

CLAY COUNTY HIGH SCHOOL STUDENT/PARENT HANDBOOK

2023 – 2024



The mission of Clay County High School is to Come Prepared, have High Expectations, Show Respect.

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, West Virginia 25043
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Fax: (304) 587-2723
<http://www.claycountyhighschool.org>

Principal

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Assistant Principal

Angela Nichols
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Career, Technical and Data Coordinator

Robert Morris
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Counselor

Leslie Osburn
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Sabrina Corwell
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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!

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Parental Involvement: Commitment to Academic Excellence

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 families. Without your active engagement, the odds of your student succeeding academically are **minimal at best**. 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 student by doing the following:

1. Become familiar with the rules and procedures established in this Student Handbook and make sure your student knows them well and follows them accordingly.
2. Encourage your student 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 student into appropriate study habits. See that he or she keeps an accurate record of grades.
4. Help your student 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. Help maintain faithful attendance. Review and test days are particularly crucial. Students are responsible for making up assignments on days they miss.
6. Make sure quality study time is provided each evening, assignments are completed, test concepts and information mastered, and deadlines met. Encourage after school if your student is struggling.
7. Ask your student regularly about his/her classes, assignments, and tests.
8. Communicate with teachers as needed and attend Parent-Teacher Conferences if you have concerns. Attend extra-curricular activities and join a school organization.

CCHS STAFF

Professional	Email	Room	Dept.
Armes, Wesley	wesley.ames@k12.wv.us	V-112	FLP
Bragg, Jennifer	jennifer.l.bragg@k12.wv.us	V-101	Health Science
Burdette, Casey	casey.burdette@k12.wv.us	205	Special Education
Burkhamer, Logan	logan.burkhamer@k12.wv.us	214	Science
Castle, Janie	janie.castle@k12.wv.us	215	Science
Corwell, Trey	donald.corwell@k12.wv.us	V-105	Business
Dancy, Luella	ldancy@k12.wv.us	210	Math
Davis, Jeffery		113	Social Studies
Detamore, Jessica	jtaylor@detamore@k12.wv.us	209	Math/Science
Dolly, Brittany	bmcgowan@k12.wv.us	106	Language Arts
Fitzwater, Christy	cfitzwat@k12.wv.us	101/Gym	Health/PE
Gibson, Scott	scott.gibson@k12.wv.us	101/Gym	Health/PE
Julie Greenlee	julie.greenlee@k12.wv.us	V-102	Business
Hacker, Morgan	mdolly@k12.wv.us	142	Band/Choir
Hanshaw, Kirsten	ehanshaw@k12.wv.us	204	Social Studies
Hubbard, Melody	melody.gilliland@k12.wv.us	220	Science
Johnson, Chris	c.johnson@k12.wv.us	V-117	Carpentry
Krajeski, Shawn	skrajeski@k12.wv.us	V-104	Special Education
Lewis, McKenzie	mckenzie.lewis@k12.wv.us	110	Special Education
McFarland, Kelsey	kelsey.flinn@k12.wv.us	V-114	Agriculture/Forestry
Miller, Joy	j.miller@k12.wv.us	104	Spanish
Nichols, Jason	jsnichol@k12.wv.us	Office	ALC
Parker, Katelin	katelin.parker@k12.wv.us	102	Special Education
Pennington, Tasha	tpenning@k12.wv.us	202	Language Arts
Price, Jennifer		211	Math
Scott, Taylor (Connard)	taylorconnard@k12.wv.us	111	Language Arts
Shelton, Amanda	ashelton@k12.wv.us	212	Special Education
Starcher, Ron	ronald.starcher@k12.wv.us	201	Social Studies
Stricker, Matt	matthew.stricker@k12.wv.us	211	Math
Tanner, Jamie	jamie.tanner@k12.wv.us	103	Art
Tanner, Tara	tttanner@k12.wv.us	108	English/Theater
Thomas, Erin	erin.thomas@k12.wv.us	203	History
Walker, Dwayne	dwayne.walker@k12.wv.us	V-103/Shop	Welding

