

St. Marys High School Administrative Staff

Mr. Jeff, Sole Principal

Mrs. Shelley Taylor, Assistant Principal

MOVTI Vocational Center Administrative Staff

Mr. Ryan Haught, Director

Faculty Members

Athletic Director

Lynn Johnson

School Counselors

Laura Rinard

Susan Travers

English Department

Jill Billeter

Linda Mayfield

Robin Tice

Amber Campano

Math Department

Tammi Nichols

Nancy Maze

Kathleen Johnson

History Department

Dustin Turner

Zack Minger

Amanda Childers

Science Department

Melissa Taylor

Mary Amy Kessinger

Diane Corrigan

Fine and Performing Arts Department

Mary Jane Helgren

Patrick Norton

Stephanie Creighton

Special Education/Inclusion Department

Jennifer Vanzile

Jodi Mote

Steven Nutter

J.D. Smith

Agriculture Department

Tyrell Childers

Physical Education Department

Lynn Johnson

Drew Crawford

Technology Specialist

Glenda Cottrill

John Bobo

Classroom Instruction Aides

Melissa Wilson

Steve Meanor

Cooks

Custodians

Secretaries

Cathy Little, Danielle Buchannan, Kay Lonas

Sharon Henagar, Ernie Taylor, Barb Holland

Jennifer Lamp

ARRIVAL AT SMHS/BUS TRANSPORTATION

School bus transportation is provided to all students. While on the school bus, students are expected to treat bus drivers with the same respect and courtesy demanded for teachers, administrators and other school personnel. Students who do not follow the bus transportation rules may be suspended from riding the bus for a period of time determined by school administration. When a student is suspended from school, they are not permitted to ride a bus during the period of suspension.

If a student needs to ride a bus other than his/her assigned bus, he/she must bring a written note from his/her parent/guardian, stating the date, reason riding another bus, and the district approved bus stop. This note is to be submitted to SMHS personnel in the school book store before homeroom.

ASSIGNMENTS FOR ABSENT STUDENTS

When requesting assignments for absent students, you must call the office by 9:00 a.m. on the day you wish to receive the assignments. Calls after 9:00 a.m. deadline will result in assignments being requested and available for pickup the next day. Assignments may also be sent/posted electronically by teachers.

ADD/DROP POLICY AT SMHS

Students may add and/or drop a class at SMHS the first 5 school days of the school year for all classes.

The classes to be added and/or dropped are approved for the following reasons: need to repeat a failed class, need to get graduation requirements into your schedule, take a more rigorous class and/or need to fill a hole in your schedule.

ADMIT PROCEDURE

Students must present absent excuse slips to the Main Office the morning after their absence with the following information: **Student's full name, date of the absence, reason for the absence and parent/guardian signature.** Students arriving after the 8:10 bell (tardy to 1st period) will be required to sign in with the office and will receive the following consequences:

| | |
|-----------|---|
| 1st Tardy | Verbal Reprimand |
| 2nd Tardy | Verbal Reprimand |
| 3rd Tardy | Lunch Detention Assigned by Administration |
| 4th Tardy | Lunch Detention Assigned by Administration |
| 5th Tardy | Lunch Detention Assigned by Administration |
| 6th Tardy | In School Suspension Assigned by Administration |

ALTERNATIVE EDUCATION

All Alternative Education services at St. Marys High School will take place from 4:00 p.m. to 7:00 p.m. Monday through Thursday on school grounds.

ASSEMBLY PROCEDURES

- Students are called to all assemblies by announcements made over the intercom. Announcement will include dismissal time and location of assembly;
- Students are to sit in their designated areas with their classroom teacher;
- Students are to show respect for all program participants by giving their full attention; and
- Students are asked to stand for the following selections: (a) Pledge of Allegiance (b) National Anthem (c) The School Song (d) The Alma Mater, (e) Other times as requested.

ATHLETIC ELIGIBILITY & RESPONSIBILITIES

- Athletes are expected to be treated and to act in the same manner as all other students. They have no restrictions and/or privileges not granted to all other students.
- Athletes must meet the WVSSAC rules and regulations.
- The Scholarships Standing rule (6-0-0) states that an athlete must take at least four (4) classes and pass at least four (4) subjects each semester to be eligible for sports' participation. Two (2) of these four must be English, Language Arts, Social Studies, Mathematics, or Science and may not be in the same area. Students must have a 2.0 G.P.A. in the preceding semester of the sport they wish to engage in, to participate.
- Athletes must attend school a full day during any day of an athletic event, contest, or practice in which they may be involved. A full day is considered a minimum of 75% of the school day. Cut-off times for late arrival or early dismissal are 9:15 and 2:30.
- If a student has missed more than five (5) days and has not made up their time, they may not be excused from their class for any activity. This includes athletics.
- Athletes must meet all standards set forth by the coach, athletic director and principal.
- A student academically ineligible by rule may begin practicing 15 school days immediately prior to the dates of regaining full eligibility provided all other eligibility requirements are met. The date for regaining full eligibility shall be the day report cards are issued to students.
- The financial responsibility for athletic injury rests completely on the student and his/her parents/guardians. The school will require the student to provide evidence of insurance coverage. School insurance will be available to all students. Information about this coverage will be given to students in advisory the first week of school.
- All students participating in sports must have a physical examination by a licensed physician or the county health department prior to participating. Costs involved for such examinations will be the responsibility of the parent/guardian or the student, unless prior arrangements have been made and approved by the athletic director or the principal.

ATHLETICS AT ST. MARYS HIGH SCHOOL

St. Marys High School is placed in Class A in the rating system used by the West Virginia Secondary Schools Activities Commission. A regular schedule of athletic competitions is carried on in the following areas: Baseball (boys), Basketball (boys & girls), Cheerleading, Cross-Country (boys & girls), Football, Golf, Soccer, Softball (girls), Tennis (boys & girls), Track (boys & girls), Volleyball (girls), and Wrestling.

ATTENDANCE & MAKE-UP PROCEDURES

*Please see Pleasants County BOE Attendance Policy

BELL SCHEDULE

8:00 Bell Students Report to Upstairs
 8:03 Bell Students Report to 1st Period
 8:05 Bell Tardy Bell

| Period | Start Time | End Time | Comments |
|--------------|------------|----------|--|
| 1 | 8:05 | 8:50 | 45 Minutes |
| 2ndCh.Brkfst | 8:50 | 9:00 | 10 Minutes |
| 2 | 9:02 | 9:47 | 45 Minutes |
| 3 | 9:49 | 10:34 | 45 Minutes |
| 4 | 10:36 | 11:21 | 45 Minutes |
| 5a | 11:21 | 11:51 | 11 th / 12 th Grade and PM MOVTI Lunch |
| 5b | 11:51 | 12:21 | 9 th / 10 th Grade Lunch |
| 6 | 12:23 | 1:08 | 45 Minutes / Attendance Recorded |
| 7 | 1:10 | 1:55 | 45 Minutes |
| 8 | 1:57 | 2:42 | 45 Minutes |
| 9 | 2:44 | 3:30 | 45 Minutes |

BREAKFAST

Breakfast is served from 7:45 – 8:03 a.m. Upon arrival to school, students may go to the cafeteria to eat their breakfast. Beginning at 8:03 a.m., students shall have the option of the grab and go breakfast. The grab and go will be available in the cafeteria and on the second floor of the building for student convenience. A 2nd chance breakfast will be available through a grab and go style breakfast from 8:50 – 9:00 am.

