



"Purpose, Pride, Perspective in Preparation for Tomorrow's
Leaders

Randolph County Schools

Secondary Handbook: 2022-2023



Pickens School
Excellent Education
Exceptional Environment



Elkins Middle School
"Striving for Excellence"
Where All Means All...

Elkins High School

100 Kennedy Drive
Elkins, WV 26241
(304) 636-9170 (Phone)
(304) 636-9299 (Fax)
Carla Lambert, Principal
Brian Currence, Assistant Principal
Amrit Rayfield, Assistant Principal
Amanda Carter, School Counselor
Aaron Talbott, School Counselor

Elkins Middle School

308 Robert E. Lee Avenue
Elkins, WV 26241
(304) 636-9176 (Phone)
(304) 636-9178 (Fax)
Nick Alfred, Principal
Ernie Gooding, Assistant Principal
Dawn Kittle, Assistant Principal
Greg Haddix, School Counselor
Connie Townsend, School Counselor

Harman School

PO Box 130
Harman, WV 26270
(304) 227-4114 (Phone)
(304) 2278-3610 (Fax)
Audrey Fulmer, Principal
Rebecca Vance, School Counselor

Pickens School

One Panther Place
Pickens, WV 26230
(304) 924-5525 (Phone)
(304) 924-6325 (Fax)
Christine Long, Principal
Jill Zurbuch, School Counselor

Randolph Technical Center

200 Kennedy Drive
Elkins, WV 26241
(304) 636-9195 (Phone)
(304) 636-9269 (Fax)
John Daniels, Principal, Director of CTE, AE
Christine Thomas, School Counselor

Tygarts Valley Middle High School

10189 Seneca Trail
Mill Creek, WV 26280
(304) 335-4575 (Phone)
(304) 335-6963 (Fax)
Steve Wamsley, Principal
Melissa Wilfong, Assistant Principal
Marsha McAtee, School Counselor

Randolph County Schools

40 Eleventh Street
Elkins, WV 26241
(304) 636-9150 (Phone)
(304) 636-9157, 636-9299 (Fax)
Debbie Schmidlen, Superintendent
Joseph Arbogast, Assistant Superintendent

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ACADEMIC INTEGRITY

In order for a teacher to assess the knowledge and progress of students, academic honesty is necessary. Therefore, it is the responsibility of both the student and the teacher to prevent situations where academic integrity has not been maintained. Failure to practice academic integrity is defined as follows:

- Viewing information dishonestly during any form of a formal evaluation. This includes cyber communication.
- Communicating in class with another student during a test, quiz, or at any time when completing independent work. This includes cyber communication.
- Copying or enabling the copying of independent work. This includes cyber communication.
- Providing information to another student about examinations in written or verbal form before or after an examination. This includes cyber communication.
- The removal of examination materials from the classroom before or after an exam. This includes sending through cyber space.

Plagiarism is defined as using ideas, words (written or oral), or artistic productions of another as one's original effort or without giving due credit. Examples:

- Using materials for research papers and essays which have not been given due credit.
- Using other student's work on a test, quiz, or homework as one's own work.
- Sharing another student's digital work.

Any student who fails to practice academic integrity will receive one or more of the following penalties:

- National Honor Society Removal
- Up to two days Outside School Suspension (OSS).
- Consideration for loss of credit for work resulting from cheating
- A grade of zero for the work in question.
- Work reassigned or a different evaluation at teacher discretion and convenience to assure an honest evaluation of the student's work. (A drop of a letter grade may be given.)
- Parent notification and/ or conference.

- 1st offense – Warning, call home- grade of zero submitted with a single chance to retake or complete for lesser credit.
- 2nd offense – Grade of zero, call home 1 day OSS. No chance to make up work.
- 3rd Offense – Grade of zero, Call home and parent meeting required, no chance to make up work, possible loss of credit.

ACTIVITIES AND ASSEMBLIES

All students are expected to follow all school rules, policies and procedures when attending activities. All disciplines in place will be in effect including social probation. Cell phones are not permitted, nor are photos or videos, as these are against Randolph County School and state code. Misconduct will result in removal of the student from the activity and being placed on social probation.

ATTENDANCE

Regular attendance is an important component to success in school. All students are expected to attend school regularly and be in class on time. There is a direct relationship between good attendance and success in school. In accordance with Randolph County Policy 5200 all students are expected to attend school each day that school is in session. This includes persons eighteen years of age or older that continue to be enrolled. Attendance laws, rules, and regulations shall be enforced for all students.

Habitual absences are prohibited. Students who are habitually tardy or absent must comply with school, county and state laws. Additionally, Randolph County Schools reserves the right to limit social activity based on habitual school truancy. Students who have an equivalent of 10 unexcused absences in a semester will be placed on social probation for the remainder of said semester. Students on social probation will not be allowed to attend social activities, such as dances, sports, and other extracurricular activities or school sponsored events outside the regular school day, during the probationary period. Excused absences are not included in this guideline. Tardies ARE factored into the calculation of social probation. Three tardies equal one absence in this calculation.