Community in Schools

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 Knopp, Greg
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Administration

Tanner, Allen—Principal

Counselors

Corwell, Sabrina
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 Osburn, Leslie
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Morris, Robert—Asst. Principal/CTE Director
Nichols, Angela—Asst. Principal

rbjmorri@k12.wv.us
annichols@k12.wv.us

Main Office

Holcomb, Vickie	Ext. 211	Financial Secretary
Jackson, Amanda	Ext. 200	Student Records/Student Affairs
Walker, Sherry		

Athletic Director

Krajeski, Shawn

Mission WV-The Bridge

Belt, Kristy
McCumbers, Darlinda

Technology Specialist

Krauklis, Jeffrey

Aides

Holcomb, Denise
Shaffer, Terri
Varney, Karen

Therapist

Rosette, Paulette

Psychologist

Mace, Karri

Cooks (Ext. 213)

Truman, Jennifer—Manager
Brady, Ginn
Norton, Tiffany

School Nurse

Moore, Jenni

Custodians

Drake, Mike
Ramsey, Charles
Runion, Jesse—Day
Sears, Jamie

Project Aware

Bass, Amber
Duffield, Kelly
Sammie (everyone's favorite!) -Therapy Dog



Daily Schedule		
Student Success Meeting	7:40-7:51	11
First Period	7:55-8:37	42
Second Period	8:41-9:23	42
Third Period	9:27-10:09	42
Fourth Period	10:13-10:55	42
Lunch/LINKS	10:59-11:29	30
LINKS/Lunch	11:33-12:03	30
Fifth Period	12:07-12:49	42
Sixth Period	12:53-1:35	42
Seventh Period	1:39-2:21	42
Eighth Period	2:25-3:07	42
Two-Hour Delay Schedule		
Student Success Meeting	9:40-9:51	11
First Period	9:55-10:22	27
Second Period	10:26-10:53	27
Lunch/LINKS	10:57-11:27	30
LINKS/Lunch	11:31-12:01	30
Third Period	12:05-12:32	27
Fourth Period	12:36-1:03	27
Fifth Period	1:07-1:34	27
Sixth Period	1:38-2:05	27
Seventh Period	2:09-2:36	27
Eighth Period	2:40-3:07	27
Three-Hour Delay Schedule		
Student Success Meeting	10:40-10:51	11
First Period	10:55-11:15	20
Second Period	11:19-11:39	20
Third Period	11:43-12:03	20
Lunch/LINKS	12:07-12:35	28
LINKS/Lunch	12:39-1:07	28
Fourth Period	1:11-1:31	20
Fifth Period	1:35-1:55	20
Sixth Period	1:59-2:19	20
Seventh Period	2:23-2:43	20
Eighth Period	2:47-3:07	20
Morning Activity Schedule		
Student Success Meeting	7:40-7:51	11
First Period	7:55-8:28	33
Second Period	8:32-9:05	33
Third Period	9:09-9:42	33
Activity	9:46-10:54	68
Lunch/LINKS	10:58-11:28	30
LINKS/Lunch	11:32-12:02	30
Fourth Period	12:06-12:39	33
Fifth Period	12:43-1:16	33
Sixth Period	1:20-1:53	33
Seventh Period	1:57-2:30	33
Eighth Period	2:34-3:07	33

are punctual!