BUILDING HOURS

St. Marys High School is open to students from 7:45 a.m. to 4:00 p.m. on school days. To be in the building at other times, students should have special permission or be involved in a scheduled activity. Visitors must report to the Main Office through the front entrance, upon entering the building. Visitor parking is available in front of the school.

BUS TRANSFER PROCEDURE

Once a student has been assigned to a bus, he/she will ride the same bus each day. If there is a reason that the student needs to ride a different bus or get off the bus at a different stop **students must bring a written request from their parents to the main office prior to 1st period.** The note will be approved and a bus transfer will be issued by the principal or their designee which the student may pick up during their lunch period. The student will present the transfer form to the bus driver. This procedure is followed to protect students under our insurance coverage. We encourage this practice to be kept to a minimum since most buses are running at near capacity loads.

CAFETERIA/COMMONS AREA

St. Marys High School operates on a two lunch schedule during a regular day. The school cafeteria staff works hard to provide a good, nutritionally balanced lunch. Since students meals are partially subsidized by the government, they are served at a lower cost than teacher/adults meals. The school cafeteria is a non-profit food service. All money earned is used for supplies and labor.

Cafeteria/Commons Area Rules include the following:

1. Lunches are purchased through the computer.
2. Don't push, shove or run in order to be first in line, enough time has been provided for you to eat. Out of courtesy to your fellow students, do not pass others in line.

3. The KITCHEN AREA, other than the serving area, is off-limits to all students, staff and visitors.
4. Clean up your area after eating and dispose of all trash. Dishes and silverware are to be brought to the dish return area.
5. Students bringing their lunches that eat in the cafeteria/commons area are expected to observe all rules.
6. Conduct in the cafeteria/commons area should be orderly and not offensive to other persons.
7. **Students are not to take food from the cafeteria/commons area. Exception to this rule is the Grab & Go breakfast.**
8. All students will remain in the cafeteria/commons area during their designated lunch time.
9. No Food or Drink is permitted outside of the cafeteria/commons area. Water is permitted, pending administrative approval in each classroom. Parents that are delivering food for their students at lunch time, **must report to the main office.** The student will then be called to pick up their lunches. Call-in orders/deliveries from area restaurants are NOT permitted.

***Please reference closed campus rules and regulations.**

CARE AND USE OF TEXTBOOKS, MATERIALS AND EQUIPMENT

All required textbooks and most other articles and materials of instruction are provided by the Pleasants County Board of Education for free use by all students. It is expected that all free use items will be returned in the same condition as issued, except for normal wear. Replacement fees will be assessed for lost or damaged textbooks, materials, and equipment. Seniors must have all fees paid and all equipment returned before prior to their graduation ceremony and official diploma will be issued.

CARE OF THE BUILDING

The citizens of Pleasants County, The Board of Education and the custodial staff are responsible for making it possible for us to have such a nice school building. Those individuals expect us to use the building with the kind of care it merits. A nice building will stay nice for many, many years if given the proper care. Students should report any accidental damage to the teachers or the custodians as quickly as possible. Willful destruction and disrespect of property calls for strong and swift disciplinary action.

CELL PHONE/ELECTRONIC DEVICE POLICY

In order to maintain an appropriate and effective school environment, communication/electronic devices shall not interfere with the daily educational process. For the purpose of this policy, communication/electronic devices are defined as cell phones, pagers, laser pointers, electronic games, portable music players, cameras, camera phones, or any other device powered by electricity that has the potential to cause distractions from and/or interruptions to the daily educational process. The use and/or display of communication/electronic devices will be prohibited during the school day.

A violation of the Communication/Electronic Devices Policy will result in the following penalties:

- 1st Offense – The device (s) will be confiscated and maintained in the principal's office to **be picked up by parent/guardian only.**
- 2nd Offense and Thereafter – The offending student will be considered insubordinate and may be suspended.
- If the device is used inappropriately as determined by the school administrator the 2nd offense clause will be implemented immediately.
- At the conclusion of each school year, student violations will be exonerated and students will begin a new the following school year.

CHANGE OF ADDRESS/TELEPHONE

If you have or have had a recent change of address or phone number you must notify the secretary immediately. Any mailings and report cards are generated from this information.

CLASS DUES / CLASS FUNDS

In an effort to decrease the number of fund raising demands upon our community and local businesses, class dues were initiated a number of years ago to assist in covering expenses for extra-curricular activities. Each class member is assessed a yearly class membership fee of \$10.00. This helps offset the cost of various activities such as prom and graduation. All class dues should be paid in the office.

Class accounts are to be cleared prior to the class's graduation. Any funds not expended will be transferred into the general account of the school. It is advisable that the classes, through the assistance and advice of the sponsor(s) plan to use any existing funds for either school or class projects.

CLASS RANK

All students in a class will be included in the determining of rank-of-class. However, to be eligible for inclusion in the class ranking, a student must have completed a minimum of 3 consecutive semesters at SMHS with the 3rd semester ending in conjunction of their 7th semester of being a student in a high school.

Exact rank will be completed at the end of the junior year (6th semester) and again at the end of the first semester of his/her senior year at SMHS (7th semester).

Only classes taken during a regular school day at an accredited institution, which are part of the grade nine through twelve program of studies and are part of a school term will count toward high school ranking. College classes, that are for college credit only, are not counted when computing grade point average.

St. Marys High School recognizes all graduating students who have challenged themselves at the highest level, regardless of course of study, by meeting exemplary achievement of:

Graduating with "highest honors": Students with a cumulative GPA of 4.0 or greater.

The final cumulative GPA for the Graduation Honors Recognition will be based on the credits earned at the end of the 8th semester. Any student who earns honors, high honors or highest honors will receive an honor cord to be worn at graduation ceremonies.

CLASS STANDING

| | |
|------------------------|--------------------|
| 9th Grade | 0-5 Credits |
| 10 th Grade | 5.5 –11.5 Credits |
| 11 th Grade | 12 – 15.5 Credits |
| 12 th Grade | 16 or More Credits |

CLOSED CAMPUS/LEAVING CAMPUS

West Virginia school law places the authority and responsibility for student supervision during the entire length of the school day. To adequately provide this supervision it becomes necessary to restrict students to their respective campus for the duration of that day.

Students are not permitted to leave school grounds at any time during the academic day without express permission from the principal or designee. If a student must leave the building because of **illness or any other emergency** parents/guardians are required to personally sign students out. Failure to follow the proper procedure will be considered a disciplinary matter.

Students are not permitted to leave campus with other students during the school day.