When absent, excuses must be provided to the school within three days of the student's return to school. The following are considered reason for excused absences under county policy:

Illness or injury requiring physician's note

- Medical and/ or dental appointment, verified in writing by the doctor
- Illness not to exceed three consecutive or five total days per semester, verified in writing by a parent
- Illness or injury in family when physician verifies student's absence is essential
- Calamity or family emergency approved by principal

- Death in the family, limited to three days. (See county policy for definition of “family.”)
- School approved activity
- Verified legal obligation
- Failure of bus to run or extremely hazardous conditions
- Absences covered under Policy 2419, Section 1.10 Home Hospital Instruction

Students leaving school after their initial arrival must have permission of the school and a written note from their parents. All students must comply regardless of age or emancipation. All exits must be prearranged and preapproved.

ABSENCES

After a student has missed more than ten absences in any period or more than five absences in any block class, including advisor and club periods, he or she will be required to take the final exam. This includes all forms of absence except school-based activities, failure of assigned bus to run, and military services, a doctor’s excuse for a Covid positive (must be turned in within three (3) days of student’s return. Tardies are calculated in this formula as 3 Tardies = 1 absence.

**Absences/ Tardies are calculated per semester. Attendance in Clubs or any other activity during the regularly scheduled time counts against the exemption total.

ATHLETICS

Athletes and parents should contact the school athletic director for a copy of the *Randolph County Schools Athlete/ Parent Handbook*.

ATHLETIC ELIGIBILITY

Athletic eligibility will be computed on a standard 4.0 grading scale. Eligibility is computed on the last completed semester GPA. The West Virginia Secondary Schools Athletic Commission (WVSSAC) have established and maintain all rules and guidelines regarding school athletics.

ADMISSION OF SUSPENDED OR EXPELLED STUDENTS IN WV PUBLIC SCHOOLS

Prior to the admission of any student into any public school in the state, the student’s parent/ guardian must affirm in writing whether the student is currently under suspension or expulsion from any public or private school in WV or any other state. Any student who has been suspended or expelled from another school, either public or private in WV or any other state, may not be admitted to any public school in WV until the period of suspension or

expulsion has expired. Parents must sign an affidavit verifying that the new enrollee was not suspended from any other school.

ADVISOR PROGRAM

Advisors meet with the students based upon the individual school Advisor policy for the purpose of academic, career transition, and personal and social advising. Advisors have training in the school's guidance curriculum, limits of confidentiality, referral procedures, and active listening. Advisory activities help students understand and follow the school-wide behavior plan, set and monitor progress toward established goals, develop and update the Personal Education Plan (PEP), and give students a chance to develop a guidance relationship with a caring adult. Student in grades 8-12 will complete and edit a PEP (Personal Education Plan) each year.

ANNUAL NOTICES

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County Schools policies and procedures. These notices may be viewed on the Randolph County website at <http://boe.rand.k12.wv.us> under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

2260 - Nondiscrimination and Access to Equal Educational Opportunity	5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus
2260.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5611 - Disciple-Student Due Process Rights
2340.F2 - Parent Consent for Trip	5771 - Due Process Rights (Search and Seizure)
2416 - Student Privacy and Parental Access to Information	5771.F2 - Record of Student Search and Seizure
2431 - Interscholastic Athletics	5772 - Weapons
2431.F1 -Parent Acknowledgement of Risk and Release	5902 - Employee Code of Conduct (WVBE Policy)
2431.F2 -Student Acknowledgment of Risk and Release	6700 - Fair Labor Standards Act (FLSA)
2623D -Testing Code of Ethics	7211 - Appeals Procedures for Citizens
3122 - Nondiscrimination and Equal Employment Opportunity	5771 - Due Process Rights (Search and Seizure)
3122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5771.F2 - Record of Student Search and Seizure
3122.01.F2 - Certification Regarding Drug Free Workplace	5772 - Weapons
3122.01.F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention	5902 - Employee Code of Conduct (WVBE Policy)

3160.F1 - Emergency Medical Authorization Permit	6700 - Fair Labor Standards Act (FLSA)
3170 - Student Abuse and Neglect	7211 - Appeals Procedures for Citizens
3213 - Students Supervision and Welfare	7217 - Weapons
3217 – Weapons	7430.F1 - Physicians Certification for Use of a Respirator
3362 - Anti-Harassment and Violence	7430.F2 - Acknowledgment Training
3430.01 - FMLA Leave	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4122 - Nondiscrimination and Equal Employment Opportunity	8310 - Public Records
4122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	8330 - Student Records
4170 - Student Abuse and Neglect	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4217 – Weapons	8310 - Public Records
4362 - Anti-Harassment and Violence	8330 - Student Records
4372 - Student Rights and Responsibilities (WVBE Policy)	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4373 - Student Code of Conduct	8310 - Public Records
4430.01 - FMLA Leave	8330 - Student Records
5230 - Late Arrival and Early Dismissal	8330.F4 - Consent for Student Record Release
5310 - Health Services	8330.F9A - Parental Permission for Release of Publication of Students Photograph/Image
5341.F1 - Emergency Medical Authorization Permit	8431 - Asbestos in Schools
5517 - Anti-Harassment and Violence	8453.01.F2 - Training Record
5517.01 - Aggressive Behavior Towards Students	9130.F4 - Notification to Public Regarding Inspection of Instruction Materials
5530 - Substance Abuse Prevention	9150 - School Visitors

“In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

ATTENDANCE INCENTIVE PROGRAM

Some Randolph County Schools have an attendance incentive program consisting of rewards, prizes, certificates, and privileges for students with good attendance monthly. This is strictly a school-level decision.

