be in their seat and ready to learn at the beginning of each class. Any student who has remained on the school campus, but has not reported to his/her class, will receive a minimum of 15 days of noon detention for skipping class. Any student who leaves the school campus will receive a minimum of 3 days of in-school suspension (ALC).

### **Public Display of Affection**

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

## **Drug and Alcohol Use**

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

- First Offense – Five-day suspension from school; five days of in-school suspension (ALC). The student complete a drug rehabilitation program designed by the school. The student will be removed from any extra-curricular activity in which he/she participates. The parent/guardian must attend a conference with the principal prior to the student's readmission. The West Virginia State Police and the Sheriff's Department will be notified.
- Second Offense – Student will be recommended for expulsion. The student will not be permitted to participate in or attend any extracurricular activities for the remainder of the year. The West Virginia State Police and the Sheriff's Department will be notified.

## **Tobacco Use**

Possession, use, or distribution of tobacco or tobacco products in any form (including e-cigarettes) is forbidden at all times on school property or at any school-sponsored activity, including all school buses and school-owned vehicles. Any student in violation will be subject to the following penalties:

- First Violation – Three days of in-school suspension (ALC); the student must complete a tobacco awareness program.
- Second Violation – Five days of in-school suspension (ALC).
- Third Violation – Ten days of in-school suspension (ALC).

## **Closed Campus**

Graduates and alumni are visitors. Any visitor during school hours must report to the main office to receive administrative approval for a visitor's pass that must be worn at all times. If visitors wish to see staff members, they should make arrangements to visit during the teacher's planning period.

## **Hall Passes**

During class time, to be out of class, all students (including teacher helpers) must sign the teacher's Sign-out log and must carry a hall pass with the following information: Student's name, teacher's name, date, time, and the student's destination. Any student found in the hallway without a pass will be subject to disciplinary action.

## **Harassment**

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

## **Sexual Harassment**

Sexual harassment in any form is prohibited in Clay County Schools. This includes improper physical contact, request for favors, or offensive language. Also included is humor that is off-color and sexually-oriented or suggestive. Any incidence of sexual harassment should be immediately reported to the office.

## **Off-Limit Areas – At All Times**

- Concession stands
- Back and sides of building
- Stairwells
- Parking lot (from the time you park until dismissal at the end of the day)
- Locker Rooms\*
- Gym (except for class times)
- Athletic Fields
- Auditorium and new part of building where auditorium is located
- Exit ramp at the back of the gymnasium

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

### **Sleeping in Class**

Sleeping in class is unacceptable/uncooperative behavior and will be dealt with as a disciplinary offense. Students are also not permitted to put their heads down during class time.

### **Violence**

Violent actions by students are a violation of the state and county student codes of conduct and subject to consequences assigned by an administrator under those provisions, including suspension and possible expulsion. In addition, the student may face the revocation of other privileges, including attending and participating in extracurricular activities and parking privileges. A student who instigates violence may face similar consequences.

### **Fighting**

- 1st Offense – 3 days in-school suspension (ALC) and two days out-of-school suspension; the student must complete a conflict resolution class. The student must complete the class before he/she will be readmitted to regular classes.
- 2nd Offense – 5 days in-school suspension (ALC) and two days out-of-school suspension; the student must complete a conflict resolution class. The student must complete the class before he/she will be readmitted to regular classes.
- 3rd Offense – 10 days out-of-school suspension, and the student and parents/guardian must attend a conference with the principal prior to readmission to school.

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

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

### **CONFLICT RESOLUTION**

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

### **WEAPONS POLICY**

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

## **TELEPHONE CALLS**

The school office telephones are available for student use only in cases of illness and serious emergency. Students must obtain permission from an adult before using the phone. In addition, the student must log in the call on the Call Log-In sheet. Please remember to be respectful when using the phone.

## **COUNSELING/GUIDANCE**

Our school counselors assist students with interpersonal relations, college/career planning and personal decision-making. See your school counselor for the following items:

- college applications and catalogs;
- scholarship applications;
- transcripts;
- college entrance exams (ACT, SAT); and
- car insurance grade verification forms.

## **HEALTH SERVICES**

If a student becomes ill or is injured at school, the student, if possible, should secure permission from the classroom teacher and report to the main office. The administration will decide what action should take place and assist in reaching parents. A student who becomes ill should call the parent from the office phone. When a student is injured, the student must complete an accident report form. These forms are located in the main office.

### **Medication at School**

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

- Administer the initial dose of any medication at home, except for emergency medications and unless otherwise directed by the licensed prescriber and/or a court order.
- Complete and sign a parent/guardian authorization form which indicates student name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by student; and parent/guardian signature.
- Provide school with completed licensed prescriber authorization form for prescribed medication(s).
- Supply medication and ensure that medication arrives safely at school in a current and properly labeled container. Give the medication to the person authorized by the administrator to receive, store, and administer medication. Maintain effective communication pertaining to medication administration.
- Replenish long-term and emergency prescribed medication as needed.
- Retrieve unused or outdated medicine from school personnel no later than thirty days after the authorization to give the medication expires or on the last day of school.