Research tells us that students who feel part of the school environment are more likely to be successful academically. Lunch time is one of very few opportunities students have to socialize with their peers. As such, students are encouraged to remain at school during lunch time and have the option of bringing a cold lunch to school. However, students who choose to leave school during lunch time must be signed out by a **parent/guardian only** and must return by the end of their scheduled lunch period (30 minutes). Please refer to Bell Schedule for accurate time period. Failure to return on time will constitute a classroom tardy and subject to disciplinary action.

CLUBS AND ORGANIZATIONS

- All clubs and organizations will be considered a part of the school's total extra-curricular or co-curricular program. The school will permit all student-initiated activity groups to meet during regular meeting times, provided that a request has been presented by the advisor/sponsor and approved by the administration. Religious, political or advocacy groups can meet in the building but are not endorsed by the school. All non-curriculum related clubs and organizations must meet the conditions of the 1984 Equal Access Act.
- All activities will be considered as extra-curricular, and under no condition will they jeopardize or interfere with the curriculum and/or instructional time of the school.
- All activities must be adapted to the school and to the students of the school.
- All club activities should arise from the curricular life of the school and should be constructive and motivational in character and should be promoted according to their educational and/or recreational values.
- It is recommended that meetings be held in the school building during the regular school day. Special permission for after school meetings will be granted by the administration at the request of the advisor. The advisor will be responsible for cleaning up and arranging the furniture after the meeting.
- Advisors who meet their clubs/organizations for after-school activities are responsible for ensuring that members have transportation home and/or remain with their members until such transportation becomes available.
- Any organization wishing to use the cafeteria for food services must have the approval of the administration and the head cook.

- All clubs, organizations, classes and teams (or parts of such) that meet during or after school are to be chaperoned by the advisor(s). Advisors must stay with their groups until every member leaves.

IMPORTANT NOTICE: TO PARTICIPATE IN EXTRA AND/OR CURRICULAR ACTIVITIES, INCLUDING CLUBS. ORGANIZATIONS, ATHLETIC, CHOIR/JAZZ ENSEMBLE/BAND PERFORMANCES, ETC. A STUDENT MUST BE IN ATTENDANCE 75% OF THE SCHOOL DAY.

CONCERNS AND INQUIRIES

Parents should feel free to inquire at the school should any questions arise. However, they should be aware that, except during emergencies, teachers and students are not able to come to the telephone during instructional time. The school secretary will give the message to the teacher/student who, in turn, will return the call during a time that does not interfere with classroom instruction. Parent/Teacher Meetings must be scheduled 24 hours in advance.

COUNSELING

One of the responsibilities of the guidance counselor is to assist with student decision-making and planning. Services that they provide directly to students can include counseling developmental guidance, information giving, referrals, testing, test interpretation, scheduling and maintenance of permanent records. In order to provide these services properly to students, contact time must be provided, thus students may be required to miss class time to attend guidance programs and/or students in these situations. While teachers will cooperate with counselors and/or students in these situations, students are reminded that they must initiate procedures and make up any missed class work during the time spent with guidance counselors.

Two methods for meeting with a guidance counselor may be used:

- Most students will meet with their counselors for scheduled appointments. Students are to check with their teachers **before** reporting to the counselors. Students must make sure their teacher has issued a pass before reporting to the counselor's office.
- Counselors will meet with students for scheduled conferences as time allows. The procedure for this method requires that the classroom teacher fill out a pass with the time on it and a return pass needs to be returned to the class with the student, signed by the counselor (with the arrival and departure time)

Students are urged to listen to the public address announcements, check the Guidance Bulletin Board and the school website (pleasantscountyschools.com) regularly and read all published guidance announcements. When deadlines are announced for registration, scholarships, programs, etc., no student will be permitted to register late.

INTERNET USE POLICES

Students will from time to time be exposed to the Internet. ALL students who access the Internet MUST have a signed Acceptable Use Policy (AUP) on file at the school prior to use. Both the student and parent must sign this Acceptable Use Policy. Students are not to access web sites of questionable nature. If this occurs accidentally, the child is to immediately turn off their monitor, raise their hand, and notify their teacher. At no time is a student permitted to access the Internet without specific teacher permission and supervision. Violations of prescribed Internet use will result in temporary or permanent loss of privilege.

CYBER-BULLYING/HARASSMENT

Cyber-bullying/harassment is harassment or bullying by any intentional electronic act when that act (1) physically harms a student or damages a student's property (2) has the effect of substantially interfering with a student's education (3) is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment (4) has the effect of substantially disrupting the orderly operation of the school (5) communicates obscene, vulgar, profane, lewd or indecent language, or makes a suggestion or proposal of an obscene nature or threatens any illegal or immoral act.

DANCES

The principal must approve any dance, which is held in school facilities. A sponsor is required (such as a club or other organization), who will agree to be responsible for preparations and clean up. Chaperones must be committed prior to approval from Administration.

All dances will be chaperoned by a combination of parents and teachers and must be scheduled to end by 11:00 p.m., except for Prom and Homecoming. Students who wish to bring non-student guests must pre-register their guests prior to the event in the Administrative Office.

Standards of behavior will be the same as those for any other school activity. Middle School students, regardless of age, are not permitted to attend high school dances. Any guest who does not attend St. Marys High School must have prior approval from the Administration.

DETENTION

Detention hall will be operating during lunches in the Cafeteria. Students are required to be seated and quiet during the entire detention period. It is the student's responsibility to know when they have a detention. Students will report to the cafeteria and will be escorted to get their lunch. Failure to show for detention will result in In-School Suspension (ISS). Tardy to detention shall be considered a "no-show". Students must have school related material to work on during lunch detention.

DISCIPLINE

All disciplinary actions will follow the guidelines defined by West Virginia Department of Education's Policy 4373 which can be found on the department's webpage (<http://wvde.state.wv.us/policies/>)

DISCRIMINATION PROHIBITED

As required by federal law and regulations, the Pleasants County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapped, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Mrs. Kim Kehrer, Title IX Coordinator or the Section 504 Coordinator, Pleasants County Board of Education, 202 Fairview Drive, St. Marys, WV 26170 or telephone number 304-684-2115, or the U.S. Department of Education's Director of the Office for Civil Rights.

DRESS CODE

The faculty of St. Marys High School believes that part of the educational process is learning appropriate behavior for given situations including appropriate dress for school. Student clothing should reflect that the school is comparable to the work place.

Student dress affects behavior and also conveys an image of the wearer and their school. When our students are on their way to and from school, the public forms an opinion of the students and a perception of what the school stands for and tolerates.

HEAD/FACE COVERINGS

In order to provide a safe and orderly school environment, headwear may not be worn in the school building. This includes hats, bandanas, visors and sunglasses. Upon entering the building all hats need to be properly stored as they will not be permitted in the hallways or classrooms. Students must remain easily **recognizable to staff at all times.**

CLOTHING

Shirts must:

- Cover the back and shoulders (straps must be at least 3 fingers wide);
- Cover the midriff area;
- Not be see-through;
- Fit correctly so that it covers all undergarments and cleavage areas;
- Muscle shirts or tank tops must comply with 1 and 2 listed above and may not expose an unnecessary amount of skin; and
- Must be school appropriate.