INAPPROPRIATE BEHAVIOR AND MEANINGFUL INTERVENTIONS AND CONSEQUENCES

Section 1. Addressing Inappropriate Behavior with Meaningful Interventions and Consequences

The purpose of these regulations is to provide schools with policy that creates and ensures an orderly and safe environment that is conducive to learning. This policy requires that all schools respond immediately and consistently to any behavior that disrupts the learning environment in a manner that effectively deters future incidents and affirms respect for individuals. Inappropriate behaviors include but are not limited to incidents of harassment, intimidation, bullying, substance abuse and/or violence. The intent is for students to learn and exhibit appropriate behavior. All interventions and consequences are in effect on all school property and at all school sanctioned events, including extracurricular activities. Each district, with support from the [WVDE](#) will implement proactive, preventative, and responsive programs, outline investigatory and reporting procedures, and delineate meaningful interventions and consequences in response to inappropriate behavior.

This policy classifies inappropriate student behavior in four levels. County policies may reclassify [Level 2](#) and [Level 3](#) inappropriate behaviors depending on the severity or repetition of the behaviors and provided this reclassification assures that the treatment of the inappropriate behavior is consistent with West Virginia Code.

County/school policies should identify appropriate and meaningful interventions and consequences that include, but are not limited to, examples provided in this policy. It is not a requirement that all schools offer every intervention and consequence listed in this policy. School administrators and staff are encouraged to exhaust all available school and community resources to provide appropriate school-based intervention strategies designed to keep students in school and engaged in instruction.

Out-of-school suspension strategies should be used sparingly and shall never deny a student access to instructional material and information necessary to maintain their academic progress. Out-of-school suspension is not a recommended consequence or intervention for Level 1 behaviors; however, the determination of interventions and consequences is at the discretion of the school administrator for [Level 1](#), [Level 2](#) and [Level 3](#). West Virginia Code requires that the

principal shall suspend a student who commits a behavior classified as [Level 4](#) in this policy. [Level 3](#) and [Level 4](#) behaviors are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct.

In order to create consistency among all schools in the application of out-of-school suspension and expulsion as they relate to inter-scholastic extracurricular activities, any student suspended or expelled from school is also suspended from extracurricular activities for the duration of the out-of-school suspension or expulsion.

When administering interventions and consequences, it is required to determine if a student warrants protection under the IDEA, [WVBE Policy 2419](#) and or [Section 504](#).

Section 2. Inappropriate Behaviors: Codes, Definitions and Interventions and Consequences

Behaviors	Definitions – Level 1	Interventions and Consequences
LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.		
Cheating	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.	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Sample Contract For Anger Management ○ Sample General Behavior Contract • 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)
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.	<ul style="list-style-type: none"> • 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, (WV Code §18A-5-1) • Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006) • In-school suspension • *WV 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.
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.	
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).	
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.	
Skipping Class*	In accordance with WVBE Policy 4110 - Attendance , a student will not fail to	

	report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.	
Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.	
Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.	

Behaviors	Definitions – Level 2	Interventions and Consequences
LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.		
Gang Related Activity	<p>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:</p> <ul style="list-style-type: none"> • Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang. • Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or 	<ul style="list-style-type: none"> • 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, (WV Code §18A-5-1)

	<p>otherwise symbolizes support of a gang.</p> <ul style="list-style-type: none"> Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. Recruiting student(s) for gangs. 	<ul style="list-style-type: none"> 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) WV 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.
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.	
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 (WV Code §61-7-2)	A student will not possess a knife or knife-like implement under 3½ inches in length. WV 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 Misuse	A student will not violate the terms of WVBE Policy 2460 , Safety and Acceptable Use of the Internet by Students and Educators.	

Behaviors	Definitions – Level 3	Interventions and Consequences
LEVEL 3: 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 WV Code §18A-5-1a, subsections (b) through (h)		
Battery Against a Student	A student will not unlawfully and intentionally injure another student.	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.
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.	<p>In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:</p> <ul style="list-style-type: none"> • 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, (WV 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)
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 WV Code §61-3-13 .	<ul style="list-style-type: none"> The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter. Expulsion
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 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 WV 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	<p>A student will not bully/intimidate/harass another student. According to WV Code §18-2C-2, “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or Disrupts or interferes with the orderly operation of the school. An electronic act, communication, transmission or threat includes but is not 	<p>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.</p>

