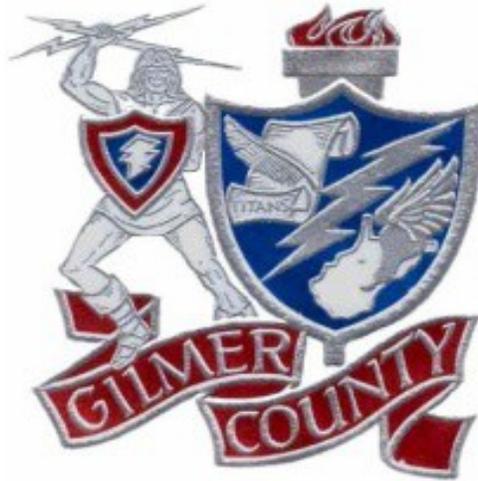


Gilmer County High School



Home of the Titans

300 Pine Street
Glennville, WV 26351
304-462-7960
304-462-8578 (Fax)

[www.edline.net/pages/
Gilmer_County_High_School](http://www.edline.net/pages/Gilmer_County_High_School)

Mrs. Nasia P. Butcher, Principal
Mr. Steve S. Shuff, Asst. Principal

GCHS Vision Statement

"Upon the completion of a defined program of study, students will be prepared to succeed as lifelong learners in the work force."

GCHS Mission Statement

"Educating for the future, training for a career, developing a community."

GCHS School Calendar 2016-17

Labor Day	September 5, 2016
Mid-Term 1st 9 weeks	September 14, 2016
Homecoming	September 16, 2016
PT Conference	September 19, 2016
End of First Nine Weeks	October 14, 2016
PT Conference	October 18, 2016
Election Day	November 8, 2016
Veteran's Day	November 11, 2016
Mid-Term 2nd 9 weeks	November 17, 2016
Thanksgiving Break	November 21-25, 2016
Final Exams	Dec. 20-22, 2016
End of First Semester	December 23, 2016
Christmas Break	Dec. 24, 2016-Jan. 2, 2017
ML King Holiday	January 16, 2017
Mid-Term 3rd 9 weeks	February 3, 2017
PT Conference	February 6, 2017
End of Third Nine Weeks	March 9, 2017
PT Conference	March 14, 2017
Spring Break	April 14-18, 2017
Mid-Term 4th 9Weeks	April 24, 2017
Last Day for Seniors	May 18, 2017
Last Day of School	May 25, 2017
Graduation	May 26, 2017
Memorial Day	May 29, 2017

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture,

Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW,
Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3)
email: program.intake@usda.gov. USDA is an equal opportunity provider,
employer, and lender. (Last Published: 11/19/2015)

GILMER COUNTY HIGH SCHOOL
BELL SCHEDULE 2016-17

GRADES 9-12

TIME	PURPOSE
7:00	School opens for students
7:30 – 8:15	Broadcast Class
8:00	Teachers Report to Classroom
8:15	1 st Block & Clear Hallways
8:20	1 st Block Tardy & Breakfast
8:25	Career Center Bus departs for A.M. Session
10:06	End of 1 st Block
10:10	2 nd Block Tardy
11:10 – 11:40	MS Lunch
11:42—12:12	2 nd Block continues for MS students
11:42—12:12	HS Lunch
12:12	3 rd Block (All grades)
12:14	Career Center Bus departs for P. M. Session
12:17	3 rd Block Tardy
1:47	3 rd Block Dismissal
1:51	4 th Block Tardy
3:21	Dismiss Grades 9-12

ACT Test Dates:

Sept. 10, 2016 Feb.6, 2017
Oct. 22, 2016 Apr. 8, 2017
Dec. 10, 2016 June 10, 2017

SAT Test Dates:

Oct. 1, 2016 Mar. 11, 2017
Nov. 5, 2016 May 6, 2017
Dec. 3, 2016 June 3, 2017
Jan. 21, 2017

1. ABSENTEEISM, ATTENDANCE, and TARDINESS

Rationale

It is the intention of Gilmer County High School to promote excellent school attendance; we realize that not every student has the same condition, circumstance or situation. It is our philosophy to create a safe, open, and caring school environment conducive to learning and aware of the needs of our students. Therefore, we ask every parent/guardian, teacher, and student to be aware of any difficulty that may result in poor attendance and inform the appropriate person at our school so we can reach a solution before it becomes a problem. In this manner, we can better meet the needs of our student(s). We are committed to assisting all student(s) to develop good work habits and self-discipline to become responsible citizens. We ask that all students and parents/guardians support and promote daily school attendance.

(WV-Code 18-2-5, 18-5-15, 18-8-1, 18-3, 18-8-4, Gilmer County Board of Education Policy 3070)

Principles of Operation

Students are expected to be in school for the duration of the school day. All absences will count in determining days under this policy, including those for one class section. The privilege to attend schools places upon students the responsibility of at least faithful attendance. Faithful attendance is defined as absences of five (5) days or less per year.

Student absences will be considered excused for the following reasons:

- a. Personal illness or injury of the student or in the family.
- b. Medical/dental appointment with written excuse from physician or dentist;
- c. Chronic medical condition or disability that impact attendance;
- d. Participation in home or hospital instruction due to an illness or injury or other extraordinary circumstance that warrants home or hospital confinement;
- e. Calamity, such as fire in the home, flood, or family emergency/ as approved by the principal or his designee.
- f. Death in the family (limit: 3 days except extraordinary circumstances) as approved by the principal or his designee.

- g. School-approved or county approved curricular or extra-curricular activities;
- h. Judicial obligation or court appearance involving the student;
- i. Military requirement for students enlisted or enlisting in the military;
- j. Personal or academic circumstances approved by the principal
- k. Such other situations as may be further determined by the county board. (*WV Code 18-8-4*)

Unexcused Absences

“Unexcused absence” shall be any absence not specifically included in the definition of “excused absence”.

In the case of three total unexcused absences of a student during a school year, the attendance director or assistant shall serve written notice to the parent, guardian or custodian of the student that the attendance of the student at school is required and that if the student has five unexcused absences, a conference with the principal or other designated representative will be required.

In the case of five total unexcused absences, the attendance director or assistant shall serve written notice to the parent, guardian or custodian of the student that within five days of receipt of the notice the parent, guardian or custodian, accompanied by the student, shall report in person to the school the student attends for a conference with the principal or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences of the student, including the adjustment of unexcused absences based upon such meeting.

In the case of ten total unexcused absences of a student during a school year, the attendance director or assistant shall make complaint against the parent, guardian or custodian before a magistrate of the county. If it appears from the complaint that there is probable cause to believe that an offense has been committed and that the accused has committed it, a summons or a warrant for the arrest of the accused shall issue to any officer authorized by law to serve the summons or to arrest persons charged with offenses against the state. More than one parent, guardian or custodian may be charged in a complaint. Initial service of a summons or warrant issued pursuant to the provisions of this

section shall be attempted within ten calendar days of receipt of the summons or warrant and subsequent attempts at service shall continue until the summons or warrant is executed or until the end of the school term during which the complaint is made, whichever is later. (*WV Code 18-8-4*)

Parental Note Requirements

When a student is absent from school, whether for one class or all day, **a note must be presented** which includes the student name, reason for absence, the date(s) of the absence, and the parent/guardian's signature. Such signatures must match those found on the student's emergency information card. Excuses are to be presented immediately upon return to school. **Failure to bring an excused note within three (3) days of returning to school will result in the absence(s) being classified as unexcused.** Notes can be taken to the principal or designee between 8 a.m. and the beginning of the first class.