### **Over-the-Counter Medications**

Non-prescribed medications shall be administered only after meeting the following requirements:

- Parent/guardian authorization form is provided.
- The school administrator has the authority to determine if the administration of the non-prescribed medication may be safely delegated to the administrator's designee as defined in this policy.
- The school administrator has the authority to contact the parent/guardian or a licensed health care provider to clarify any questions about the medication being administered.
- Any non-prescribed medication(s) must be provided by the parent/guardian.
- Non-prescribed medication shall be in the manufacturer's original packaging clearly marked with the following: student's name (affixed to original manufacturer's bottle); name of medication; ingredients; dosage, time and route; reconstitution directions, if applicable; and medication expiration date.

**The office cannot provide over-the-counter pain relievers or allergy medicines to students.**

**Expectations of Homebound Students**

Student assignments will be distributed through the homebound teacher each week. Additional assignments will be given to the student after receipt of the previous week's assignments.

**Homebound/Hospital/Alternative Instruction**

There are four groups of students who are eligible to receive home/hospital/alternative instruction:

- Students with injuries or health conditions which prevent them from attending school for more than three weeks;
- Students who are temporarily removed from school in order to complete evaluations due to a safe schools violation;
- Exceptional students requiring home/hospital/alternative education as a recommendation from an IEP committee; and
- Students who have been expelled from school.

Students receiving home/hospital/alternative instruction are not permitted to participate in ANY extracurricular activities or be employed part time or full time. Additionally, they are not permitted to attend any extracurricular activities unless they receive pre-approval by the principal.

Attendance is required. Any student obtaining four unexcused absences will be reported to the Clay County Attendance Director. High school students may apply for home/hospital/alternative instruction in the main office.

**Homebound/Hospitalized Students**

Home-teaching or visiting-teacher services will be provided to students who, due to injury, non-communicable illness, or other health condition, are unable to attend school, employment, community and social functions for more than three (3) weeks cumulatively, as diagnosed and confirmed by a licensed physician.

The written statement shall include: (a) the specific reasons why the student must remain at home or in the hospital; (b) the criteria or conditions under which the student can return to school; and (c) the expected date of the student's return. Students placed on extended home or hospital instruction shall submit a physician's statement of need for continued home instruction every nine (9) weeks.

Instruction will be delivered by a Clay County Board of Education teacher in the amount of four (4) hours weekly. The instructional schedule per week will be provided in the home/hospital as established by the teacher, the parents, and when appropriate, the Director of Special Education or physician. Home instruction is provided at a time when a parent or designated adult is in the home.

### **Students Requiring Alternative Education**

If the request for home/hospital/alternative instruction does not restrict the student's attendance for employment, community, and social functions as indicated on the physician's statement, the student will be required to continue their education in an on-campus environment. Students will report to the high school two evenings per week for two hours each evening to complete assignments while being supervised and aided by a certified teacher.

The physician's statement shall include: (a) the specific reasons why the student cannot attend school during regular hours; (b) the criteria or conditions under which the student can return to school; and (c) the expected date of the student's return. Students placed on extended alternative instruction shall submit a physician's statement of need for continued alternative instruction every nine (9) weeks. The physician/therapist must be certified in the area of the condition impeding the student's ability to attend the traditional school setting (i.e., 1. A student is experiencing a complicated pregnancy; the statement must be completed by an obstetrician or designee. 2. A student is diagnosed with a mental health condition; the physician's statement must be completed by a certified psychiatrist, psychologist, therapist, or counselor with a copy of the treatment plan and proof of participation in an ongoing therapeutic program).

### **Grading Options for Home/Hospital/Alternative Education**

Students who are receiving home/hospital/alternative instruction on campus, will complete coursework assigned by the classroom teacher and homebound teacher. This work will be in the form of the Odyssey program. This work will differ from the in-class assignments that are given during the regular school day, but will align with that coursework and cover all appropriate content standards and objectives. Regular classroom teachers may reserve the right to substitute a regular class assignment for any Odyssey assignment if they deem it appropriate for mastering content standards. **Any test that is taken through Odyssey, must be completed during the scheduled homebound meeting times at CCHS.** The homebound student will be required to take a semester test during the same scheduled exam dates as the enrolled school. The test will be designed by the classroom teacher and/or homebound teacher. The homebound students will also be required to compile a well-organized, chronological portfolio of all assignments and scores and will submit that portfolio to the school principal for approval before final credit is awarded.

Students who are not able to attend Homebound instruction on the campus of Clay County High School, will complete work assigned by their regular classroom teachers. These assignments may be through Odyssey (if a computer and internet access is available) or regular class assignments. These assignments will be delivered/returned to the school for grading by the assigned homebound teacher. Students who use Odyssey while off campus, must complete all tests while the homebound teacher is present.

### **Lunch Room Regulations**

In order to keep the cafeteria clean and attractive, students should observe the following rules:

- Always use a tray.
- Keep milk cartons, food, and waste paper on the tray.
- Empty all debris from trays into the garbage containers. Return trays, dishes, and silverware to the receiving window.
- Keep tables, chairs, and floors clean.
- Push chairs back after eating.
- Talk in a normal voice.
- Do not jump line.