Shorts, skirts and dresses must be worn in such a manner as to cover the mid-thigh when sitting down, or be at least long enough to meet the tip of the student's longest finger when the student is standing with arms down at the sides.

Pants must be worn in such a manner as to:

- Cover undergarments at all times;
- Not more than one size larger than the student's normal size; and
- Not be considered to be pajamas.

SHOES

Shoes must be worn at all times. Shoes must fit securely enough to the foot in order to allow safe movement. Shoes with laces should be laced and tied at all times. We encourage all students to clean shoes/boots before entering the building. Bedroom slippers are not permitted.

OUTERWEAR

Coats or heavy jackets are not to be worn during the school day and should be stored in lockers.

JEWELRY AND ACCESSORIES

Any jewelry or accessory that can be used as or is perceived to be a weapon is prohibited. Jewelry with spikes, including chokers, rings or bracelets or chains that could cause injury or damage is also prohibited.

LANGUAGE/SYMBOLS and MESSAGES

Student's appearance and apparel must not show any references to or inferences of:

- Profanity
- Drugs, Alcohol or Tobacco
- Violence
- Suggestive/Sexual Messages
- Language or symbols that offend, demean, or promote hatred toward an identifiable person or group.
- Words or symbols deemed to be inappropriate for the school setting such as rude, disrespectful or discourteous expressions which are inconsistent with civil discourse and behavior or which may substantially disrupt or interfere with the educational setting.

The school administration reserves the right to approve or disapprove any items not addressed in this policy and procedure. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.

DRIVERS LICENSES

New Legislation – Driver's Licenses

Driver's Eligibility Certificates (*formerly* known as Proofs of Enrollment)

1. Students who are 15 – 17 years of age may be given a Driver's Eligibility Certificate only if they are properly enrolled and making satisfactory academic progress.
2. Students under the age of 18 who withdraw from school will lose their permits or licenses until they re-enroll and show adequate academic progress.
3. Withdrawal from school for purposes of licensing means more than 10 consecutive or 15 total **unexcused** absences OR suspension/expulsion due to Safe & Drug Free Schools Violations. These absences are counted from the half or full day absences as recorded in WVEIS by the office.
4. Safe & Drug Free Schools violations include: 1) possession of a weapon, 2) battery of an employee, 3) possession of narcotics, 4) crime that would be considered a felony if committed as an adult, 5) possession of a controlled substance with intent to deliver.
5. Satisfactory academic progress means attaining and maintaining grades and course-work sufficient to allow for graduation in five years or by age 19, whichever is earlier. Further, you must pass five core/academic classes each year in order to be eligible for a DEC or to keep your license/permit.

DUE PROCESS

The United States Supreme Court has declared that students have a right to attend public schools. A suspension or an expulsion would result in depriving the student of a basic right. All pupils are protected by the Constitutions of West Virginia and of the United States. Under the Constitutions, no person may be deprived of a right without due process of law. Therefore, the Supreme Court rules that students have a right to procedural due process when they are to be suspended or expelled from school. The Supreme Court decision provides the following rules:

1. Students are entitled to an informal hearing if they are to be suspended from school for a period of ten days or less. At this hearing, the principal must tell the student why he/she is being suspended and the student must be given the opportunity to present his/her reasons why he/she should not be suspended.
2. If, however, the student's presence in school endangers persons or property or threatens to disrupt the academic process, the principal has a right to suspend the student without a hearing to protect the integrity of the school. In cases such as this, the principal must hold the informal hearing in which the student has the right to defend himself/herself as soon after the suspension as practical. The principal must notify the student of the time and place of the hearing so that the student may be present.

3. In these usual short suspension cases, the court ruled that the student does not have the right to confront and cross-examine witnesses against him/her, nor to have witnesses to support the student's version of the incident for which the student is being suspended.
4. In cases involving suspension of longer than ten (10) days and in cases of expulsion from school, the Supreme Court found that more formal, trial-like hearings are constitutionally required. Since, the student's right to public schooling would be at stake, due process of the law must be carried out in a manner patterned after procedures that are normally associated with judicial process.

EARLY RELEASE/SIGN OUT PROCEDURES

All students must have their parent/guardian sign-out of school. When students are taken from school during the day, parents or those adults authorized on the student demographic sheet or in a written note to pick up students, must sign the student out in the office.

EDMODO.COM

Many teachers use edmodo.com to assign and monitor student work in their classroom. Please contact your student's teacher to get any information needed to log onto the site as a parent.

RELEASE OF RECORDS - EDUCATIONAL/INFORMATION RECORDS AND THE ARMED SERVICES

Pleasants County Board of Education Policy 8.4, Procedures for the Collection, Maintenance and Disclosure of Student Data and West Virginia State Board of Education Policy 4350 and federal law, the Family Educational Rights and Privacy Act of 1974 governs the requirements and provision set forth regarding the collection, maintenance, review and release of all educational records. Decisions for release of student educational records will be based upon the principles of confidentiality and the student's right to privacy with the aforementioned policies and laws. District policy can be found at www.pleasantscountyschools.com.

St. Marys High School will release the names and addresses of students to the armed services recruiter. Parents/guardians of students and eligible 18-year-old students will be notified annually through the Student-Parent handbook of this disclosure policy. Parents have the right to refuse to permit the designation and/or dissemination of this information to the armed services recruiter. Parents/guardians of student and eligible students will have a period of ten (10) days to inform the principal of St. Marys High School, in writing, of their refusal to designate and/or disseminate this information.

EMERGENCY SCHOOL CLOSINGS

In the event of bad weather or other emergencies, the closing of school will be announced over the radio and television stations serving the Pleasants County area. Announcements will be made as early as possible, weather information permitting. Delayed openings and early closings will also be announced over the same stations. Please be aware that emergency closings will affect our school calendar.

FIELD TRIPS

A student will be considered excused from class if involved in a school sponsored field trip or activity. **It is the student's responsibility to turn in all assigned class work upon return.** This will include tests/quizzes taken on the day(s) of their trip and tests/quizzes that may be given on the day the student returns. Students **must** advise teachers in advance of any field trip or activity. Failure to do so may result in an unexcused absence, reduction of grade or refusal of school work being accepted.

FIRE DRILL

- Fire drills are an important and necessary practice for the safety of everyone in the building. Therefore, it is important that students understand the fire drill procedures, evacuation routes as well as the alternate evacuation routes for each area.
- Each teacher will discuss the procedures for his/her particular area with each class early in the school year. Students should move quietly and orderly in single file through their exit and assemble in their teacher designated area at least 50 feet from the building.
- Whenever an exit is blocked, the person in front should raise both hands and turn around. This will be the signal for everyone to turn around and exit by way of the alternate route.
- Fire drills are required by law and are important safety precaution for all concerned.
- When the fire signal is given, everyone must obey orders to promptly clear the building as quickly as possible by the route prescribed by the teacher.