Make-Up Work

It is the responsibility of the student, parent/guardian to contact the classroom teacher to obtain make up work for all absences which number three days or less. Students who have access to the Internet should consult the teacher's webpage on Edline to access homework/assignments presented in class. In the event that students do not have access to Edline and absences exceed three days or for any extended time, the parent/ guardian should contact the office for the student's assignments. Make up work does not necessarily have to be the same as that which was completed in the classroom. Upon return to school, a student will be granted one day for each day of absence to complete missed work. However, students with excused absences may be granted additional time to complete make up work if it is considered appropriate in the opinion of the teacher and/or principal. Work that was due on the first day of absence, or work that was previously assigned with a specified due date, is to be turned in or completed upon return to school. Failure to complete make up work can result in a "0" grade for missed work.

Signing In/Out - Tardiness

A student shall be considered tardy when he/she arrives after the appointed time for the start of school or each class or activity which a student is scheduled to attend, after the tardy bell has

rung. **Tardiness of students will be tracked and entered into a database and will be disciplined according to the Code of Conduct. Tardiness of more than forty-five (45) minutes, or one half the scheduled length in case of shortened classes, will be regarded as an absence. Likewise, a student leaving class prior to the last forty-five (45) minutes will be counted as absent.**

Students who arrive late or leave school early must sign in/out in the office. Once a student has arrived to school or class late for the third time, he/she will be disciplined in accordance with the Code of Student Conduct unless such tardiness is deemed necessary by the principal or his designee. Students will not be allowed to leave campus before the end of the school day unless the parent signs the student out, or the parent submits a note with a legally excusable reason as defined under "Principles of Operation" for signing the student out of school. The office will confirm the note by phone. **Individuals on the student's emergency card may sign the student out for an excused absence only.** Students may sign themselves out for a doctor's appointment, with a parental note and confirming phone call from the parent or confirmation by the doctor's office. Students who are 18 or older must follow the same sign out procedures as any other student. (*State Policy 4372, Section XI; State Superintendent's opinion*). Only a parent/guardian can sign a student out for an unexcused reason. All students must sign out in the office when leaving campus, and sign back in upon return or when arriving late.

Tardy Discipline

Disciplinary measures for students who are either tardy to school or tardy to class are as follows:

- 1st: Warning
- 2nd: Administrative Conference
- 3rd-5th Lunchtime Detention
- 6th After-school detention

Notification of Parents and Referral

Parents will be notified of excessive absences in compliance with county policy and state law. The principal or his designee will make appropriate referrals to the county Attendance Director.

Consequences for Excessive Absences

A. Driver Eligibility

State law requires the school to notify the Department of Motor Vehicles when a student is a dropout or has missed more than five (5) unexcused absences in a school year. Any student who has his/her driver's license suspended for attendance reasons will not be recommended for reinstatement until the completion of the next full semester following the revocation with satisfactory attendance. The school will not issue a Proof of Enrollment form to any student who has exceeded the maximum number of missed days for the student to present at the Department of Motor Vehicles for obtaining a learner's permit. (WV Code 17B-2-3a and 17B-2-5) Additionally, academic progress will be a stipulation as set forth in state code which states that students must attain and maintain grades sufficient for graduation. Students are required to pass five credits per year, and three of the five credits must be from the core curriculum. Students are required to show appropriate behavior, and a driver's license can be suspended if a student commits assault and/or battery on school employees, possesses deadly weapons, sells a narcotic drug, commits an act or engages in conduct that would constitute a felony under WV Code if committed by an adult, and unlawfully possesses a controlled substance. (WV Code 18-8-11)

B. Physical Education Credit Pass /Fail If a student has a doctor's excuse for 10 or more days missed in Physical Education class in a term, a grade of Pass/Fail will be given as determined by the instructor.

Appeals

If a parent/guardian and/or student disagrees with the principal's and/or his designee's decision as it relates to attendance and consequences stemming from the decision, an appeal may be processed in accordance with county policy. (*Gilmer County Board of Education Policy 7020*)

Reward for Perfect Attendance

Students who have perfect attendance for the year will receive a pass for all athletic events the following year.

2. ARRIVAL AT/ DEPARTURE FROM SCHOOL

Upon arrival to school students must report to the Media Center, Commons Area, or Cafeteria and remain until the main buildings are open. Students arriving from the Career Center early before lunch or the end of school must report to the Commons Area. Bus

students are reminded that they are under school supervision from the time they leave home in the morning until they arrive home in the evening. **The school is not responsible for any student who arrives before 7:15 a.m. All students should be off school grounds by 4 p.m. unless participating in a school approved activity.**

Students waiting for the bus after school must wait in front of the building or in the main corridor and may not leave school grounds. Students must keep the steps clear while waiting to board the bus; drivers and walkers must wait for the buses to leave. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Students must comply with the bus driver's directives. A student is to ride only the bus to which he or she is assigned. A request to ride a different bus must be requested in writing and approved by the principal and/or his designee. Students who drive to school must wait until all buses have left before walking to the student parking lot.

3. ASBESTOS

ADHERA requires every school to conduct an inspection for hazardous and non-hazardous asbestos. A management plan is then compiled by a certified planner. The purpose of this plan is to control non-hazardous asbestos and to remove hazardous asbestos or to repair it to a non-hazardous condition. It is required that schools notify parents and employees of the availability of the management plan for inspection. Our management plan is completed and available for your inspection in our administrative offices during regular office hours.

4. ASSIGNED AREAS

Upon arrival to school, students must report to the Commons Area or Cafeteria and remain in those areas until the main buildings are opened. Students are not to congregate in the hallways, in front of the school, or school parking areas.

Students are to report to the gym after lunch is eaten and remain in that area for the duration of the period. Students are not to congregate in the hallway or in rest rooms. Upon completion of lunch, students are to take care of any restroom needs and report to gym or Media Center. If supervisory personnel are available, and the weather is nice, students may be permitted outside as one of the designated areas.

Career Center students arriving early for lunch or the end of school are to take care of restroom needs and then report to the Commons Area.

Work base students reporting to school before any class dismissal time are to report to and remain in the Commons Area.

Students should not be out of the proximity of their class and should use the restrooms closest to their classroom. Students in upper grades have no reason to be in the junior high wing, and junior high students have no reason to be in the senior high wing unless they have a class in those areas.

At times the school may deem it necessary to establish other assigned areas in order to provide for student safety and security, such as during fire drills and assemblies.

5. BOOK BAGS and BLANKETS

All bags, blankets, and totes are to remain in lockers. There are to be no book bags in classrooms. Athletic sports bags will be stored at a designated site when students arrive and picked up when the team leaves or at the end of the school day. Blankets are not permitted to be carried to classes with students; if you are cold, adjust with more clothing.