Two-Hour Early Dismissal Schedule		
Student Success Meeting	7:40-7:51	11
First Period	7:55-8:22	27
Second Period	8:26-8:53	27
Third Period	8:57-9:24	27
Fourth Period	9:28-9:55	27
Fifth Period	9:59-10:26	27
Sixth Period	10:30-10:57	27
Lunch/LINKS	11:01-11:31	30
LINKS/Lunch	11:35-12:05	30
Seventh Period	12:09-12:36	27
Eighth Period	12:40-1:07	27
Three-Hour Early Dismissal Schedule		
Student Success Meeting	7:40-7:51	11
First Period	7:55-8:15	20
Second Period	8:19-8:39	20
Third Period	8:43-9:03	20
Fourth Period	9:07-9:27	20
Fifth Period	9:31-9:51	20
Sixth Period	9:55-10:15	20
Seventh Period	10:19-10:39	20
Lunch/LINKS	10:43-11:11	28
LINKS/Lunch	11:15-11:43	28
Eighth Period	11:47-12:07	20
Afternoon Activity Schedule		
Student Success Meeting	7:40-7:51	11
First Period	7:55-8:28	33
Second Period	8:32-9:05	33
Third Period	9:09-9:42	33
Fourth Period	9:46-10:19	33
Fifth Period	10:23-10:56	33
Lunch/LINKS	11:00-11:30	30
LINKS/Lunch	11:34-12:04	30
Sixth Period	12:08-12:41	33
Activity	12:45-1:53	68
Seventh Period	1:57-2:30	33
Eighth Period	2:34-3:07	33

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 classes, as directed by their teachers. **Failure to comply will result in disciplinary actions.**

Contact Teachers:

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 WVEIS. At a minimum, all professional staff members will update their WVEIS 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.

Commented [AN1]: UPDATE

Grade Scales

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

General Education Placement

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 Dual Credit/Enrollment 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.

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 a full course load of classes each year. 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 to graduate.

Make Up Work

It is mandatory to make up any missed work. It is the responsibility of the student to contact the teacher to arrange a make-up schedule. The 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 the number of absences. **All absences, except for school-related absences, count regarding 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 2nd semester tests, as a privilege, by meeting conditions specified in senior privileges.

LINK Up

LINKS is a 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 student 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 workplace 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

Clay County High School offers a credit recovery program for students who have earned failing grades in core classes (English, Math, Science, and Social Studies). Students who enroll in credit recovery classes are responsible for completing all work assigned on time. These courses are offered through a virtual platform. Clay County High School administration reserves the right to deny a student the option of enrolling in the credit recovery program. In this case, the student would enroll in the traditional classroom environment.

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 Shawn Krajewski, 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 for half of that day. Exceptions are medical excuses which release the student to practice or perform that day, a parent note 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 to ALC, 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:

- Using an AI (artificial intelligence) generator of any kind to produce written work (unless given specific permission from a teacher)
- 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 lunch detention.

2nd offense – Student(s) involved will be given an "F" for the nine weeks and ten days of lunch 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. 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 announced via Sara the School Messenger telephone alert system. In addition, parents may contact teachers via school email 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. 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 date
- parent/guardian signature,
- student WVEIS number (16000xxxx), and
- telephone number.

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 and the law,
- no reckless driving, speeding, or squealing tires on school property,
- park only in the areas assigned to students (lower parking lot, not parking spaces in front of building)
- arrive on time for start of school; **Students who are tardy to school may receive school discipline. Students who drive to school are expected to arrive at school on time (before morning announcements begin).**
- enter the building as soon as the vehicle is parked. **No loitering in parking lot.**

Students who receive in school suspension (ALC) are not eligible to drive their vehicle to school, until days are served.

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 a pass from the office staff. 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. During the school day, **teachers will close their doors when the tardy bell rings.** Students should report to the office to get their tardy pass 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.

When one parent is awarded custody of a student because 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.

GENERAL BEHAVIOR EXPECTATIONS



Clay County Panthers
GYMNASIUM



COME PREPARED

- Walk in the blue
- Fill in the bleachers from top to bottom
- Turn off and put away all electronic devices

HIGH EXPECTATIONS

- Always give 100%.
- Be your best.
- Do your best.

SHOW RESPECT

- Leave no trace-pick up your trash!
- Applaud appropriately
- Encourage your fellow Panthers!

Clay County Panthers
Locker Room



COME PREPARED

- Bring clothes for PE and dress for class.


HIGH EXPECTATIONS

- Use one pump of soap and minimal paper towels.
- Remember your locker combination.

SHOW RESPECT

- Leave no trace: clean up after yourself
- Encourage your classmates to try their best during class.