GRADING INFORMATION AND POLICIES

*Please refer to Pleasants County BOE Grading Policy (7003 – Grading System – Honor Roll)

HARASSMENT

If a staff member or student feels that his/her emotional well being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling:

Name of designated investigator(s): Kim Kehrer

Name of County: Pleasants County

Phone Number: 304-684-2237

PLEASANTS COUNTY BOARD OF EDUCATION POLICY ON ANTI-HARASSMENT AND VIOLENCE

General Statement

Racial, sexual, and religious/ethnic harassment is a form of discrimination which violates Title VII of the Civil Rights Act of 1964. This policy applies to any student, staff member, or member of the public during any school related activity or during any education sponsored event whether in a building or other property used or operated by the Pleasants County Board of Education or in any other facility being used by the Pleasants County Board of Education.

No student, staff member or member of the public, during any school related activity or during any education sponsored event, shall engage in sexual, racial or ethnic/religious harassment or violence. Persons found to have violated this prohibition shall be subject to disciplinary actions.

The Pleasants County Board of Education will act promptly and confidentially to investigate all harassment and violence complaints, formal or informal, verbal or written, and will take appropriate disciplinary action based upon the results of the investigation. Furthermore, Pleasants County Schools is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. This policy addresses instances of bullying and harassment which do not rise to the level of legally protected harassment under Federal law, but are, nonetheless, behaviors that may occur on school grounds, at school-sponsored events, on school buses, at school bus stops and through school computer networks and other electronic communication or transmission that will not be tolerated and must be appropriately identified, reported, investigated, and, when substantiated, be the subject of appropriate disciplinary action. 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.

Definitions

Sexual Harassment: Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. 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;
2. 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; and
3. Creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Verbal or written harassment of a sexual nature or abuse;
2. Pressure for sexual activity;
3. Inappropriate or unwelcome sexually motivated patting, pinching or physical conduct;
4. 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;
5. Unwelcome behavior, verbal or written words or symbols, directed at an individual because of gender;
6. 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, or opportunities;
7. Unwelcome sexual flirtations, advances, or propositions from a member of the same or opposite sex;
8. Verbal abuse of a sexual nature, without regard to whether the verbal abuse specifically refers to sexual characteristics at whom the verbal abuse is directed;
9. Verbal or written comments about an individual's body;
10. Sexually degrading word(s) or actions used to intimidate, describe an individual or refer to some aspect of the individual's behavior, appearance, attitude, or conduct;
11. The display, use or dissemination of sexually suggestive gestures, objects, pictures, and/or jokes by any means, including, but not limited to, printed materials and materials displayed by electronic means, sex based on labeling or stereotyping with respect to mental, physical, or other abilities, talents, occupational or life goals, etc.;
12. Nonsexual conduct, including words or actions, directed toward a person because of their gender that tends to ridicule, criticize, discriminate, or otherwise makes it more difficult for that person to perform their job or achieve an education.

It is the responsibility of all students and employees to promote and to maintain an environment free from of all types of sexual harassment. Any sexual harassment, as defined, when perpetrated on any student, volunteer, third party or employee by any student, volunteer, third party or employee will be treated as sexual harassment under this policy.

Note: Sexual conduct/relationships with students by Pleasants County Schools employees or any other adult member of the Pleasants County Schools community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual abuse or sexual assault as set forth in Article 8B, Chapter 61 of the West Virginia Code. The issue of consent may be irrelevant in regard to such criminal charge. In addition, under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situation, the Pleasants County Board of Education shall comply with the provision of law for reporting such abuse.

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

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities;
4. Racial harassment includes racially degrading word(s) or actions used to intimidate, describe an individual or to refer to some aspect of the individual's behavior, appearance, attitude, or conduct;
5. The display, use, or dissemination of racially motivated gestures, objects, pictures, and/or jokes by any means, including, but not limited to, printed materials displayed by electronic means;
6. Race based labeling or stereotyping with respect to mental, physical, or other abilities, talents, occupational or life goals, etc.;
7. Unwelcome behavior, verbal or written words or symbols, directed at an individual because of race;
8. Conduct, including word(s) or actions, directed toward a person because of their race that tends to distract or otherwise make it more difficult to perform their job and/or achieve an education.

It is the responsibility of all students and employees to promote and to maintain an environment free of all types of racial harassment. Any racial harassment, as defined, when perpetrated on any student, volunteer, third party or employee by any student, volunteer, third party or employee will be treated as racial harassment under this policy.

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

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities;
4. Religious/ethnic degrading word(s) or actions used to intimidate, describe an individual or refer to some aspect of the individual's behavior, appearance, attitude or conduct;
5. The display, use or dissemination of degrading religious/ethnic suggestive gestures, objects, pictures, and/or jokes by any means including, but not limited to, printed materials and materials displayed by electronic means;
6. Religious/ethnic based labeling or stereotyping with respect to mental, physical or other abilities, talents, occupational or life goals, etc.;
7. Conduct, including word(s) or actions, directed toward a person because of their religion or ethnicity that tends to distract or otherwise make it more difficult to perform their job and/or achieve an education.
8. It is the responsibility of all students and employees to promote and to maintain an environment free of all types of religious/ethnic harassment. Any religious/ethnic harassment, as defined, when perpetrated on any student, volunteer, third party or employee by any student, volunteer, third party or employee will be treated as religious/ethnic harassment under this policy.

Sexual Violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; and
5. Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

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

Religious/Ethnic Violence: 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.

Assault: Assault is defined as an act done with intent to cause fear in another of immediate bodily harm or death; or the threat to do bodily harm to another with present ability to carry out the threat.

Reprisal: The Pleasants County Board of Education will discipline, as appropriate, any individual who retaliates against any person who reports allegations of racial, sexual or religious/ethnic harassment or violence, or any person, who cooperates, testifies, assists, or participates in any racial, sexual or religious/ethnic harassment or violence investigation, proceeding or hearing. "Retaliation" includes, but is not limited to, any form of retaliation or intimidation, reprisal, coercion, provocation, or harassment. The Pleasants County Board of Education will also discipline, as appropriate, any person who falsely reports religious/ethnic, racial or sexual harassment.

Student-Employee Relationships Prohibited

Amorous relationships between employees of the Pleasants County Board of Education and students are prohibited, and staff members found to have violated this prohibition shall be subject to the penalties and disciplinary action defined herein.

Non-Harassment

The Pleasants County Board of Education recognizes that not every advance, conduct or interaction of a racial, sexual or religious/ethnic or violent nature constitutes harassment. Whether a particular act, conduct, interaction, or incident is a personal, consensual, welcome interaction or social relationship without discriminatory motivation or effect on employment or education status will be determined based upon consideration of all facts and surrounding circumstances.

The Pleasants County Board of Education recognizes that not all reports of allegations of sexual, racial, and/or religious/ethnic harassment will result in findings that such an incident has occurred. However, the Board encourages all persons who believe that they are a victim of such harassment to come forward and affirms its policy that no adverse action will be taken upon the filing of a complaint under this policy, unless it is shown, through investigation, that the complaint is patently false.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include the filing of charges with the West Virginia Human Rights Commission, filing an employee grievance, filing a citizen's appeal, filing a Title IX grievance, filing charges with the Federal Equal Employment Opportunity Commission or initiating civil or criminal action under State and/or Federal law.