6. BULLYING/ HARASSMENT/INTIMIDATION

(Gilmer County Board of Education Policy 3210)

It is the policy of Gilmer County High School that bullying/harassment/intimidation will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Bullying/harassment/intimidation and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff, on school

property or at school sponsored events. Some examples of harassment and violence may include but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion, or ethnic group.

If a staff member or student feels that their emotional well-being, sense of safety, security, or sense of self-worth is being affected by such conduct, a complaint should be filed.

7. COMMUNICATION/ELECTRONIC DEVICES

Communication/electronic devices include cell phones, pages, laser pointers, electronic games, portable music players, camera, camera phones, and any other devices powered by electricity that has the potential to cause distractions from and/or interruptions to the daily educational process. **The only time a cell phone may be used is during lunchtime; the use of cell phones at any other time is prohibited. Cell phones are not to be displayed anywhere at any time except at lunchtime.** These communication/electronic devices may be used with the prior approval of the school principal when their intended use relates to a medical purpose. The misuse of communication/electronic devices will result in the following disciplinary measures:

1st Offense Item confiscated, parental contact, 2 day Detention

2nd Offense Item confiscated, parental contact, 2 days after-school Detention

3rd Offense Item confiscated; 1 day suspension & parental contact, revocation of cell phone privilege, and loss of school-related activities as determined by the administrator.

Parent *must* pick up any confiscated electronic device from the school.

8. CODE OF STUDENT CONDUCT

Expectations

Administration, faculty, and staff believe it is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive any student of his/her right to a thorough and efficient education. Most students willingly and routinely control their behavior appropriately in school and in the classroom. Some students will exhibit problem behavior and

require adult intervention. The purpose of the Code of Conduct is to provide regulations governing the behavior of students which will help promote a positive learning environment.

GENERAL DISCIPLINE

The following list of offenses is not to be considered complete and school officials retain the prerogative to consider intensity, frequency, and other pertinent factors when dealing with student offenses. When appropriate, complete or partial social probation may be imposed in addition to discipline policy consequences.

CATEGORIES OF OFFENSES

Violations of the Student Code of Conduct.

The following list of student violations of the Student Code of Conduct is presented in four levels and is in compliance with WV Board of Education Policy 4373 and Gilmer County Policy 3010.

Level I Violations. 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. 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.

Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.

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 has to stop instruction to address the disruption

Failure to serve detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

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.

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.

Inappropriate display of affection. Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.

School Responses to Level One Violations:

- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conference
- Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.
- Counseling referrals and conference to support staff or agencies
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Revocation of privileges
- Restitution/restoration
- Detention (lunch, before and/or after school)
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1)

- Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006)
- In-school suspension
- *West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.
- While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days. Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.

Level II Violations. 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. These violations include the following:

Gang activity includes:

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:

- 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.

Habitual Violation of a 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.

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.

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.

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.

Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon.

Possession of knife not meeting dangerous weapon definition
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.

Profane language/ obscene gesture/ indecent act toward an employee or a 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.

Technology Abuse. A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.

School Responses to Level II Violations:

- Administrator/student conference or reprimand
- Administrator and teacher- parent/guardian conference
- Referral to support staff or
- agencies for counseling or other therapeutic services
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Revocation of privileges
- Restitution/restoration
- Before and/or after-school detention
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1)
- Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006)
- In-school suspension
- Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in Chapter 6, Section 2)West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class.
- The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.
- Expulsion

Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues

to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.

Level III Violations. Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with W. Va. Code §18A-5-1a, subsections (b) through (h)

Battery Against a Student. A student will not unlawfully and intentionally injure another student.

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.

False Fire Alarm. A student will not knowingly and willingly set off a fire alarm without cause.

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.

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.

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.

Improper or Negligent Operation of a Motor Vehicle. A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.

Larceny. 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.

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.

Threat of Injury/Assault Against An Employee or a 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].

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.

Harassment/ Bullying/Intimidation. 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:

- 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.

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.

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.

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:

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:

- 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.

Amorous relationships between county board employees and students are prohibited.

Sexual harassment may include but is not limited to:

- 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.

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

- 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.

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

- 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.

Sexual violence 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:

- 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.

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 is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity. Imitation Drugs: Possession, Use, Distribution or Sale

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.

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.

Possession/Use of Substance Containing Tobacco and/or Nicotine. 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.

Special considerations according to West Virginia Code §16-9A-4.

- 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.

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.

School Responses to Level III Violations. 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.

In collaboration with law enforcement, the school shall also implement invention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:

- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conference
- Referral to support staff or agencies for counseling or other therapeutic services
- Notification of appropriate Health and Human Resources
- Daily/weekly progress reports
- Behavioral contracts
- Change in the student's class schedule
- School service assignment
- Confiscation of inappropriate item(s)
- Revocation of privileges
- Restitution/restoration
- Before and/or after-school detention
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1)
- Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006)
- In-school suspension
- Out-of-school suspension for up to ten (10) days (See guidelines in Chapter 6, Section 2)
- The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.
- Expulsion

Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services.

The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.

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 a 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). 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).

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.

Possession and/or 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.

**REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES
(Policy 4336- Section IV – Approved by the State Board of
Education)**

**1. RESPONSIBILITIES OF PARENTS: PARENTS
SHALL**

- a. Provide written guidance regarding any special care a student may need while riding the bus.
- b. Provide supervision at all bus stops until the bus arrives for both pickup and delivery.

**2. RESPONSIBILITIES OF STUDENTS: STUDENTS
SHALL**

- a. Walk on the left side of the road facing traffic.
- b. Wait on the bus at the designed stop in an orderly manner.
- c. Board the bus in an orderly manner.
- d. Follow the school bus operator = s/aide =s instructions at all times.
- e. Comply with Policy 4373 (Appendix J)
- f. Be responsible for vandalism that occurs on a seat in which they ride.
- g. Not eat, drink, or place objects in their mouth that may cause a choking hazard while on the bus except for medically necessary foods or medications according to W.Va. 126CSR27 WVBE Policy 2422.8 – “medication Administration” (Appendix L).
- h. Change seats only with permission of the school bus operator when the bus in not in motion.

- i. Avoid unnecessary conversation with the school bus operator.
- j. Keep heads and arms inside bus windows at all times.
- k. Report any open exit or releases hatch to the school bus operator immediately.
- l. Provide enrollment information to the school bus operator.

STUDENTS SHALL NOT:

- m. Ride in step well or forward of front row seats.
 - n. Stand while bus is in motion, at any time a seat is available
 - o. Throw, or pass, any object of any nature into or from the bus through a door or window.
 - p. Use profane or obscene language.
 - q. Open emergency exits, except during emergencies, unless directed by the school bus operator.
3. Two pupils may be appointed to assist at the emergency door exit during emergency exits, practice drills or demonstrations or such exits. More mature passengers should be assigned such responsibility.
4. The bus operator is in complete charge of the bus and passengers. Passengers must follow directions from the operator promptly and respectfully.
5. If any passenger should persist in violating these regulations, proper procedures will be followed by the bus operator and school administrative personnel. This is necessary in order to establish control and maintain safety. Written notice of any action being taken shall be furnished to the parent through the county board of education. Such notice need not precede action by the bus operator in an emergency.