Clay County Panthers
CAFETERIA



COME PREPARED

- Walk to the cafeteria
- Patiently, stand in a single file line
- Enter through the appropriate door

HIGH EXPECTATIONS

- Leave no trace: clean up after yourself
- Use meal-time manners

SHOW RESPECT

- Use "please" and "thank you"
- Respect personal space
- Be helpful and kind

Clay County Panthers
Panther Sporting events



COME PREPARED

- Wear your Panther gear!


HIGH EXPECTATIONS

- Cheer *FOR* the Panthers!

SHOW RESPECT

- Remember that you represent yourself, our school, and the Panther community. Hold yourself to the highest standard!

Clay County Panthers
Hallway



COME PREPARED

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


HIGH EXPECTATIONS

- Use transition time wisely and appropriately
- Wait patiently along the wall for your teacher
- Be in class and ready to work before the bell rings

SHOW RESPECT

- Take care of school facilities
- Recognize personal space
- Be considerate of your fellow Panthers

Clay County Panthers
BUS



COME PREPARED

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

HIGH EXPECTATIONS

- Leave no trace: keep your area clean
- Keep conversations at a reasonable volume
- Know your bus specific rules

SHOW RESPECT

- Model behavior and language for future Panthers
- Respect your driver's rules
- Respect your fellow Panthers

Assembly Behavior

A Panther is always courteous. Common courtesy and respect are demonstrated by listening attentively and applauding at appropriate times. All electronic devices are turned off during all assemblies. 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.

Student Conduct

We expect students at Clay County High School to:

- 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 to all staff and others in authority.
- NOT act with aggressive or threatening behavior toward fellow students, teachers, and other school staff.
- NOT be in possession of or use 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.

DISCIPLINE

Detention

Detention 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. Detention meets every day unless announced otherwise.

Alternative Learning Center (ALC)

The Alternative Learning Center (ALC) is an in-school suspension program. Students receive ALC 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

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 (ALC) 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 student during the suspension.

Students who receive multiple suspensions may have his/her case referred to the school board for an expulsion hearing. If a discipline 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. 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 the School Administration. Policy 4373

Behavior/Offense	First Offense	Second Offense	Third Offense
Level 1			
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 /Academic Dishonesty	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.		
	Grade will be recorded as 0%. 5 Days of Detention Hall Parent Notification	Grade will be recorded as 0%. 10 Days of Detention Hall Parent Notification	Grade will be recorded as 0%. 3 Days of ALC Parent Notification
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Disruptive/Disrespectful Conduct	A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson or must stop instruction to address the disruption.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Cell Phone Violation Students who have a cell phone out during class time, without permission	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.	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
Horseplay (with another student with injury or causing imminent danger)	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.
Rude or Disrespectful Behavior to School Personnel	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification	3 Days of ALC ABE Module Parent Notification
Sleeping in Class	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Failure to Serve Detention	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.		
	15 Days of Detention Hall Parent Notification	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification
Falsifying Identity	A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification

Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Inappropriate Display of Affection- Public Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Skiping Class or Leaving Class without Permission	In accordance with WVBE Policy 4110, Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent/guardian.		
	15 Days of Detention Hall Parent Notification	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification
Tardy	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.		
	3 times will result in 5 Days of Detention Hall Parent Notification	6 times will result in 10 Days of Detention Hall Parent Notification	6+ times, equals Additional Days of Detention Hall Parent Notification
Late/Unexcused Sign In (per semester)	Signing in late, unexcused 3 times will result in 5 Days of Detention Parent Notification	Signing in late, unexcused 6 times, equals 10 Days of Detention Parent Notification	Signing in late, unexcused 6+ times, equals Additional Days of Detention Parent Notification
Vehicle Parking Violation	Engaging in improper parking of a motor vehicle on school property.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Student Driving Privileges	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		

Behavior/Offense Level 2	First Offense	Second Offense	Third Offense
LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.			
Gang Related Activity	A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes: <ul style="list-style-type: none"> Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. Recruiting student(s) for gangs.		
	3 Days of Detention Hall Referral to Counselor Parent Notification	5 Days of Detention Hall Referral to Counselor Parent Notification	10 Days of Detention Hall Referral to Counselor Parent Notification
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.		
	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Not Dressing for Gym Class (3x)	3 Days of Detention Hall Parent Notification	5 Days of Detention Hall Parent Notification	10 Days of Detention Hall Parent Notification
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.		
	15 Days of Detention Hall Parent Notification	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification
Leaving School without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.		
	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of Suspension Parent Notification
Physical Fight without Injury	A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.		