	<p>limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</p> <ul style="list-style-type: none"> • 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/ <p>disability; or other characteristic.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ▪ Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or ▪ Submission to or rejection of that conduct or communication by an 	
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	<p>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</p> <ul style="list-style-type: none"> ▪ Creating an intimidating, hostile or offensive employment or educational environment. <ul style="list-style-type: none"> ○ Amorous relationships between county board employees and students are prohibited. ○ Sexual harassment may include but is not limited to: <ul style="list-style-type: none"> ▪ Verbal harassment of a sexual nature or abuse; ▪ Pressure for sexual activity; ▪ inappropriate or unwelcome patting, pinching or physical contact; ▪ Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status; ▪ Behavior, verbal or written words or symbols directed at an individual because of gender; or ▪ The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities. 	
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	<ul style="list-style-type: none"> ○ Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct: <ul style="list-style-type: none"> ▪ Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; ▪ Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or ▪ Otherwise adversely affects an individual's employment or academic opportunities. ○ Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct: <ul style="list-style-type: none"> ▪ Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; ▪ Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or ▪ Otherwise adversely affects an individual's employment or academic opportunities. ○ 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: 	
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	<ul style="list-style-type: none"> ▪ Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; ▪ Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; ▪ Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or ▪ Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another. ▪ Threatening or forcing exposure of intimate apparel or body parts by removal of clothing. <ul style="list-style-type: none"> ○ 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	<p>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.</p> <p>*See appendix for a summary of policy 5512</p>	<p>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</p>

		services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.
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	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the of a county school system, including all activities or events sponsored by the county school district.</p> <p>*(Policy 5512 “Tobacco and Inhalant Use” is currently on 30-Day Comment Period. October 5, 2022</p> <p><u>Special considerations according to WV Code §16-9A-3 and WV Code §16-9A-4.</u></p> <p>control</p> <ul style="list-style-type: none"> • No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. • Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students. • 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. 	

Behaviors	Definitions – Level 4
<p>LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Codes §18A-5-1a(a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Codes §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 WV Code §18A-5-1a and paraphrased in Chapter 3, Section 4 and Section 5 of this manual.</p>	
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 WV 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 WV Code §18A-5-1a(b)(i) . Such acts that would constitute a felony include, but are not limited to, arson (WV Code §61-3-1), malicious wounding and unlawful wounding (WV Code §61-2-9), bomb threat (WV Code §61-6-17), sexual assault (WV Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (WV Code §61-6-24) and grand larceny (WV 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 WV 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	<p>According to WV Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in WV Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in WV Code §61-7-11a.</p> <p>As defined in WV 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.</p>

POLICY 4373

The State of West Virginia and the WV Board of Education have developed Policy 4373. to provide an atmosphere that is conducive to learning and provides a safe atmosphere for both students and teachers.

As a part of Policy 4373, Randolph County has established an alternative learning center for those students who cannot perform properly in a normal educational setting.

Policy 4373 prohibits: assault and battery on a school-employee, possession of a firearm or any other deadly weapon, the sale of narcotic drugs or other controlled substances on the premises of an educational facility or at a school-sponsored function or on the school bus. It also prohibits the commission of any act or conduct that would constitute a felony under the laws of the state if committed by an adult or possession on the premises of an educational facility or at a school-sponsored function of a controlled substance governed by the West Virginia Controlled Substances Act. It also prohibits: the threatening of or causing injury to a pupil, teacher, administrator or other school personnel, willful disobedience of a teacher, possession of alcohol on the premises of an educational facility or at a school-sponsored event, profanity directed at a school employee, intentional defacement of school property, participating in a physical altercation with another person while under the authority of school personnel or habitually violating school rules. If the act is not covered by Policy 4373, the county discipline policy should be applied.

With reasonable suspicion of contraband, schools maintain the right to search lockers and to hold unannounced locker cleanouts.

BUS TRANSPORTATION

WV Code provides students the privilege of transportation to and from school when student conduct is appropriate under the following guidelines:

- Bus operators cannot accept any change of a student's assigned bus, pick-up site, or unloading site unless accompanied by note from the parent and the school's approval daily. School approval will be granted prior to first period.
- If a student loses the privilege of bus transportation, it becomes the responsibility of the parent to provide the transportation.
- Disruptive behavior, disrespect for the rights of others, or failure to correct poor behavior will result in the loss of bus privileges.
- Parents will be notified of suspension of these privileges, and a conference will be scheduled if necessary.

- All students are to enter the school upon arrival. No bus student is permitted to go to the parking lot - for any reason.

CELL PHONE/TELEPHONE USAGE

Policy 5136 “Personal Communications Device” *See Appendix

CLOSED CAMPUSES

All Randolph County campuses are closed campuses. Students are required to remain on campus from the time they arrive in the morning until they leave at the end of the school day. All parking lots including adjacent elementary school properties are off limits during the school day. Students violating this policy may lose parking privileges and restricted area consequences will apply. A parent/ guardian must sign student out if student is leaving during the day. Documented, emancipated students 18 and older, signing themselves out during the day, are not permitted to return to school during that school day.

CREDIT RECOVERY

The primary focus for the Credit Recovery Plan is to provide an opportunity for students to stay in school and graduate on time. Credit Recovery is traditionally defined as a way to “recover” credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. It differs greatly from programs that allow students to earn “first time credit” in that students have already satisfied the 8100-minute seat time requirement. This meets the mandate of Policy 2510 section 5.6.8-d: County Boards of Education shall adopt policies and programs that allow students to recover credit for failed high school courses. Researched – based credit recovery programs require students to successfully demonstrate mastery of the course content.

APPLYING FOR CREDIT RECOVERY:

- Students who earn an “F” in a course needed to satisfy a graduation requirement with a grade that is approved by the initial teacher of record, may apply for the Credit Recovery Program.
- The student’s attendance will be a consideration when reviewing the student application. Consideration will be given for absences such as illness or catastrophic incidents that affected the student’s attendance. Consideration will be evaluated regarding whether the absences are excused or unexcused.
- The classroom teacher in consultation with the principal will determine if the student is allowed to participate in a credit recovery program.
- Students transferring in from private or home school who are missing credits needed for graduation may also be eligible to recover credits.