9. COMMONS AREA DEFINED

The Commons Area is the multi-purpose area that includes the area from the cafeteria to the two large support pillars. It does NOT include the hallway or the area around the snack and drink machines. This delineation is made so that students understand where they are to be before school and at noon.

10. COURTING/DATING BEHAVIOR

The only acceptable courting behavior is holding hands. Kissing, arms around the waist, standing or sitting between each other's legs, sitting on laps, etc. are NOT acceptable behaviors for the school setting.

11. DANCE REGULATIONS

The Student Council and principal must approve dances two weeks prior to the event. A list of chaperones consisting of at least two GCHS teachers, two parents, and an administrator must be submitted with the request form. Dances held in our gym will require students to wear proper shoes or socks.

Dances are open only to Gilmer County High School students and their school enrolled dates. No student below the 7th grade level or over the age of 21 (unless still a student at GCHS) will be admitted to a dance. No one will be admitted to a dance past the halfway point. Students who leave the dance early will be required to sign out and will not be readmitted. Because the Prom is an activity devoted to juniors and seniors, no students below the 9th grade will be permitted to attend as the date of a junior or senior. Any non-GCHS student Prom date must receive prior approval by the principal.

All dances, except Prom and Homecoming, will begin at 7:30 p.m. and end at 10:30 p.m. Any student suspected of coming to the dance under the influence of a controlled substance or alcohol will not be admitted. The parents/ guardians and law enforcement officials will be contacted immediately. Improper conduct on the part of any student or their approved non-GCHS guests will be handled in accordance with the student Code of Success and will also result in the loss of privileges of the student(s) to attend all school social events for the remainder of the year. Dirty dancing, improper hand positioning, lewd body motion, or sexually explicit dancing will not be tolerated. Guilty parties will be immediately

released from dances with corrective measures administered upon the student's return to school.

The dance sponsor is responsible for requesting law enforcement patrol of the parking lot and school grounds during dances.

12. DRESS

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail. The following standards will be observed at Gilmer County High School:

1. Pants must be worn at the waist. Exposure of undergarments is not appropriate and will not be permitted.
2. All shirts, blouses, and dresses must have sleeves and must completely cover the shoulders, chest, stomach, and back. Any low cut neckline that exposes cleavage, bra straps or an undergarment is inappropriate and will not be permitted in school. No see-through mesh or fishnet clothing is permitted. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible, even in movement.
3. Holes or cutout places in pants will not be permitted if the holes are in places where undergarments are exposed.
4. Hats or head covers of any type, except for religious or medical purposes, may not be worn inside the school building. All hats are to be placed in students' lockers upon arrival at school and are not to be carried to class.
5. Footwear is required and must be safe and appropriate for indoor and outdoor activity. Roller skates or shoes with any type of wheels are prohibited.
6. Clothing and accessories such as backpacks, patches, jewelry, notebooks, and lockers shall not display racial or ethnic slurs/symbols, gang affiliations, vulgar, subversive, sexually suggestive language or images; nor symbols, images or language as it relates to sexual orientation; nor should they promote products

which students may not legally buy, such as alcohol, tobacco, and illegal drugs.

7. The length of skirts, dresses, or shorts is not to exceed five inches above the top of the knee. (3x5 Notecard)

8. Prohibited items include large, long and/or heavy chains, studded or chained accessories, sunglasses (except for health purposes), and sleepwear.

9. Tattoos, which would violate this policy if worn as clothing, must be covered.

10. Attire that is disruptive to the educational process is prohibited. (*Gilmer County Schools Policy 2132*).

Teachers are charged with the responsibility of enforcing the student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow established school policy/handbook for discipline referrals regarding dress code violations.

13. FIRE/EMERGENCY DRILLS

Due to the unique layout of our school, it is extremely important that every individual be as prudent and cautious as possible in the event of an emergency. A fire drill is one such facsimile emergency. Become familiar with the evacuation route posted in each of your classes. Upon evacuation, all windows and doors must be closed and lights turned off. Students should leave their respective areas in an orderly fashion, without running, pushing or shoving or being unnecessarily loud. Students will leave each building according to the pattern of exits in their classroom unless instructed otherwise by the teacher. Students are to assemble in designated areas by class. Teachers are expected to have their class roster and take roll to ensure that all students are accounted for. At all times students are to leave roadways and driveways clear for emergency vehicles.

14. FOOD/BEVERAGES

Food and beverages are permitted in the Cafeteria or Commons Area only. Students bringing lunch or snacks from home are expected to put their food in the lockers until lunchtime.

From time to time teachers may wish to allow snacks and drinks in their rooms as a reward or as part of a class activity. This is permissible if cleared with the principal and/or his designee first and should be done sparingly. However, students are not to be eating or drinking in the hallways on their way to these activities.

At no time during the day is food or drink permitted in the classroom (outside of grab and go breakfast) or in the gym.

15. GRADE POINT AVERAGE

Student grade point averages are calculated on all classes each grading period for Honor Roll purposes and class standing.

A = 4, B = 3, C = 2, D = 1, F = 0 points for calculation.

16. GRADUATION REQUIREMENTS FOR STUDENTS IN GRADES 9-12 (WVDE Policy 2510 Pg. 13-18)

5.4. High School Programming (Grades 9-12) – Each high school shall provide challenging and rigorous courses in the programs of study in grades 9-12 that enable students to achieve high levels of competence for academic and career development. High schools will incorporate the West Virginia Student Success Standards per WVBE Policy 2315 across content areas and teacher-led advisory programs. Students will be provided opportunities to develop intellectual, social/emotional, physical and technological capacities needed for successful transitioning beyond graduation to ensure all students are career- and college-ready. Students will be provided the opportunity to develop foundational knowledge and skills for their success in a global society. The required courses outlined below are designed to build strong content knowledge across disciplines by engaging students in work of quality and substance. In grades 9 and 10, students build foundational knowledge and skills; while in grades 11 and 12, students enter into a personalized aspect of their PEP, focusing carefully on selected coursework that leads to successful completion of their personal and academic goals. Each student's coursework will be designed to lead directly to placement in entry-level, credit-bearing academic college

courses, an industry-recognized certificate or license, or workforce training programs.