	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
Videoing a Fight	3 Days of ALC	5 Days of ALC	15 Days of ALC
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.		
	10 Days of Detention Hall Parent Notification	5 Days of Suspension Parent Notification	10 Days of Suspension Parent Notification
Possession of Knife under 3½ inches	A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.		
	5 Days ALC Parent Notification	5 Days of Suspension Parent Notification	10 Days of Suspension Parent Notification
Profane Language/Obscene Gesture/Indecent Act toward Employee or Student	A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.		
	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of Suspension ABE Module Parent Notification
Technology Misuse	A student will not violate the terms of WVDE Policy 2460. (Student using technology on school property in a manner that is considered inappropriate)		
	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

Behavior/Offense Level 3	First Offense	Second Offense	Third Offense
Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.			
Battery against a Student	A student will not unlawfully and intentionally injure another student.		
	5 Days of Out of School Suspension 5 Days of ALC ABE Module Parent Notification	Recommended Expulsion	Recommended Expulsion
Defacing School Property/Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.		
	3 Days of ALC ABE Module Payment of Damages Parent Notification	5 Days of ALC ABE Module Payment of Damages Parent Notification	Discipline may increase based upon consequence and administrator discretion.
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.		
	3 Days of ALC ABE Module Parent Notification	Discipline may increase based upon consequence and administrator discretion.	Discipline may increase based upon consequence and administrator discretion.
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.		
	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.
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.		
	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.
Hazing	A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.		
	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.
Improper or Negligent Operation of a Motor Vehicle	Operating a motor vehicle intentionally and recklessly on the grounds of any educational facility, parking lot, or at any school-sponsored activity, which endanger the safety, health, or welfare of others.		

	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.
Larceny Stealing (committed on school grounds, buses or at any school function or event)	A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13 .		
	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
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.		
Having Sexual Relations (consensual)	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification	5 Days Suspension Parent Notification
Sexual Harassment/Exposure	10 Days Suspension	Recommended Expulsion	Recommended Expulsion
Threat of Injury/Assault against Employee or Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code §61-2-15].		
Threat of Physical Harm	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of Suspension Parent Notification
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.		
Student in Unauthorized Area (can be during school or at any school event)	15 Days of Detention Hall Parent Notification	3 Days of ALC Parent Notification	5 Days of ALC Parent Notification