Stipulations for the Credit Recovery Program:

- The original “F” will remain on the student’s transcript at the end of the semester. If the student meets all the requirements and masters all required benchmarks in the recovery course, the student will receive a grade for the course which will be added to the student’s transcript in the WVEIS system. Eligible students must complete the school application for the Credit Recovery Program. A parent or guardian must sign the application.
- The teacher who assigned the “F” grade offers input as to whether a student should be eligible to participate in credit recovery.
- The teacher may establish an individual recovery plan for any student accepted into the program that will focus on competency of the content standards for the course.
- The teacher may prepare an evaluation to determine if the student meets the mastery level to allow the student to receive one credit.
- Students may recover credits through county provided online platforms.
- If the student does not meet the timelines as established by the teacher, the student will immediately be removed from the Credit Recovery Program.
- During the school year students in danger of failing a class or in need of recovering credits may work with the graduation coach to recover credits.
- Extended day and summer school credit recovery options may also be available.

CHILD NUTRITION

Randolph County Board of Education qualifies for the Community Eligibility Provision (CEP) for the 2022-23 school year. In this provision, breakfast and lunch will be provided free to all students on days school is in session. In addition, all schools participate in the “Grab and Go Breakfast Program.” >This provides an alternative breakfast for all students. Students will give their WVEIS number as they pass through the point of service line.

Randolph County participates in offer vs serve during meal service. Students are offered 4 items at breakfast and are required to take at least 3 items. At lunch students are offered 5 items and are required to take at least 3 items. A monthly menu is posted at the school and on the Randolph County Board of Education website (<https://boe.rand.k12.wv.us>). A student who has special dietary needs must have the Children with Disabilities and Special Dietary Needs form completed by the physician and returned to school. Please be advised that our school follows WVDE Policy 4321.1.

Adult Price Breakfast -\$3.00 Lunch -\$3.75

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

This institution is an equal opportunity provider.

STANDARD OF DRESS

Some attire can cause disruptions to the learning environment, and therefore, cannot be permitted. While guidelines are stated here, the issue of attire is so broad that individual situations may need to be interpreted by school administrators. Attire viewed as disruptive, lewd, discriminatory, rude, crude, vulgar, unsafe, or promoting illegal activities, are inappropriate. Attire cannot impede learning.

Prohibited:

- Any insignia, markings, or ornamentation that advocates discrimination against a racial group, religious affiliation, minority, or gender group
- Attire with sexually implicit or explicit graphics

- Attire that advertises or encourages the use of alcohol, tobacco, or drug-related products
- Any accessory with spikes (raised or not), heavy chains, heavy bands around the neck
- Short shorts or short skirts (the length of shorts, skirts, and dresses are to be at the tip of the fingers, when arms are extended down the side.)
- No cuts, slits, holes, etc. will be higher than the previous arm extended standard
- Pants below normal waistline
- Underwear or boxers showing
- Spaghetti strap tops
- Shirts with revealing or enlarged armholes. Also, there should be no exposure between the top of the pants, shorts, etc. and the shirt. If normal movement (walking, bending, twisting, etc.) causes exposure, the attire is not appropriate.

The “square rule” will be used to determine what shirt is appropriate: Tuck thumbs in the armpit and extend fingers upward-straps must come out this far. Tuck thumbs in armpit and extend fingers across the chest-the top must be at least as high as the index finger with no holes, slits, etc., lower than this. This would also extend to the back. Strap shirts or tank tops are not permitted. All shirts must have sleeves that are hemmed. No cut off or cut out shirts are permitted. No underwear worn as outerwear is permitted. Leggings may be worn if used appropriately as pants. Long sweaters or shirts are required to come to or below the length rule. Hats, caps, hoodies, or other head apparel are not to be worn in the building during the regular school day. Hair bands, scrunchies, clips, barrettes are permissible.

There are other forms of personal adornment that may become problematic, and as such may not be permissible: facial painting, piercings (physical education teachers will require all participants to remove all body piercing before participation for the safety of the students.), or desecration of the American flag. Students will be provided with an opportunity to comply with the dress code. Non-compliance with school rules will result in parent notification to bring clothes to school or (student will be sent home only if they refuse to comply). Time out of class will be an unexcused absence. Repeat violations of this Dress Code could result in detention and/or Outside School Suspension.

*Individual schools maintain the right to enact dress code stipulations beyond those cited in this document.

DRIVING AND PARKING PROCEDURES

As the logistics and layout of each school are unique, the individual school will establish and maintain its own procedures for driving and parking lot use.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 – FERPA

The Family Educational Rights and Privacy Act, known as FERPA, is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Passed by Congress in 1974, the Act grants specific rights to eligible students:

- the right to see the information that the institution is keeping on the student
- the right to seek amendment to those records and, in certain cases, append a statement to the record
- the right to consent to disclosure of his or her records
- the right to limit disclosure of some "directory information"
- the right to file a complaint with the FERPA Office in Washington, D.C.