5.4.a. **High School Programming (Grades 9-12)**

<p>Chart IV: Foundations for High-Quality High School Programming (Grades 9-12) 24 credit required: 18 prescribed and 6 personalized</p>	
<p>Chart IV High School Programming (9-10, 11-12) Graduation Requirements. Graduation requirements are effective for all students enrolled in the 2016-2017 school year, and thereafter or as otherwise specified. Courses needed for graduation require mastery of approved content standards. Students should consult with their chosen postsecondary educational/training program when choosing optional upper-level courses. Students who do not demonstrate mastery of the approved content standards shall be provided extra assistance and time through personalized learning and support.</p>	
<p>Graduation Requirements (18 prescribed)</p>	
<p>English Language Arts*</p>	<p>4 credits English 9 English 10 English 11 English 12 or English 12 CR or Transition English Language Arts for Seniors* An AP® English course may be substituted for any of the above courses.</p>
<p>Mathematics*</p>	<p>4 credits Math I or Algebra I Math II or Geometry Math III STEM, or Math III LA or Math III TR or Algebra II Math IV – Trigonometry/Pre-calculus or Math IV TR or Transition Mathematics for Seniors* or any other fourth course option (see Chart V) An AP® Mathematics course may be substituted for an equivalent course or any fourth course option.</p>

Science*	3 credits Earth and Space Science (Grade 9) Biology or AP® Biology (Grade 10) One additional science course or AP® science course (see Chart V)
Social Studies*	4 credits 1 credit from World Studies or an AP® Social Studies course (see Chart V) 1 credit from United States Studies ¹ or United State Studies-Comprehensive or AP® U.S. History 1 credit from an additional Social Studies course or an AP® Social Studies course (see Chart V) 1 credit from Civics for the Next Generation or AP® United States Government and Politics.
Physical Education*	1 credit Physical Education 9-12 (WV Education Information System [hereinafter WVEIS] course 6609). At least 50 percent of class time for physical education should be spent in moderate- to vigorous-intensity physical activity.
Health*	1 credit Health 9-12 (WVEIS course 6909)
The Arts*	1 credit
Graduation Requirements (6 personalized)	
Personalized Education Plan	4 credits Each student's PEP will identify a career cluster and a concentration of course work for the four (4) credits that will lead directly to placement in entry-level, credit-bearing academic college courses, an industry-recognized certificate or license, or workforce training programs (see Section 5.3.b.2). Best practices encourage students to take at least 1

¹ Best practice encourages students who take *United States Studies* to take *Contemporary Studies* as their next course of study.

	AP® and/or AC course with corresponding examination, a fourth science or computer science credit, and 2 credits in one world language, and/or four credits cumulating in acquisition of industry-recognized CTE credential focused on career aspirations.
Electives	2 credits County boards of education have the authority to increase graduation requirements for schools in their counties. When choosing electives, students should consult with their chosen postsecondary educational programs to make sure the electives are acceptable. Best practices encourage students to take at least one computer science course and/or one or more course(s) through West Virginia Virtual Schools (hereinafter WVVS).
Concentrations	Each students Personalized Education Plan will identify either a state-approved CTE concentration or a locally developed personalized concentration of course work (see 5.3.b.3).
Community Readiness Concentration	Students with disabilities may earn 4 credits in Community Readiness Training recommended through an IEP Team as a personalized concentration.
Career and Technical Education (CTE)*	A CTE concentration is aligned with the approved 16 career clusters and consists of four courses identified for WVDE approved career and technical programs of study. (Refer to W. Va. 126CSR44M, Policy 2520.13: Next Generation Standards for Career and Technical Education in West Virginia Schools and current WVEIS course code manual.) Each career and technical concentration in a school shall provide students the opportunity to obtain an industry recognized credential as part of the instructional program when applicable. Multi-County Centers, County CTE Centers,

<p>CTE Accommodations for Students with Disabilities</p>	<p>and Comprehensive High Schools must provide students with access to concentrations in a minimum of six of the 16 approved WV Career Clusters.</p> <p>80 percent of students in grades 9-10 must have access to at least one career and technical foundations course. One foundations course must be offered that teaches parenting skills.</p> <p>30 percent of students in grades 11-12 must have access to four units in a career and technical concentration and two career and technical electives.</p> <p>A CTE completer is identified by successful completion of the four required courses outlined within the WVDE approved career and technical programs of study. (Refer to WVBE Policy 2520.13 and current WVEIS course code manual.)</p> <p>Approved WV Career Clusters</p> <ul style="list-style-type: none"> Agriculture, Food and Natural Resources Architecture and Construction Arts, A/V Technology and Communication Business Management and Administration Education and Training Finance Government and Public Administration Health Sciences Hospitality and Tourism Human Services Information Technology Law, Public Safety, Correction and Security Manufacturing Marketing Science, Technology, Engineering and Mathematics Transportation, Distribution and Logistics
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	<p>Two options exist for students with IEPs to complete a CTE concentration:</p> <ol style="list-style-type: none"> 1. The typical completion of a CTE concentration with/without accommodations and supports if a student is capable of passing 100% of the safety exam for the respective concentration. 2. Individual Work Readiness Certificate (see Section 11.34).
World Languages	<p>Communicating in a global society requires students to apply appropriate language strategies through embedded opportunities to explore and gain an understanding of the world around them. Undergraduate admission to West Virginia four-year colleges and universities includes the completion of two units of the same world language. Students need to consult with their postsecondary educational programs concerning world language requirements.</p>
Developmentally Appropriate Practices for Student Success and Career Readiness	
Career Development	<p>All students in grades 9-12 will be provided structured, on-going opportunities for career exploration, decision making, and career preparation. Career development shall use an integrated approach, where all staff assist students to explore the 16 career clusters during the instructional day. Career exploration will include opportunities for students to discover their interests in emerging careers including STEM careers in science, oil & gas, technology, engineering, and mathematics. Student advisors will use each student's career awareness activities to develop the PEP. Advisors will assist students and their parents to utilize their various interests, learning styles, and career and</p>

	<p>academic assessments to guide educational planning and career choices. Career exploration activities will be documented in each student's personalized career portfolio that is transportable throughout the student's middle and high school career.</p>
<p>Comprehensive School Counseling Program</p>	<p>A standards-focused, integrated school counseling program will assist students with the acquisition of school success and career readiness skills to prepare for high school and postsecondary success. School counselors will work collaboratively with other school staff to assist students with academic and postsecondary planning that leads to seamless transitions to the identified postsecondary options. Refer to WVBE Policy 2315 to ensure alignment with policy requirements.</p>
<p>Support for Personalized Learning (SPL)</p>	<p>The West Virginia SPL framework is a state-wide initiative that suggests flexible use of resources to provide relevant academic, social/emotional and/or behavioral support to enhance learning for all students. SPL is characterized by a seamless system of high quality instructional practices allowing all students to sustain significant progress, whether they are considered at-risk, exceeding grade-level expectations or at any point along the continuum.</p>

Simulated Workplace	<p>All state-approved CTE concentrations require a classroom shift to a workplace environment for students enrolled in the 3rd and 4th required concentration courses. All Simulated Workplace protocols must be implemented:</p> <ul style="list-style-type: none"> • Student Led Companies • Application/Interview Structure • Formal Attendance System • Drug Free Work Zone • 5S Environments • Safe Work Areas • Work Place Teams • Project-Based Learning/Student Engagement • Company Name and Handbook • Company Meetings • Onsite Business Reviews • Accountability (data review, report, and technical assessments)
Student Advocate/Advisor/Mentor	<p>High schools will implement an advisory system that provides students with meaningful, supportive relationships and maximizes each student's personalized learning experience. An adult advocate, advisor, or mentor will take an interest in each student's learning, goal setting, career planning, and personal growth.</p>
Physical Activity	<p>High schools should recognize that healthy lifestyles and academic success are tightly interwoven. Therefore, schools should promote wellness activities that extend beyond the course requirements for physical education and health. This may be accomplished through programs that focus on skill development, sportsmanship and teamwork. Opportunities should be provided for 30 minutes of moderate to vigorous integrated physical activity daily to keep high</p>

	school students physically active throughout the school year. Wellness education should target the widespread behaviors that undermine the health and resulting capacity for personal success during adolescence.
Technology	Students in grades 9-12 will be provided regular opportunities within the context of normal course work to master the standards set forth in WVBE Policy 2520.14. The infrastructure of classrooms should infuse technology and pedagogy into instruction, thus leading to improved student engagement. It is recommended that all students complete a computer science course and an online learning experience during grades 9-12. Students must be provided opportunities for advanced technology applications.