Sexual Harassment as Abuse

Under certain circumstances, sexual harassment may constitute child and/or sexual abuse under West Virginia Code. In such situations, Pleasants County Schools and its employees shall comply with the provisions of law for reporting such abuse.

Dissemination of the Policy

- This policy or a summary shall be conspicuously posted throughout each school or facility of the Pleasants County Board of Education in areas accessible to students and staff members.
- This document shall be available electronically on the Pleasants County Schools website and upon request, a copy will be distributed to any student, parent, faculty, or staff member requesting a paper copy. Key points of the policy will be produced in any student, staff, volunteer and parent handbooks and in any Pleasants County Board of Education publication that sets forth the comprehensive rules, procedures and standards of conduct for the school.
- The students and staff of the Pleasants County Board of Education shall be trained on these regulations and on means for effectively promoting the goals of this policy.
- This Pleasants County Board of Education policy shall be reviewed at least bi-annually to assure compliance with State and Federal law and with State Board of Education policy.
- Groups and persons utilizing school properties for curricular and extra-curricular activities must agree to comply with this policy prior to the use of any Pleasants County Schools facility. Failure to comply with this policy by a non-student group will result in the immediate forfeiture of the group's use of school properties.

Implementation and Education

The Board of Education shall develop a program designed to raise the awareness of the different types of harassment, how they manifests themselves, and the emotional, educational and legal consequences of the harassment. Multi-cultural education programs must be established to foster an attitude of understanding and acceptance of individuals from a variety of cultural, ethnic, racial and religious backgrounds.

The Board of Education shall present written and verbal information to all faculty, staff and students at least once annually. Dissemination of written and verbal information may be made by a designee(s) of the superintendent, as appropriate, and such presentation must be age-appropriate for students K-4, 5-8, and 9-12.

Additional Responsibilities of Pleasants County Schools

Training, to the extent state or federal funds are appropriated, will be provided to school employees and volunteers on the harassment, intimidation or bullying policy, who have direct contact with students and students will be educated using embedded goals across the curriculum as discussed in Chapter 1 of this policy.

HEALTH CENTER

Pleasants County School-based Health and Wellness Center (855) 552-8907

The goal of the health center is to meet the medical needs of the faculty, students, and administration. Medical staff includes: Christina Estrada, MD, Lisa Straight, Nurse Practitioner; Dr. Edora, MD, and Katherine Osborne, LPN. The center offers: sport physicals year round, acute care treatment (sore throat, earache, rashes, allergies, acne, etc.), allergy injections, routine immunizations, management for chronic care (high blood pressure, diabetes, etc.) treatment for minor injuries, flu shots, urine testing, blood testing, hearing and vision screenings. You can make an appointment by calling **(855)552-8907**. Walk-in patients are also welcome. All students, faculty and community members in the County can utilize the services offered at the center. The wellness center is open daily from 8:00 am to 4:00 pm and follows the school calendar. The center is open three days a week during the summer and remains open on snow days. During holidays or scheduled school closings, the staff is available at the Ritchie County Primary Care office in Harrisville, **(304) 643-4005**. The staff welcomes and invites you to utilize the center for your health care needs.

ILLNESS OR INJURY - HEALTH, FIRST AID AND MEDICATION SERVICES

As a general rule the administration of medication should be considered primarily the function of the student's parent/guardian, although an increasing number of students entering public schools may cause exceptions to the rule.

To avoid possible injury to students, no prescription medication shall be administered by school personnel except by written order and dosage instructions from the student's physician, signed and filed with the school. **Additionally, the parent/guardian must sign this form authorizing the school to dispense/administer the medication.**

Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container. All medication will be stored in a locked enclosure in the Wellness Center.

In case of illness or injury our school nurse and/or a member of the school faculty will care for a student. School personnel will render first aid treatment only. If emergency medical treatment is necessary, an ambulance will be called and parents will be contacted in a timely manner. If parents are not available, the student will be taken to the emergency room at the nearest hospital. Remember, an emergency telephone number where parent, guardians or other designees can be reached must be on file at the school. In case where a student is injured at school and accident report will be completed.

HEALTH SCREENING INFORMATION

West Virginia State Law requires that schools provide proper medical and dental inspections of students. The Pleasants County School System will be conducting vision screenings for ninth graders. All transfer students in grades K-12 are required to have a vision and hearing screening and tuberculosis test with its evaluation complete and on file prior to the beginning of student attendance. Periodic vision and hearing screenings will be conducted based upon teacher referrals. If you have any questions or information to provide to the school nurse, please contact the principal.

ADMISSION REQUIREMENTS - IMMUNIZATION AND CERTIFIED BIRTH CERTIFICATE

All students entering Pleasants County Schools for the first time, will be required to have on file at the school, before attending: all state required immunizations and booster shots; as well as a certified birth certificate with raised seal, provided by the state department of vital statistics, in which the child was born. Only students entering school from out of state or country, or foster children will be given a grace period for obtaining these records. In addition to previously required immunizations, All 7th and 12th graders must show proof of Tdap and Meningitis Shots. Please contact your physician or the local health department for further details.

HOMEBOUND INSTRUCTION

- It is the responsibility of the student and/or parent/guardian to request Homebound Instruction, obtain and complete the proper forms and have the need for such instruction verified by a qualified specialist. (In most cases, this will be a doctor.) Forms may be acquired from the principal.
- Whenever possible, the student will be expected to attend school until officials receive the necessary forms and will abide by the attendance policies of the country.

- The Homebound Instructional program is designed to serve students whose illnesses require their absence from school for an extended period of time.
- It should be understood that Homebound Instruction represents a minimal education program, designed to make the student's return to school a smoother transaction.
- Whether a student passes or fails a course during Homebound Instruction is left up to the discretion of the regular course instructor. Additional make-up work may be required of the student after he/she returns to school. All students will receive grades for work completed while on Homebound Instruction. Unsatisfactory or incomplete work will result in a grade of "I" or "Incomplete." Any exceptions will be made available to the homebound students at the regular reporting intervals.
- Some courses are not appropriate for Homebound Instruction and may not be provided for under this program (e.g. Driver Ed)
- The overall purpose of homebound programs will be to assist the student in continuing his/her educational program while he/she is recuperating from serious illness or unexpected happenings.

HOMEWORK POLICY

All homework should have a purpose. It should be based upon the established instructional objectives of the course of study. It should not be used as punishment. Each instructor has a grading policy, which delineates the methodology applied to homework and testing.

Make-up Homework – Students who have missed school due to illness or other reasons have one day for each day absent plus one extra day to make up their work. It is the responsibility of the student to inquire about the work that was assigned during the absence and to monitor all possible forms of electronic communication in the classroom.