Harassment/Bullying/Intimidation	<p>A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> • A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; • Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or • Disrupts or interferes with the orderly operation of the school. <p>An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</p> <p>Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/sensory disability; or other characteristic.</p> <p>When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:</p> <p><u>Sexual harassment</u> consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:</p> <ul style="list-style-type: none"> • submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or • submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or • creating an intimidating, hostile or offensive employment or educational environment. <p>Amorous relationships between county board employees and students are prohibited.</p> <p>Sexual harassment may include but is not limited to:</p> <ul style="list-style-type: none"> • verbal harassment of a sexual nature or abuse; • pressure for sexual activity; • inappropriate or unwelcome patting, pinching or physical contact; • sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status; • behavior, verbal or written words or symbols directed at an individual because of gender; or • the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities. <p><u>Racial harassment</u> consists of physical, verbal or written conduct relating to an individual's race when the conduct:</p> <ul style="list-style-type: none"> • has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; • has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or • otherwise adversely affects an individual's employment or academic opportunities. <p><u>Religious/ethnic harassment</u> consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:</p> <ul style="list-style-type: none"> • has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; • has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or • otherwise adversely affects an individual's employment or academic opportunities. <p><u>Sexual violence</u> is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:</p>
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	<ul style="list-style-type: none"> touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another. threatening or forcing exposure of intimate apparel or body parts by removal of clothing. <p>Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</p> <p>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.</p> <ol style="list-style-type: none"> Investigate by conferring with the complainant, the accused, and witnesses, refer student to counselor for completion of online course, contact families of all involved, and assign 3 days in-school suspension. Investigate by conferring with the complainant, the accused, and witnesses, refer student to counselor for completion of online course, contact families of all involved, and assign 5 days in-school suspension. Investigate by conferring with the complainant, the accused, and witnesses, refer student to counselor for completion of online course, contact families of all involved, and assign 10 days in-school suspension. 		
Taunting/Rude to Another Student	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
Instigating Another Student to Fight	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
Pulling a Chair Out from Under a student	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	5 Days of Suspension Parent Notification
Possession, Use, Distribution, or Sale of Imitation Drugs	A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.		
	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of ALC ABE Module Parent Notification
Inhalant Abuse	A student will not deliberately inhale, or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.		
	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of ALC ABE Module Parent Notification
Possession/Use of Substance Containing Tobacco and/or Nicotine	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.</p> <p><u>Special considerations</u> according to West Virginia Code §16-9A-4.</p> <ul style="list-style-type: none"> No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students. <p>An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events.</p>		
	3 Days of ALC ABE Module Parent Notification	5 Days of ALC ABE Module Parent Notification	10 Days of ALC ABE Module Parent Notification

<p>CCS Vape Policy</p>	<p>3 Day Suspension Following an informal hearing which shall include the parents/guardians, building administrator and other staff members or persons involved, a three-day suspension from school classes and all other activities on school grounds or other grounds involving school students in a scheduled activity. At the informal hearing, the administrator shall explain the reasons for the proposed suspension and allow the student the opportunity to explain why he/she should not be suspended. Cessation assistance will be provided by school.</p>	<p>5 Day Suspension Following an informal hearing which shall include the parents/guardians, building administrator and other staff members or persons involved, a five-day suspension from school classes and all other activities on school grounds or other grounds involving school students in a scheduled activity. At the informal hearing, the administrator shall explain the reasons for the proposed suspension and allow the student the opportunity to explain why he/she should not be suspended. In coordination with the school and parents/guardians, the school will provide the student with a cessation program.</p>	<p>10 Day Suspension Following an informal hearing which shall include the parents/guardians, building administrator and other staff members or persons involved, a ten-day suspension from school classes and all other activities on school grounds or other grounds involving school students in a scheduled activity. At the informal hearing, the administrator shall explain the reasons for the proposed suspension and allow the student the opportunity to explain why he/she should not be suspended. The administrator shall submit a letter to the superintendent explaining the reasons for the suspension and any recommendation for further action. The superintendent shall meet with the student and parents to discuss the consequences of the student's alleged offense with the possibility of recommending expulsion to the Board of Education. -If expulsion is to be recommended, a student hearing shall be scheduled for the student to be heard before the Board of Education on the alleged violation. The student may request a closed hearing. -The student may be recommended for expulsion, not to exceed 365-days, pursuant to WV State Board of Education Policy 4373. -With all three violations, a report will be made to the Clay County Sheriff's Office, for consideration of charges pursuant to §16-9A-3 and §16-9A-4. -At any level of offense, consequences that are not followed, the administrator may discipline the student for insubordination and further consequences may be given, in accordance with State Policy 4373.</p>
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Behavior/Offense Level 4	First Offense	Second Offense	Third Offense
LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a(a) and (b) . The following Level 4 behavior definitions are aligned with West Virginia Code §61-6-17 , 61-6-24 , and 18A-5-1 , and in the Gun-Free Schools Act of 1994 . These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a and paraphrased in Chapter 3, Sections 4 and 5 of this manual.			
Battery against School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code §61-2-15(b) . (Causing or Attempting to Cause Physical Injury or Harm to Any Teacher, Other School Personnel or Visitor)		
	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion
Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code §18A-5-1a(b)(i) . Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code §61-3-1), malicious wounding and unlawful wounding (West Virginia Code §61-2-9), bomb threat (West Virginia Code §61-6-17), sexual assault (West Virginia Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code §61-6-24) and grand larceny (West Virginia Code §61-3-13).		
	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion
Illegal Substance Related Behaviors	A student will not unlawfully possess, use, be under the influence of, distribute or sell* any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. , or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 - Medication Administration and instances of prescription drug abuse.		
	1. Confer with student, refer student to counselor, contact family, and assign 10 days in-school suspension, and completion of drug rehabilitation program for parent and student including satisfactory completion of Substance Abuse Intervention Worksheets 7-12 and Substance Abuse Behavior Module 4 . The student may not participate in any extra-curricular activities for the remainder of the school year. 2. Confer with student, refer student to counselor, contact family, and recommend to the board of education for 12-month expulsion.		
CCS POLICY	<u>Student Offenses and Consequences for Cannabis and/or Distribution:</u>		
	If a student is found to be in possession in school buildings, on school grounds, at a bus stop, or at any school-sponsored function of any such product that contains cannabis, the student will be subject to Level 4 offense and procedures as outlined in WV State Board of Education Policy 4373. Possession means the presence of such products or paraphernalia, in any amount on the person or body, in a school locker or backpack, or in or on any other item owned or under the general direction or control of any individual. If a student is found to be distributing in school buildings, on school grounds, at a bus stop, or at any school-sponsored function any tobacco-derived product, alternative nicotine product, or vapor product, the student will be subject to Level 4 offense and procedures as outlined in WV State Board of Education Policy 4373. Distributing means to sell, give, transfer, deliver, trade, or exchange in any manner. During expulsion the student will meet requirements set forth by the superintendent and the Board of Education, which includes, but is not limited to informational trainings, prevention classes, etc., before the student returns to school.		