Educational Records

"Educational records" are defined as all records that contain information directly related to a student maintained by an educational agency or institution. These records may include:

- All personal information about students
- Enrollment records
- Grades, schedules, class lists, or any lists of students
- Computer printouts and hard-copy documents
- Information displayed on a computer screen
- Notes taken about a student (i.e., during an advising session or office visit)

FIELD TRIPS & EXTRACURRICULAR ACTIVITIES

All school rules and regulations apply to students who are on a school-related trip. These trips are considered to be part of a regular school day. A short information form must be completed with a parent or guardian's signature and returned to the trip sponsor before the trip is taken. This also includes any activities at another school sponsored by the schools to enhance the school experience as well as teach discipline, good manners, responsibility, and citizenship. Experiences outside the school day or environment are opportunities for maturing and carry the same expectations as events/ activities held during the school day or on the home school site. Students should limit participation in school approved activities that take student out of school for more than 3 days in length per school year.

FIRE DRILLS

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the teacher's directions promptly and clears the building by the prescribed route as quickly as possible. Students should not talk or run. Noise and panic can be killers.

DELIVERIES

Please be advised that Randolph County Schools does not allow for the delivery of flowers, food, balloons, and such. Local vendors have been notified that these orders will not be accepted.

DUAL CREDIT

Randolph County Schools offers a dual credit program through West Virginia University, Fairmont State University, Pierpont Community and Technical College, Blue Ridge Community and Technical College, Marshall University, and Davis & Elkins College. Students who have met the academic requirement and have successfully passed all required pre-registration obligations may register for courses. It is the student's responsibility to check with their school counselor(s) to see which options are available as not all schools offer the same courses through the same institutions. Tuition, books, and other fees are the responsibility of the student. Most classes are offered at a reduced tuition rate through an agreement with the partner institution.

EARLY DISMISSALS

Dismissals are unexcused absences unless all the following apply:

- The dismissal must be for a legally defined absence.
- In all situations, before a student leaves, he/she must get permission from the school's central office staff and have written permission from home.
- For early dismissals that are known in advance, a note from home with the parent/guardian signature and phone number must be presented to the designated recorder by the student for verification before second block the day the student is to leave early.
- Documentation of dismissal will be presented to the teacher of the class the student is leaving. We also require that the students sign out in the office as they are leaving.
- The note from home becomes the student's off-campus pass.
- Blocks missed will appear on the daily written announcements e-mailed to each
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EARLY DISMISSALS THAT ARE NOT KNOWN IN ADVANCE

- Parent/ guardian contact and approval must be before the school can release a student. Written approval is preferable.
- The student must sign out in the office.
- The student has three days upon returning to school to present a written note from home to the appropriate person for verification. The staff person collecting notes will be in the main foyer of the school each morning from 7:10-7:30.

*WITH THE EXCEPTION OF STUDENT ILLNESS, FOR SAFETY REASONS, NO PHONE DISMISSALS ARE PERMITTED.

EXAMINATION PROCEDURE & EXEMPTIONS

END OF COURSE EXAMS FOR STUDENTS ON A BLOCK SCHEDULE

This policy was previously presented under attendance:

After a student has missed more than five (5) absences in any block class, including advisor and clubs, he or she will be required to take the final exam. This means that upon the sixth (6th) absence the student will be required to take the exam. This includes all forms of absence except school-based activities, failure of assigned bus to run, military services, and a doctor's excuse for confirmed positive to Covid (The excuse must be turned in within three (3) days of the student's return to school.) and. Tardies are calculated in this formula as 3 Tardies = 1 absence. Any student failing a course at the end of the semester will be required to take the final exam, as well. The final exam will constitute 20% of the final course grade.

END OF COURSE EXAMS FOR STUDENTS ON A YEAR-LONG PERIOD SCHEDULE

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

- Ten (10) or fewer absences during the school year according to the individual teacher's records as recorded in *Livegrades*
- Passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on that exam will count twenty (20) percent of the student's final grade for the class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course. The exam grade will only count if it raises the student's final grade.** Students who decide to

do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

****Absences/ Tardies** are calculated per semester. Attendance in clubs or any other activity during the regularly scheduled time counts against the exemption total.

GRADING AND REPORTING SECONDARY PROGRESS

The county guideline entitled “End of Course Exams and Grading (Secondary Schools)” will be used as a guideline for grade determination for all Randolph County students:

- A grade point average (GPA) will be used in reporting student progress in Randolph County.
- Overall class grades are formulated as follows:
 - Formal grades constitute 64% of the grade
 - Informal grades constitute 16% of the grade
 - The course final exam constitutes 20%

In calculating GPA from letter grades, a letter grade A earns 4.0, a B earns 3.0, a C earns 2.0, a D earns 1.0 and an F earns 0 points. For juniors and seniors, grades received for dual credit courses for high school credit shall be designated as honors courses and will have the weighted value. Designated honors courses will receive weighted values. The purpose of the higher weighting is to encourage students to take more challenging courses and to be able to maintain a high class ranking even though their grade may be less than an A. The weighted grade point system applies to both class rank and honor roll eligibility. The regular 4.0 scale will be used for weighted courses to determine eligibility for extracurricular activities. To convert the currently used numerical grading system into a grade point average configuration the following equivalencies will be used:

To determine an overall GPA, each class grade shall be equated to a GPA. The subject GPA grades are to be averaged by adding them and dividing by the total number of subjects, thereby giving the student’s GPA for purposes of this policy.