HONOR ROLL

The Principal's list consists of those student's with a grade point average of 4.0 and above. The Honor roll is 3.5 to 3.99 and the Commendation list consists of those students who have grade point averages from 3.0 to 3.49, with no "incomplete" and no "F's" for a grading period

SCHOOL INSURANCE

Each year accident insurance is offered to all students in Pleasants County Schools. Annually, the Board of Education approves one commercial company to act as the official agent for student insurance. School Accident Insurance forms will be provided at the start of the beginning of the school year or upon enrollment for new students. Parents are to make checks payable to the company and mail the form in the envelope provided directly to the company. Students who participate in athletics, band, shop, and lab courses must have insurance or must show proof of having insurance.

LAPTOPS

Each student at St. Marys High School shall be issued a laptop computer at the beginning of each school year. The laptops are the property of Pleasants County Schools and should be treated with the same care as the school issued textbooks. Laptops are turned in at the end of each school year. All damages (including missing or stolen laptops) are the responsibility of the student. Insurance can be purchased from an independent company to help cover the cost incurred with fixing/replacing the laptop.

LIBRARY

The SMHS Library is open each day from 8:00 a.m. until 3:30 p.m., * thus allowing every student an opportunity to visit the library whenever necessary.

All books taken from the library must be checked out through the automated system. Books may be kept for two weeks. Students may renew books twice if desired as long as the book (s) being used is not in demand. A fine of five cents is charged for every school day the book is kept over the due date. Students with overdue books overdue by one week may be called to the office and assigned detention until overdue books are returned. In extreme overdue cases, computer privileges may be revoked until the overdue status is cleared. Damaged and lost books must be paid for by the student who signed them out.

RESERVE BOOKS are those in special demand. They are shelved behind the circulation desk and may only be checked out for one night. They may be signed out at 2:45 in the afternoon and returned by 8: 25 the next morning. A fine of five cents PER PERIOD is charged for every period the book is late. Reserve books may be used for one period in the library but must be returned to the circulation desk at the end of the period.

REFERENCE BOOKS are marked with an “R” above the call number. Reference books do not circulate.

Student may be excused from class or study hall with a pass to the library. Students coming to the library from class must report to the librarian and sign in upon entry into the library.

*When librarian does not have special duties.

LOCATOR (Emergency/Demographic) CARDS

Schedule/Emergency Information Cards will be available in your first period class during the first week of school. Be sure that you correctly complete an emergency card and turn it in to your first period teacher as soon as possible.

It is the student's responsibility to immediately inform the office of address and telephone changes and other updates needed on the Locator Cards. Adults listed on this form may sign students out of school for **emergency purposes only**. All other sign-outs (including lunch) require the signature of a parent/guardian.

LOCKERS AND LOCKS

- All Students at SMHS will be assigned a locker.
- The purpose of this locker is for Students to store personal belongings and school issued materials.
- Although this locker is assigned to an individual student, the school is the owner of the locker. Please note that SMHS is not responsible for any lost or stolen items placed in lockers.
- In cases that involve safety and investigation of violation of school/county policy/ rules...the school reserves the right to enter and search lockers when deemed necessary by the administration of SMHS. If a situation arises where a lock is removed/cut off from a locker, the lock will be replaced with a same/similar type of lock.

LOST & FOUND

A lost and found department is maintained in Office 100(the main office). Students should go there to inquire about lost property. All unclaimed articles will be disposed of at the end of every 2 weeks.

LUNCH

Child Nutrition Programs are available to all children. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age and disability. To file a complaint of discrimination, write USDA; Director, Civil Rights; Room 325-W, Whitten Building; 14th and Independence Avenue, SW; Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

11th and 12th grades will eat first lunch from 11:21 – 11:51, 9th and 10th grades will eat second lunch from 11:51 – 12:21.

PARKING

Parking is available for all students at the rear of the school building. The first two rows closest to the school are reserved for Staff Parking.

POSITIVE BEHAVIOR SUPPORT (PBS)

One of the goals at St. Marys High School is to create an environment for success of all individuals. Through the implementation of the Positive Behavior Support (PBS) program, we focus on three areas: **Being Respectful, Being Responsible and Acting Appropriately**.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights and Responsibilities go hand in hand. Citizens of the United States have the right to equal protection under the law and they have the responsibility to obey the laws of our nation, states, and municipalities.

In the schools of West Virginia, students have certain basic rights and responsibilities just as other citizens do. Since school authorities are responsible for your safety and welfare from the time you board the bus or arrive at school until you return home, the Pleasants county Board of

Education has the authority to enact responsible rules and regulations for your safety and welfare. As a student, it is your responsibility to obey school rules and regulations.

The responsibility is not limited to the school building and grounds, but it includes, also the regulations of your behavior and conduct to and from school.

The proceeding is a summary of the Student Handbook of Rights and Responsibilities should you desire to read the handbook, copies are available in the office. A continued summary is in your 1st day student packet.

SEARCH AND SEIZURE

Students in Pleasants County Schools, their lockers and other personal effects may be searched anytime there are reasonable grounds for suspecting that the search will turn up evidence that a particular student has violated or is violating either the law or the rules of the school. The scope of such search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the students age and sex and the nature of the suspected infraction. Searches may be conducted by school personnel and/or their designee and all searches should be witnessed by at least one person when practical.

In the event that any evidence is discovered during a search which supports that a student has violated or is violating either the law or the rules of the school, the same shall be subject to seizure by the school administration and preserved in the custody of a designated administrator in a designated location, access to which shall be limited to the designated administrator, or shall be delivered to the appropriate law enforcement authorities when same indicates a violation of law.

Parents shall be notified at the conclusion of any searches.

STUDENT CODE OF CONDUCT

The Pleasants County Board of Education recognizes the need of students, teacher, administrators and other school personnel to have an orderly, safe and stimulating educational environment. It recognizes that education means meeting students needs for learning, thinking, participating, enjoying, and belonging throughout their lives. Promoting effective discipline in schools requires a comprehensive program supported by everyone in the school organization, parents/guardians, and the community. The West Virginia Department of Education addresses student code of conduct with policy 4373.

SUBSTANCE ABUSE

While under the jurisdiction of the school, students are not permitted to be under the influence of or to use or to possess any of the following as defined in state and county code, with or without the intent to deliver, transfer, or sell: Alcoholic liquor, Beer, Non-intoxicating beer, Controlled substances, Imitation controlled substances.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Therefore, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises, on a school bus, or as part of any of its activities is prohibited.

A copy of Pleasants County's substance abuse policy may be obtained through the school office or from the Pleasants County Schools Central Administration Building. A pamphlet with an overview of the substance abuse policy is sent home with each student at the beginning of the school year.

TARDIES

TO SCHOOL – Punctuality is important. The school secretary will collect all excuses and will issue a slip for admittance to class. Students will be allowed 2 tardies each semester before consequences.

TO CLASS – Students are expected to be in class when the tardy bell rings. The appropriate teacher will keep records on student tardies. Students will be allowed 2 tardies each semester before consequences

TELEPHONE CALLS

Telephone calls for students during the hours of 8:15 a.m. and 3:30 p.m. should be reserved for **EMERGENCIES ONLY**. An interruption of thirty students and their teacher causes a loss to valuable learning time.