Sale and/or Distribution of a Controlled Substance	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion
Sale and/or Distribution of Medication	Discipline under this category is subject to school administration discretion.		
Violation of Medication Administration Policy (student in possession of their own prescribed medication and not following policy)	2 Days Suspension 3 Days of ALC Parent Notification	Discretion of School Administration	Subject to Administrative/Board Review
Use, Possession or Being Under the Influence of a Controlled Substance, Drug Device or Alcohol	5 Days of Suspension 5 Days of ALC Students 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
Possession/Use of Dangerous Weapon	According to West Virginia Code §18A-5-1a(a) , a student will not possess a firearm or deadly weapon as defined in West Virginia Code §61-7-2 , on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code §61-7-11a . As defined in West Virginia Code §61-7-2 , a "dangerous weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, 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.		
	Recommended Expulsion	Recommended Expulsion	Recommended Expulsion

WV Code: [§18A-5-1](#)

The teacher or bus driver may exclude from his or her classroom or school bus any student who is guilty of inappropriate behavior as outlined in Chapter 4, Section 2, Levels 1, 2, 3 or 4 of this policy.

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.

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 school nurse. The school nurse will decide what action should take place and assist in reaching parents. 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 delivered through a virtual platform adopted by Clay County Schools. 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 virtual assignment if they deem it appropriate for mastering content standards. **Any test that is taken, 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 Edgenuity or other computer program (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 Edgenuity while off campus, must complete all tests while the homebound teacher is present.

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 not be made for students in the office unless approved by an administrator.

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.

Refusal to be Photographed

Students will be involved in activities throughout the school year. Students may be videotaped, photographed, and interviewed. These videos, photographs, and interviews will be used to promote activities at our school in newspaper articles, our website, and/or newscasts. If you have any objections to your child being videotaped, photographed, and/or interviewed, please contact our school immediately in writing.

Lockers

The lockers are the property of Clay County High School and are subject to inspection by authorized school personnel. If a student would like a locker for the school year, they may request one in the Main Office. 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 "crop tops" are permitted.
- 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

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.**