** See High School Guidance Document provided by the Division of Teaching and Learning.*

Students will be recognized graduating with Highest Honors = 3.8+; High Honors = 3.5 - 3.7; and Honors = 3.2 - 3.4 overall grade point average. For the purpose of determining grade point average, grades will be rounded off to the nearest tenth of a point, except in the case of determining Valedictorian and Salutatorian, which will be calculated to the point of distinction. Beginning with the Class of 2016-17 and all classes thereafter, the school will recognize the highest ranking graduate as Valedictorian and the second-highest ranking graduate as Salutatorian.

AP (Advanced Placement) Classes

Gilmer County High School encourages students to challenge themselves by enrolling in Advanced Placement courses, whether in the traditional or virtual classroom.

Advanced Placement Enrollment

Students may enroll in up to 3 AP courses before requesting an exception from the School Leadership Team. Individual students must apply and be approved for each additional AP course they wish to take.

Advanced Placement Testing Policy

The AP Coordinator (designated by principal) will monitor and evaluate each student's work ethic and attitude in all AP testing sessions in order to determine if the student has taken the test seriously. An inappropriate behavior will be reported to the administration.

* Advanced Placement classes are considered to be weighted when determining grade point averages and class rank.

* Weighting is in accordance with WVDE Policy 2515: Uniform Grading. (Effective for the graduating class of 2017)

* AP students choosing not to make the effort necessary to score proficiently in class and on the AP exam will be required to pay the cost of the test and lose the weighted grade provision entitled in an AP class.

* Any enrolled AP student who does not take the AP exam will pay the school the cost of the exam and will not receive a weighted grade.

* Any student failing an AP class or dropping the class at any time will not be entitled to a weighted grade.

* Request to drop an AP class is granted only the by the school's administrative team.

*Regardless of the testing site, school rules shall be in effect at all times prior to, during, and after students complete their AP examination experience.

* Students are expected to participate in AP practice tests if scheduled by AP teachers.

* AP students can withdraw only on the 5th& 6th day of the class, or by teacher recommendation.

*Students wishing to take 4 or more AP classes will be required to meet with the AP Coordinator and seek permission from the school's administrative team.

Dual Credit

For the purposes of this policy, dual credit is defined as a college-level course of study offered to high school students. Dual credit courses enable high school students to simultaneously receive both

high school and college-level course credit. Dual credit courses may be taught by full-time college faculty who instruct high school students on campus or by a high school teacher who has been approved by the college to teach the course. Dual credit courses achieve multiple purposes. The primary purpose of offering dual credit courses is to deliver high-quality college experiences to high-performing high school students. Dual credit courses also enrich and extend the high school curriculum, provide introductory college coursework, and avoid unnecessary duplication in coursework as students move from high school to college.

Dual credit courses may be delivered on the college campus, the high school, another site not located at a high school or college campus, in a virtual environment, or through a combination of these delivery methods.

The grading policy/scale of the institution awarding the college credit will apply to college courses offered for dual credit with the exception of courses that are used in place of high school graduation requirements. If a dual credit course is used in place of a high school graduation requirement, the district grading scale will be used (as in the case of English 12).

College credit will be awarded for courses taken for dual credit upon the student's completion of the course requirements and will become part of the student's official college transcript.

High school credit will also be awarded by the secondary school upon successful completion of the course. The award of a weighted elective high school credit will be as follows:

A=5 points	D=2 points
B=4 points	F=0 points
C=3 points	

All grades earned for college credit by the student in a dual credit course will be recorded on the postsecondary institution's transcript.

Tuition, fees, and charges for dual credit courses will be consistent with the published dual credit tuition rates as approved by the WV Higher Education Policy Commission. There are no tuition discounts available for students who qualify for free and reduced

services; the student has the responsibility to purchase or rent the approved textbook.

The eligibility of high school students to participate in dual credit courses may vary in accordance with the admission standards of the college or university offering the courses in high school as well as the availability of course offerings for that semester. Students must have a minimum overall grade point average of 3.0 (on a 4.0 scale) and be recommended by the school principal or his or her official designee.

In the case of a dual credit course being used to meet a high school graduation requirement, the syllabus must provide for 90 days of instruction (block schedule) or 180 days (traditional schedule), clarify student assignments on dates when college may not be in session, and provide evidence that the Next Generations CSO's are covered. English 12 Honors is the only course in which credit is earned for graduation through dual credit English 101/102. Additional dual credit courses for high school graduation credit must be submitted to the Superintendent of Schools for review and then approved by the WVDE.

Dual credit courses offered in high school must duplicate the identical course offerings delivered on campus to matriculated students. Courses must be approved for dual credit status by the appropriate academic department of the college as well as meet the CSOs as required by WVDE. Transferability of college credits from the awarding college or university to another institution is contingent upon transfer articulation agreements through the WVHEPC. (Contact the awarding institution's registrar for more information regarding transferability of college credits.)

The college grade will be reflected in the student's high school transcript with the credit as applied:

1 hour college credit course in a given semester=.25
2-hour college credit course in a given semester=.50
3 or 4 hour college credit course in a given semester= 1.0 high school credit

Students enrolled in dual credit courses must adhere to the dates specified by the awarding institution's policy for registration,

dropping, withdrawal, or refund.

17. HALL CONDUCT

When in the hallways and on the stairs, students should always be considerate of the safety of others. Running, pushing, shoving, and roughhousing shows disrespect for others. Likewise students are expected to avoid congregating in groups, thus blocking the hallway. In addition, students should keep noise to a minimum and keep language appropriate. Students are asked to walk on the right side of the hallway and stairs. Any student out of class without teacher permission will be considered to be skipping class. Students should use the restroom and take care of most business before school, between class, at noon, and after school. If a student needs to see a counselor, administrator or other office staff, he/she needs to make the request of his/her teacher. The student will complete a request form that will be sent to the office. The appropriate staff member will contact the student as soon as possible. If any emergency occurs, the student should report immediately to the office or the nearest teacher.

18. HONOR ROLL / PRINCIPAL'S LIST

A student must attain an average of 3.20 or better to appear on the Honor Roll. Students achieving a straight "A" (4.0) will receive special recognition by being assigned to the Principal's List. Both lists will be determined at the conclusion of each grading period and will receive public recognition in the local newspaper. Students achieving excellence throughout the year will also be recognized with academic letters (9-12) or pins (7-8). Students must be enrolled in a minimum of two classes per term to be eligible for the Honor Roll / Principal's List. Students who make straight "A's" for the year will receive a pass for all athletic events the following year.

19. INSURANCE

School insurance will be available. Students will mail their applications directly to the company. The office will provide claim forms. Students who take PE or a vocational course and all athletes are encouraged to purchase insurance.