To be eligible for participation in extracurricular activities, a student must maintain a 2.0 non-weighted average. A student who has not achieved a 2.0 GPA for the previous semester or course term may have his/ her eligibility reinstated at mid-semester or midterm if the student has attained at least a 2.0 GPA for the most recent grading period. In the case of special needs students, if grades are given, all grades received from placements in regular classrooms shall be included when computing the GPA. Students with disabilities who are placed in ungraded programs will be eligible if their records indicate that they are making satisfactory

progress in meeting the objectives of their IEP. West Virginia Secondary Schools Activities Commission and Randolph County Board of Education policies also apply.

The following items shall be considered:

- Both students and the parents of children who may fail or who are failing should receive notification of that status so that every opportunity to correct the situation may be afforded them prior to the arrival of a failing report card.
- Parents shall be notified in writing at the end of five weeks of a student's pending failure for any nine-week grading period.
- Senior counselors will be responsible for giving two status reports in regard to graduation to parents and students during their senior year. Reports will be issued at the end of the first and third nine-weeks.
- Senior students who are scheduled to graduate in and who have failed to complete the necessary course requirements for graduation will be notified as soon as possible of their denial of a diploma and presented with future options for completion. (See Credit Recovery)
- Grades earned as a result of academic achievement may not be reduced as a form of penalty nor as means to enforce other regulations.
- Report cards will be sent home following examination days. The specific distribution dates will be established by the Superintendent at the beginning of each school year.

PARENTAL INVOLVEMENT

Parents are encouraged to be actively involved in the education of their children. Parent-Teacher Conferences are held twice a year. Periodic open houses may also be held throughout the school year. In addition, parents should feel free to call at any time during school hours to set up appointments to speak with individual teachers.

POSITIVE BEHAVIOR INTERVENTION/SUPPORT

School-wide Positive Behavior Interventions and Support (PBIS) is a program implemented to guide and monitor behavioral practices for improving important academic and behavior outcomes for all students. All students are taught appropriate behaviors in the Advisory period and are expected to exhibit these behaviors throughout the school year to maximize academic engagement and achievement to create a more engaging, responsive, and productive learning environment.

SPECIAL EDUCATION SERVICES

Randolph County Schools offers services to all identified exceptional students between the ages of three and twenty-one. Staff members or parents interested in making referrals for special education services consideration of school age students are to contact the Student Assistance Team (SAT) within the student's school. Services are provided in the areas of autism, behavior disorders, blind and partially sighted, communication disorders, deaf/blind, deaf and hard of hearing, gifted, exceptional gifted, mentally impaired, preschool handicapped, other health impaired, specific learning disabilities, and traumatic brain injury.

Two documents that provide detailed information regarding the provision of special education services, Policy 2419: Regulations for the Education of Exceptional Students, published by the West Virginia Department of Education, and Randolph County Schools Policies and Procedures for Special Education, are on file at the State Department of Education, in each school with the principal, and at the Board of Education office.

PROMOTION AND RETENTION

The promotion and retention policy of the Randolph County Schools shall be structured to promote a balance of a "grade standards" approach in advancing the students through grades six through eight. Randolph County Schools maintains students should be evaluated on their progressive performance in the sixth, seventh, and eighth grades. All sixth, seventh, and eighth grade students must pass 80% of their core curriculum classes and 75% of their related arts classes. Promotion to the next grade relieves the student of repeating a subject failed in the lower grade. However, a student must pass two years of math and two years of reading/language arts during the three-year period in order to be promoted to the 9th grade with at least one of these being at the eighth-grade level. Students in grades nine through twelve will be promoted to the next grade level based upon completed credits earned. Please refer to county policy for full information:

Classification of students, based on prior credits earned, shall be as follows. These are the credits required for promotion:

9th to 10th Grade -- must have at least 6 credits applicable to graduation

10th to 11th Grade -- must have at least 14 credits applicable to graduation

11th to 12th Grade -- must have at least 20 credits applicable to graduation

GRADUATION REQUIREMENTS

Students must earn 26 credits to graduate. The requirements for 2023 graduates are:

Graduates choose one of two pathways: CTE or Non-CTE.

Requirements for CTE:

English 4 credits

Health 1 credit

Math 4 credits

Science 3 credits

Fine Arts or Related Arts* 1 credit

Social Studies 4 credits

Physical Education 1 credit

PEP (Personal Education Plan)/ Advisory 1 credit

Technology 1 credit

Electives 4 credits

Program of Study 4 credits

Requirements for Non-CTE:

English 4 credits

Health 1 credit

Math 4 credits

Science 4 credits

Fine Arts or Related Arts* 1 credit

Social Studies 4 credits

Physical Education 1 credit

PEP (Personal Education Plan)/ Advisory 1 credit

Technology 1 credit

*Fine Arts or Related Arts include Band, Choir, Art, Theater, and Dance

All West Virginia High School students shall be fully enrolled in a full day of high school and/or college credit bearing courses.