- Never push or run.
- Pick and clean up any food you drop or spill.
- Eat all food at the table.
- Respect cafeteria duty teacher's authority.

Students who fail to clean their area or who are observed throwing litter or jumping line will be disciplined.

### **Vending Machine Policy**

Students may purchase items from the vending machines between classes and after school. Students may not purchase items from the vending machines during class time.

### **Money Changed**

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

### **Textbooks**

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

### **Book Bags**

Most teachers permit students to carry book bags to their classrooms; however, students should not leave book bags unattended either inside or outside the classroom. Any book bags found unattended outside teachers' classrooms will be brought to the main office and will be subjected to a search and disciplinary action will be taken.

### **Lockers**

A locker is assigned to each student at the beginning of the school year. The lockers are the property of Clay County High School and are subject to inspection by authorized school personnel. Secure your combination! Do not leave your locker combination set! The school will not be responsible for items that may be stolen from lockers. Broken lockers are to be reported to the main office. Books and other items of value left in unsecured lockers are done so at the student's own risk. Students are responsible for the condition of their assigned lockers and will be charged for damages and/or painting or cleaning due to stickers, graffiti, etc. Students should remove all personal belongings from lockers before the end of the school year.

### **Dress Code**

Just a reminder: You're "on the job" at school. Students are expected to come to school appropriately dressed. If school administrators determine a student's attire is inappropriate, they have the right to require a change of clothing and may send the student home. Please be sure to adhere to the following guidelines:

- No shorts or skirts more than 3 inches above the knee; no holes in jeans/pants may be higher than 3 inches above the knee, as well.
- No baggy pants, spikes, chains (on clothing or used to hold wallets), strapless tops, halter tops, low-cut tops, or muscle shirts, sleeveless shirts must expose only the arm area. Shirt straps are to be one inch in width or wider.

- No clothing which has printed messages which are suggestive or contain profanity, or exhibit drugs and/or alcohol.
- No sunglasses, hats, toboggans, bandannas, or headbands wider than ½ inch may be worn inside the building.
- If leggings are worn, a shirt, sweater, or skirt must still abide by the 3 inch above the knee expectation.
- No form of dress or hairstyle, which is contrary to good hygiene or is disruptive to the educational process will be permitted.

## **GENERAL INFORMATION**

### **Verification of Enrollment for Driver's Tests**

Students must have a proof of enrollment form in order to take the examination for a learner's or driver's test. Students must apply for the verification at least one week prior to taking the exam. Applications are provided to students on the first day of school. Students must sign up for approval in the main office in the mornings before classes begin or during lunch; they may check back in the office on the following day to collect their form if they have been approved. Students must have fewer than 15 unexcused absences and have a 2.0 GPA or higher in order to receive approval.

### **Distribution of Papers, Pamphlets, Signs**

Persons wishing to display posters, signs, bulletins, and other printed information on campus, that is not related to the school program, must have the school administration's permission to do so.

### **Fire Drills & Emergency Lockdown Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential, when the first signal is given, that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students. Students are to line up with their classmates in the parking area across from the building. Students will not return to the building until the all clear signal is given by an administrator. Teachers are responsible for taking roll and making sure all students are present. A fire evacuation plan should be posted in each classroom, and teachers should review the evacuation process with students during the first few days of school. A false alarm by a student constitutes a felony and carries a stiff legal penalty in addition to suspension or expulsion.

### **Bus Passes**

Students are to bring a written note from home with the following information: the student's name, name of destination, bus number, date, signature by parent, and telephone number where parent can be reached. The note is to be placed in the Bus Pass basket in the main office in the morning when the student arrives at school. The student should fill out the bus pass register in the main office when he/she turns in the written note. The bus pass note will be verified by the secretary and the student may pick up the stamped note during lunch or between classes. Students should not come to the office during class time to pick up a bus pass. The student should give the approved pass to the bus driver as he/she enters the bus. Bus passes will not be issued to boyfriend/girlfriend houses. Buses that are overcrowded will not accept bus passes, resulting in denied bus pass requests. \* **BUS PASSES WILL NOT BE ISSUED VIA A PHONE**

### **CONVERSATION.**

### **Bus Safety**



Riding the bus to and from school is a privilege provided to students by the county school system. In order to maintain bus riding privileges, students should follow the rules below:

- Observe the same conduct as in the classroom;
- Be courteous; use no profane language;
- Do not eat or drink on the bus;
- Keep the bus clean;
- Cooperate with the driver;
- Do not smoke or use smokeless tobacco;
- Do not be destructive;
- Stay in your seat;
- Keep head, hands, and feet inside the bus; and
- Remember, the bus driver is authorized to assign seats.
- No videoing or recording by electronic devices.

**Remember - The bus is like a classroom, with the bus driver as the teacher. Please be responsible for everyone's safety.**

## Acknowledgement

I acknowledge that I have read and understand the Clay County High School Student/Parent Handbook and all that it entails.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date