20. LOCKERS

Lockers are the property of the school and are provided for your convenience. As such, the school reserves the right to inspect

lockers at any time. Please keep the following in mind with regards to lockers:

- Students must rent lockers through the office
- No more than two students will be assigned to a locker
- Lockers may not be altered or defaced (no stickers/markings)
- Lockers are not to be paper jammed
- Once a locker has been assigned, students are not to switch lockers with another student or move to another locker without office permission.

Failure to abide by these conditions will result in the loss of locker privileges and charges assessed to the students for any damage beyond normal wear and tear.

21. MASTERY TEST FOR CREDIT

State board policy states that students "may receive credit for courses based on tested or demonstrated mastery of the instructional goals and objectives associated with successful completion of a course." Therefore, students may earn units of credit toward high school graduation through the demonstrated mastery of the instructional goals and objectives by a process of "testing out." (Gilmer County Board of Education Policy 3021)

Students should refer to the Course Description Book and Career Cluster Guidelines for further information regarding graduation requirements, course offerings, and suggested sequence of study.

22. MEALS

The cost of breakfast and lunch for the 2016-17 school year will be as follows:

Breakfast	Student \$.75	Adult \$3.00
Lunch	Student \$1.50	Adult \$4.00

Eligible families are encouraged to apply for free or reduced price meals. The lunch status of students is confidential. Failure to pay lunch bills may result in appropriate legal action in accordance with county policy.

Additional foods are available to meet the needs of pregnant and lactating students. Students in need of this service should contact the guidance counselor or school nurse.

School breakfast and lunch are federally funded programs and the school must observe a policy of nondiscrimination with regard to race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, contact the local food service director or the Secretary of Agriculture, Washington, D.C. 20250.

23. MEDICATION

Parents are encouraged to give all medications to their children at home. However, if it is absolutely necessary for a student to take a medication (prescription or nonprescription) while at school, the student or the student's parent must present to the principal or his/her designee a note from the parent granting permission for the student to take the medication. A note from the student's health care provider must also be provided with the following information: the student's name; the medication name; how often the medication is to be taken; by what route the medication is to be taken (such as "by mouth", "via inhaler", "applied to skin", etc.); what reason the medication is being taken (what symptoms are displayed); and the signature of the health care provider. (Gilmer County Board of Education Policy 3200)

All medication must be in properly labeled containers (for prescription medications) or in their original containers with the student's name on it (for nonprescription medications).

The initial dose of medication must be given at home.

A parent may come to the school to give his own child medication if the parent does not wish to obtain a health care provider's statement.

24. NATIONAL HONOR SOCIETY

Membership in the GCHS Chapter of the National Honor Society is an honor bestowed upon a student who is outstanding in scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Any detention assigned for cheating or suspension from school may result in revocation of membership. Candidates for the National Junior Honor Society must be a member of the 7th, 8th, and 9th grades while the National Honor Society is open to grades

10, 11 and 12. Candidates must have been in attendance at GCHS the equivalent of one semester and have a cumulative scholastic average of 3.5 or higher as well as a 93% attendance rate. In order to be considered for membership, prospective members must also complete and submit the necessary preliminary information forms and necessary recommendations. The selection of members to the chapter shall be by majority vote of the faculty council consisting of five voting faculty members appointed annually by the principal. Selection of new members will be made at the end of the first term of each school year.

25. PARKING

A parking permit system with a fee has been established to help control the limited parking space. To obtain a parking permit, a student must provide the principal or his designee a valid driver's license, vehicle registration, and proof of insurance. A parking fee of \$20 per year will be charged for all vehicles. Parking permits will be issued at the beginning of the year. At no time during the school day are students allowed to park in the faculty parking areas.

Upon parking their vehicle, students are to enter the school building and not loiter in the parking area, nor are students permitted to go their vehicles during the school day unless they are involved in work base programs, taking college courses, or have permission from the office.

Students are to enter the student parking lot only at the west end of the lower lot and exit only on the east end below the junior high wing. No students are permitted to park along the street on school property.

The school reserves the right to revoke parking privileges for disciplinary purposes and to have non-permitted vehicles towed at the owner's expense.

26. PEST MANAGEMENT POLICY STATEMENT

GCHS is involved in the Integrated Pest Management Program. Notices of treatments will be posted in designated areas of the school. Prior notice of treatment will be made to parents upon request.

27. PROGRESS REPORTS AND REPORT CARDS

Progress reports will be issued to all students at mid-nine week

intervals throughout the year. Students who have a grade of “D” or “F” will also have a report sent home to the parent/guardian. Report cards will be issued at the end of each nine weeks. Refer to the school calendar for progress and report card dates.

28. PROMOTION POLICY (*Gilmer County Board of Education Policy 3030*)

Grades 7 - 8:

A student shall not be retained more than once in grades 7-8. For those students whose educational performance is not commensurate with their peers and/or are suspected of having an exceptionality, a written referral to the SAT shall be made by the student’s classroom teacher. The primary consideration for grade assignment shall be successful achievement in reading, math, spelling and language. Other factors such as the student’s ability to learn, social and emotional maturity, achievement in other subjects and attendance shall also be considered. No later than May 1 of the school year, the SAT will complete the Light’s Retention Scale for each student continuing to be considered for retention. These results are to be used as supportive information and not be the sole instrument to determine retention. When a student is experiencing academic difficulty, the parent(s) shall be notified as soon as possible. Should a student be seriously considered for retention, the parent(s) shall be notified of such by February 1, unless there are reviewed, mitigating circumstances. A conference should be scheduled with the parent(s) to discuss the probability of retention, as well as to counsel with the parent(s) on how to deal with the retention, should it occur. Written permission from the parents for retention is not required; however, parent(s) must be notified of the specific reasons for retention. A letter of confirmation of retention will be sent by the school to the parents of a student failing to meet the standards of the grade level assigned for the specified year. This letter will be sent no later than May 25 of each year but not prior to the state testing dates. Grades on report cards are to reflect evidence of the student’s inclination for promotion and/or retention. The final decision in regard to retention of an individual student lies with the building principal. The SAT’s recommendation for retention and the supporting documentation, including the score from the Light’s Retention Scale, must be considered. Should there be an impasse at the school level, the final decision will be made by the school principal.

Grades 9 - 12: Students in grades 9 - 12 will pursue a selected program of study. Delineation of grade level will be based on accrued credits.

GRADING SCALE:

93 - 100 = A	65 - 74 = D
85 - 92 = B	0 - 64 = F
75 - 84 = C	

29. RECORD POLICY

The policy of the Board of Education is to collect, maintain, use, and disseminate records of all students within the guidelines of the *Family Education Rights and Privacy Act of 1974*. Records are maintained in individual schools and may be inspected and reviewed by parents or students (who are 18 years of age) upon the proper request to the principal of the school. (*Gilmer County Board of Education Policy 3005*)

30. SALES/FUNDRAISERS

Students may not sell any items at school unless approved by the school administration. The selling of candy during school hours is prohibited by State Board policy.

31. SCHEDULES

Student's schedules have been carefully constructed for this school year, taking into consideration the appropriate education placement and chosen electives. Schedule changes will only be made in the case of an incorrect or incomplete schedule or if a student wishes to engage in a more rigorous course, providing the course is available. Concerns and or problems are to be referred to the counselor.