COUNSELING DEPARTMENT

The Counseling Departments of Randolph County Schools use a Multi-Tiered System of Support (MTSS) and each has developed a Comprehensive School Counseling Plan (CSCP) to help students and teachers in academic, as well as wellness counseling, and to provide assistance for all middle and high school students. In addition, counselors are available to assist and advise

each student regarding class scheduling, enrollment, withdraws and transfers, as well as addressing personal issues, academic concerns, and career choice. Students who leave any school in Randolph County, whether to another RCS school, a school in a different district, home school, or private school must officially withdraw through the counselor's office. Students who reenter or enroll must do so through the counselor's office as well. Students and parents wishing to meet with the counselors should call or check with individual counselors for an appointment. Crisis situations involving students will take precedence over other meetings. Students should work closely with counselors and advisors to determine their academic path. To assist with social and emotional learning school social workers are available at some schools.

LOCKERS

Each school will establish its individual locker policy. Students should check with the school's main office or webpage for clarification.

RESPONSIBLE USE OF SCHOOL PROPERTY

Textbooks, Chromebooks, desktops, lab equipment, etc. are considered school property. Students and family will be responsible for repair or replacement cost for any abused, damaged, or lost school property. Failure to comply could result in legal action.

TITLE IX AND USDA

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at:

<http://www.ascr.usda.gov/complaintfilingcust.html>,

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 Ave., SW
Washington, D.C. 20250-9410
2. FAX: (202) 690-7441 or
3. EMAIL: program.intake@usda.gov

This institution is an equal opportunity provider.

USE OF POLICE

It is the belief of Randolph County Schools that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems with school administrators, according to policies and procedures established by the state, county and school. However, when violations of state law, federal law, or municipal ordinances occur or when students or parents refuse to work within the established policies or when the security of person or property appears in jeopardy, we will not hesitate to initiate arrest and prosecution proceedings. Randolph County Schools works closely with the Randolph County Sheriff's Office. Prevention Resource Officers (PRO) who are actively involved in the lawful operation of schools.

SCHOOL SEARCH AND SEIZURE LAWS IN PUBLIC SCHOOLS

From the WV Attorney General's office regarding search and seizure law in public schools: "... Searches of students, their belongings, lockers, or cars parked on school property can be conducted by educators who have an individualized 'reasonable suspicion' that a student is violating the law or school rules" A locker is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

The "less than probable cause" standard has been adopted by the United States Supreme Court and has been followed by the West Virginia Supreme Court of Appeals. Searches by educators will be governed by this more lenient standard.

The WV State Code provides educators with the right and the responsibility to search if conditions warrant. The staffs of Randolph County Schools, to provide a safe, drug free environment, will not hesitate to follow the law.

VISITORS

Randolph County Schools welcomes visitors. However, family and community members wishing to visit the school must first make proper arrangements with the school administration. Upon arrival at the school all visitors should report the office to obtain a visitor's pass. Additionally, students may not bring friends to school. Visitors may not "sit in" on classes unless prior arrangements have been made with the classroom teacher. Visitors under the age of 12 will not be allowed since we cannot function as "babysitters." Parents and/or visitors may not enter classrooms or confer with the teachers without first making proper arrangements with the administration.

NATIONAL JUNIOR HONOR SOCIETY

Students who qualify for the National Junior Honor Society must have a cumulative grade point average of 3.5 or above and are chosen from the seventh, eighth, and ninth grades. Eligibility requirements are based on scholarship, leadership, citizenship, and service. Criteria and requirements for selection are posted in the office.

NATIONAL HONOR SOCIETY

This society is affiliated with the National Association of Secondary School Principals. Its purpose is to promote academic excellence for students in grades 9-12. The requirements for admission are a 3.5 or better cumulative grade point average beginning in the 9th grade, in conjunction with outstanding character, leadership, and service. Criteria and requirements for are provided by each school.

APPENDIX

Po5136 "Personal Communication Devices"

5136 - PERSONAL COMMUNICATION DEVICES

Students may use PCDs before and after school and/or during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at a school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement and child services if the violation involves an illegal activity (e.g. child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parents/guardian or turned over to law enforcement. School officials will not search or

otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

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

Students may use school phones to contact parents/guardians during the school day.

Revised 6/21/11

Revised 1/17/12

Revised 12/6/16

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Summary of Policy 5512 “Tobacco and Inhalant Use”

Student Offenses and Consequences:

Tobacco and Nicotine Derivatives

First Offense: After due process the student will receive a suspension of three (3) days and will be recommended to attend a tobacco usage class

Second Offense: Following due process the student will receive a suspension of six (6) days and will be required to take the final exam for all enrolled classes.

Third Offense: Following due process the student will receive a suspension of ten (10) days and will be referred to probation for additional legal ramifications.

The student record will be active for one year and will revert to zero (0) tobacco infractions at the start of a new school year.

*Tobacco cessation class is highly recommended, but not required for the student to return to school.

Cannabis and/ or Derivative use and/ or Distribution

Any student found to be in possession of any product that contain cannabis or a synthetic or organic derivative of any controlled substance in school buildings, on school grounds, at a bus stop, or at a school-sponsored function will be subject to a level 4 offense as procedurally outlined in Board Policy 5500 and WV State Board of Education Policy 4373. Possession means the presence of such product or paraphernalia, in any amount, on the person or body, in a school locker or backpack, or in or on any item owned or under general direction or control of any individual. Any student found in violation of this policy will face automatic expulsion, referral to probation, and law enforcement.

Revised 11/15/2022