All approved calls should be made in the main office. Approval of students to make calls should be obtained from the administrative offices. **STUDENTS ARE NOT PERMITTED TO MAKE LONG DISTANCE CALLS FROM SCHOOL PHONES.**

TOBACCO USAGE

Tobacco products, in any form, are not permitted on school property. Use and/or possession of tobacco on campus will result in a report to the magistrate. This will entail court costs and a fine.

VISITORS PERMIT

For the safety and protection of students, state law requires that visitors must report to the office first upon entering the school. Therefore, parents are requested to not go directly to their child's classroom during the course of the day without first checking in at the office. Visitors are defined as anyone who is not a member of the school staff.

1. All visitors to Pleasants County facilities must register with the building administrator upon arrival and must wear the appropriate identification provided by the facility, which identifies them as a visitor. Likewise, visitors must return to the office to indicate their departure at the conclusion of their visit and to return their identification.
2. Visitors to Pleasants County facilities are subject to all policies of the Pleasants County school system.
3. Visitors are expected to be appropriately dressed, to be in reasonably good health, and to display respect for activities in progress at the school.
4. Visitors may not compromise the integrity of student confidentiality policies. Visitors must recognize that information regarding any confidential school matters overheard is not expected to leave the school.
5. Legal guardians of students, school volunteers, LSIC, and Business Partners-in-Education team members are welcome to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
6. Classroom visits can be a distraction and should be approved in advance by the principal and classroom teacher on a limited basis.
7. Under no circumstances are visitors permitted to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.
8. Visitors participating in school events are expected to conduct themselves as guests of the school and to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours if their conduct is such that the building administrator feels it is disruptive to the school's educational program.
9. Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make their contacts either before school or after school but not during school hours.
10. Building principals shall have the authority to sign a complaint charging trespass when deemed necessary.

WALKING FIELD TRIPS

There are occasions when a class or other school sponsored group may go on a walking field trip. If you DO NOT want your child to ever participate in a walking field trip, please send a note to the office.

WEAPONS

According to State Code 61-7-2, the following definitions of weapons apply to the Safe Schools Act:

- Blackjack- A short bludgeon consisting, at the striking end, of an encased piece of lead or some other heavy substance and, at the handle end, a strap or springy shaft with increases the force of impact when a person or object is struck. The term "blackjack" shall include, but not limited to, a billy club, sand club, sandbag, or slapjack.
- Gravity Knife – Any knife that has a blade released from the handle by the force of gravity or the application of centrifugal force, and when so released is locked in place by means of a button, spring, lever or other locking or catching device.
- Knife – An instrument, intended to be used or readily adaptable to be used as a weapon, consisting of a sharp-edged or sharp-pointed inflicting, cutting, stabbing, and tearing wounds. The term "knife" shall include, but not limited to, any dagger, dirk, poniard, or stiletto with a blade over three and one-half inches in length, any switchblade knife or gravity knife and any other instrument capable of inflicting cutting, stabbing or tearing wounds.
- Switchblade Knife – Any knife having a spring-operated blade which opens automatically upon pressure being applied to a button, catch or other releasing device in the handle.
- Nunchuka – A flailing instrument consisting of two or more rigid parts, connected by a chain, cable, rope or other non-rigid, flexible or springy material, constructed in such a manner as to allow the rigid parts to be used as a handle and the other rigid part for the striking end.
- Metallic or false knuckles – A set of finger rings attached to a transverse piece, to be worn over the front of the hand for the use of a weapon, and constructed in such a manner that, when striking another person with the fist or closed hand, considerable physical damage may be inflicted upon the person struck. The terms "Metallic or False knuckles" shall include any such instrument, without reference to the metal or other substances from which the metallic or false knuckles are made.

- Pistol – A short firearm having a cylinder of several chambers that are brought successively into line with a barrel to be discharged, designed to be aimed and fired by the use of a single hand.
- Revolver – A short firearm have a cylinder of several chambers that are brought successively into line with a barrel to be discharged, designed to be aimed and fired by the use of a single hand.
- Deadly Weapon – An instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. The term “deadly weapon” shall include but not limited to, the instruments defined in subdivision (1) through (8) of this section, or other deadly weapons of like kind or character, which may be easily concealed on or about the person.
- Concealed – Hidden from ordinary observation so as to prevent disclosure or recognition. A deadly weapon is concealed when it is carried on or about the person in such a manner that another person in the ordinary course of events would not be placed on notice that the deadly weapon was being carried.
- Firearm – Any weapon which will expel a projectile by action of an explosion.

WORK PERMITS

Any high school student under 18 years of age wishing to work should have a work permit. If the student is planning to work in the state of West Virginia the permit is to be obtained from the office of the County Superintendent of Schools. Students planning to work in the state of Ohio, must obtain a permit from Frontier Local School District office. In all cases, the permit must be signed by the parents and the employer.

VALUABLES

Students are cautioned not to bring large amounts of money or other possessions of monetary or sentimental value to school. Students, not the school, are responsible for the security of personal property.

ANNUAL NOTICE – SCHOOL ASBESTOS PLAN

It is required annually to notify the public of an existing asbestos plan in force within all facilities throughout the Pleasants County School System. This includes St. Marys Elementary School. Our school functions under regulations set forth by the AHERA Act of 1988, and its mandated scrutiny by the certified inspector. A school-wide re-inspection report is written every three years after an extensive examination of the building. All schools, as well as the Board of Education offices, are in total compliance with all asbestos regulations.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. Students are expected to be extra courteous to substitute teachers, who in essence, are guests in our building. Any misconduct in the classroom will be dealt with immediately.

NON-CURRICULAR LITERATURE

All non-curricular literature, in any form, must have prior approval of the principal **before** being advertised, distributed, and/or displayed in school. Approved non-curricular literature will be placed in a conspicuously designated place within the secretarial area, by the principal. Distribution will occur upon student request.

INDIVIDUAL PARENT-TEACHER CONFERENCES / ANNUAL PARENT TEACHER CONFERENCE

Parents are encouraged and welcome to come to school to talk with their child's teachers; however, we ask that you telephone to arrange a mutually agreeable time for the conference to occur. Formal school wide parent-teacher conferences are scheduled for October 5th. A notice will be provided to parents with specifics regarding times and how to schedule a conference.

OUTSIDE AGENCIES RIGHT TO QUESTION STUDENTS

Parents / guardians need to be aware outside agencies such as the State Police, the County Sheriff's Department and the Department of Health and Human Resources (DHHR) are given legislative power to enter a public school for the purposes of questioning children. This may occur with or without prior parental knowledge. School personnel may or may not be permitted to sit in on the meeting. This is the prerogative of the outside agency. By law, the school cannot forbid this meeting from occurring, and is not required to notify the parents of its occurrence. The outside agency is required to notify the parents if such a meeting does take place.

USDA DISCLOSURE

The U.S. Department of Agriculture (USDA) prohibits discrimination on the basis of race, color, national origin, sex, gender, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue, Washington, DC 20250-1410 or call 202-720-5964. USDA is an equal opportunity provider.