32. SEARCHES

Searches of school property used by students, personal property of students, and personal searches may be conducted by school officials when considered necessary to maintain the proper school environment, protect other students, and/or check for stolen articles or illegal items. School officials are careful not to abuse students' right to privacy and students may reasonably expect that lockers, personal property and person will not be searched unless reasonable suspicion or probable cause exists for such a search.

33. SCHOOL ORGANIZATIONS, SPORTS

Our school offers a variety of extracurricular and co-curricular activities designed to provide a wide range of opportunities for social, athletic, and leadership development. The intent and goal of these programs is to provide an interesting, well supervised opportunity for the expression of student interests and talents and to involve as many students as possible.

ATHLETICS:

Football	Varsity, JV 9-12 and Mini Titan 7-8
Basketball	Boys & Girls Varsity 9-12
	Boys & Girls JV
	Boys & Girls Mini-Titan
Track	Varsity 9-12, Mini-Titan 7-8
Cross Country	Varsity 9-12, Mini-Titan 7-8
Golf	Varsity 9-12
Baseball	Boys Varsity 9-12
Softball	Girls Varsity 9-12
Volleyball	Girls Varsity, JV 9-12 and Mini-Titan 7-8
Cheerleading	Varsity 9-12 and Mini Titan 7-8
Managers, Scorekeepers, Statisticians	All teams

MUSIC: Band, Marching Band, Choir, Concert Band, Jazz Band

CLUBS AND ORGANIZATIONS (available at GCHS or Calhoun Gilmer Career Center):

Fellowship of Christian Athletes (FCA), Future Farmers of America (FFA), Health Occupational Students of America (HOSA), National Honor Society (NHS), National Junior Honor Society (NJHS),

National Vocational-Technical Honor Society, Skills USA, Student Council, and Young Democrats, Young Republicans (Other clubs and organizations may be formed during the course of the school year based on student interest and securing a sponsor.)

34. SEMESTER EXAM

Semester exams will occur at the end of each semester over 2 days with the 3rd day as a make-up exam day. All classes will have a final exam. **Exemptions**-students may receive up to 2 final exam exemptions by doing the following:

A. No more than 5 absences, excused or unexcused in class (Note: school related activities and office interviews will not count against a student)

B. No more than 3 tardies to school (tardy is defined as arrival not to exceed 15 minutes after the tardy bell) or to class (after the tardy bell) and no office referrals.

The student cannot use the exam exemption pass for the same class in any two consecutive semesters. Exemptions passes cannot be used in Honors, Dual Credit or Advanced Placement classes

35. STUDENT ACTIVITIES, GENERAL RULES

All students are encouraged to participate in school activities. Students are reminded that all such activities are under the supervision of school officials when considered necessary to maintain a safe and healthy environment and proper behavior is expected. Unacceptable behavior will be dealt with under the Student Code of Success.

Belonging to a school organization calls attention not only to the individual student but also to the organization and school. Students are expected to direct their time and talents to the mastery of functions of their organizations. When performing, students are expected to demonstrate an attitude and conduct which will bring credit to themselves, their organizations, and our school.

Class dues will be charged each year to raise money to pay for such things as Homecoming floats, Prom, senior class trips, and Graduation expenses. Seventh and 8th grade dues are \$10 per year and 9th - 12th grade dues will be \$14 per year.

To be eligible for extracurricular activities students must maintain a 2.0 grade point average. This applies to all activities which are not extensions of credit classroom courses. Students on suspension may not attend or participate in any school activity. Students absent from school the day of the activity will not be permitted to participate in the activity unless prior approval has been given by the principal or his designee.

A completed physical examination is required of all student athletes prior to practicing or participating in an athletic event. Clubs and organizations may establish their own minimum academic requirements, rules, and other reasonable eligibility and recognition requirements.

36. TECHNOLOGY

TITLE: INTERNET SAFETY 6030

Introduction. It is the policy of the Board to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions. Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the

district/school online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring. It shall be the responsibility of all members of the district staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives. The Principal or designated representatives will provide age-appropriate training for students who use the district/school Internet facilities. The training provided will be designed to promote the Board's commitment to:

- a. the standards and acceptable use of Internet services as set forth in the Board's Internet Safety Policy;
- b. student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and
 - iii. in chat rooms; and
 - iv. cyber bullying awareness and response.
- c. compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

To avoid duplication of effort at the district/school levels, the WVDE has provided instructional modules that allow districts/schools to certify compliance with the new FCC regulations regarding Internet safety policies. Consideration shall be afforded to State-recommended programming. (See

<http://wvde.state.wv.us/technology/cipa-compliance.php>. for additional information and details)

Training shall be ongoing with refresher sessions scheduled as appropriate as determined by the Director of Technology or designated representatives.

Following receipt of this training, the students will acknowledge receipt of the training, that it was understood and that the provisions of the District's acceptable use policies will be observed.

Adoption

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice, on July 21, 2014..

The district will continue to evaluate whether or not currently available technology protection measures, including commercial Internet blocking and filtering software, adequately address the needs of the school district and will certify its compliance with the CIPA [Pub. L. No. 106-554 and 47 USC 254(h)].

Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

37. TELEPHONE USE

Telephones in the office are for official school business only.

Students may use the office phones for illness or to notify parents when any school sponsored activity has been cancelled. Students will NOT be called from class for phone calls except in the event of an emergency. Students are NOT to be excused from class to use the office phone unless so directed by the office or teacher. A telephone has been placed in the gym for use by athletes after school when staying over for practice or returning after events.

38. TEXTBOOKS

Student textbooks are the property of Gilmer County Schools. The student is responsible for any lost or damaged textbooks. New or additional textbooks/ library books will not be issued until previous book fines or replacement costs have been paid. Remember that such books need to be used for several years so please take care of them for those that follow.

39. TOP TITAN PROGRAM

Students are selected each month to be a Top Titan based on teacher or principal recommendation. This honor can be based on academic achievement, demonstrating positive character traits, school/community service or any other significant attributes the student displays. This program shall be administered by the Faculty Senate President or designee.

40. VALUABLES/PERSONAL ITEMS

Students are discouraged from bringing any items of value to school or from carrying any money beyond that needed for the day. Any personal items which create a disturbance will be treated as any other disturbance. Students participating in a school activity after school may bring such items provided they are kept secured in their book bags stored in the designated area or in their lockers and not removed or used during the regular school day/class. The school does not accept responsibility for any lost or stolen items.

41. VISITORS

No visitors, except those on official school business, will be permitted on school grounds. Only employed personnel, approved volunteers, and students are to be in the halls without a visitor's pass. All other persons, including school alumni, MUST OBTAIN A VISITOR'S PASS FROM THE OFFICE. No student is permitted to bring other students or relatives to school to visit or to attend classes without prior approval from the principal or his designee. If unauthorized individuals are in the building or on school grounds without a visitor's pass, they are trespassing and will be dealt with in accordance with state law.

42. WITHDRAWAL FROM SCHOOL

Students who are withdrawing from school must contact the principal's office for the proper withdrawal procedure. Students must take care of all school obligations and materials. Students who withdraw will not be re-entered until the beginning of the next semester.