

# **STUDENT REFERENCE GUIDE**

## **2023 - 2024**

# **St. Albans High School**

### **CODE OF CONDUCT DISSEMINATION**

This planner does not function as a handbook. It is to assist every student in a variety of ways and does touch upon areas of the code of conduct and sets certain expectations. However, it does not encompass the entirety of the county and state code of conduct policies.

These policies are available on their respective county and state web sites, which are listed below. Kanawha County Schools typically disseminate a hard copy of the county policy via Charleston Newspapers each year. Hard copies may also be provided by St. Albans High School upon request and links to both the county and state policies can be found on the school website.

County policy J25 is available at:

<https://kcs.kana.k12.wv.us/workspaces/one.aspx?objectid=25531548&contextId=25472691>

State policy 4373 is available at: <http://wvde.state.wv.us/policies/>

Should the student and/or parent need assistance in finding either policy, please contact an administrator at 304-722-0212.

## **TABLE OF CONTENTS**

<u>Armed Intruder Protocol</u>	8
<u>Attendance Forms</u>	21
<u>Attendance Policy and Procedures</u>	19
<u>Attendance Policy for Special Events</u>	10
<u>Athletic Eligibility</u>	11
<u>Athletic Passes</u>	8
<u>Bell Schedules</u>	9
<u>Bus Students</u>	25
<u>Cell Phones, IPODs and Other Electronic Devices</u>	24
<u>Closed Campus Policy</u>	21
<u>Co-Curricular Participation/Attendance</u>	22
<u>Code of Conduct</u>	15
<u>Completion of Detention</u>	20
<u>Conduct at Assemblies/Athletic Events</u>	21
<u>Computer Policy</u>	7
<u>Counselors</u>	6
<u>Credit Recovery Programs</u>	12
<u>Detention</u>	18
<u>Disciplinary Actions</u>	17
<u>Discrimination</u>	12
<u>Dismissal</u>	20
<u>Dress Code</u>	28
<u>Driving Policy</u>	25
<u>Drug Policy</u>	27
<u>Eating in the Building</u>	22
<u>Fighting</u>	22
<u>Grading Policy</u>	6
<u>Hallway Policy</u>	27
<u>Harassment</u>	29
<u>Lab</u>	6
<u>Levels of Violations</u>	16
<u>Lockers</u>	27
<u>Lunch Program/Eating in the Building</u>	22
<u>Make-up Policy</u>	7
<u>Medication Administration at School</u>	26
<u>Mission Statement</u>	3
<u>Miscellaneous</u>	31
<u>Notification of Detention</u>	18
<u>Out of School Guest</u>	17
<u>Profane Language</u>	29
<u>Prom</u>	16
<u>Respect For Authority</u>	16
<u>Restricted Areas During Lunch</u>	21
<u>SAHS Maps</u>	12
<u>Sick Students</u>	15
<u>Signing In/Out</u>	18
<u>Sign In/Out Form</u>	32
<u>Skipping</u>	20
<u>Staff</u>	4
<u>Student Driving and Parking</u>	24
<u>Tardy Policy</u>	20
<u>Time Under School Supervision</u>	15
<u>Tobacco/Nicotine</u>	22
<u>Visitors</u>	12
<u>Weapons</u>	26

**ST. ALBANS HIGH SCHOOL**  
**2100 Kanawha Terrace**  
**St. Albans, WV 25177**

Dear Red Dragon Scholars::

I am grateful, honored, and truly blessed to be your Principal. As a 2000 graduate of Saint Albans High School, I share your same pride in your journey toward your ultimate goal of graduation. I assure you I will continue to bring forth my best every day, to serve you, our staff, and our great community of Saint Albans, West Virginia. Together we begin a new school year. Although we cannot control what may happen over the course of this year, we can control our attitudes, our efforts, and the respect we demonstrate to ourselves, others, and the place we call our home away from home, SAHS. This home will be a safe place that welcomes and honors diversity in: ethnicity, race, culture, religion, differing beliefs, sexual orientation, gender, and social status. It will be free of any intolerance toward one another, and if you demonstrate intolerance, it will be unacceptable and corrected with consequences. Together, we will bring a positive attitude toward each day. Together, we will bring our best efforts in all our endeavors, inside the classroom and beyond. Together, we will respect ourselves by holding both ourselves and one another to the highest expectations and standards for academic excellence and character. Together we will respect one another by acknowledging our differences are what make us great. We will exhibit empathy toward one another, and hold one another accountable to following all rules and behaviors that will keep us all safe: physically, socially, and emotionally. Together Red Dragons Persevere is our motto knowing that, inevitably there will be obstacles along the path pursuing excellence, but together we will overcome them. In closing, I challenge you to become involved in SAHS, and be the best Red Dragon Scholar you can be. I challenge you to do the absolute best you can until you know better, and when you know better, simply do better. I challenge you to leave SAHS, your school, better than when you found it. I challenge you to make this year, regardless of any circumstances, the best possible year it can be. Finally, I challenge you to be grateful for the opportunity to be a part of this school, and to grant grace to yourself and those around you. Thank you for being the best student you can be, thank you for being a Red Dragon, and thank you for all you will do to make Saint Albans High School better while preparing yourself to be what your are intended to be, a well-rounded high school graduate ready to conquer the post-secondary step of your choice: college, career, military service and/or beyond. I am here to support you on this journey, please do not hesitate to reach out to me for that help and support. I look forward to the great things each and every one of you will accomplish, and the great things that will happen at Saint Albans High School this year and beyond; because, Together Red Dragons Persevere.

Sincerely,

*Dr. Jaclyn Swayne*

## ST. ALBANS HIGH SCHOOL MISSION STATEMENT

*To provide a safe environment conducive to learning in which staff and students have the opportunity to achieve excellence.*

### ALMA MATER

*All hail to thee St. Albans  
the school we love so well  
And of thy deeds victorious  
With pride we'll always tell  
As years unfold before us  
Our hearts will loyal be  
To our dear alma mater  
St. Albans hail to thee!*

### SCHOOL COLORS

*Red and Black*

### MASCOT

*Red Dragon*

## ADMINISTRATION

Jaclyn Swayne  
Dale Glancy  
Dan Heumann

Principal  
Assistant Principal Student Affairs  
Curriculum Assistant Principal

## STAFF

Ardman, Nikki	Science
Ball, Jamie	Graduation Support
Blake, Kaylee	English
Bone, John	Math
Broderick, Elizabeth	Special Education
Canterbury, Heather	Special Education
Carper, Sarah	English
Chafins, Julia	Health/Physical Education
Choice, Erica	Special Education
Clark, Fran	Aide
Cogar, Christina	Special Education
Coles, Tami	Math
Darnold, Pam	Science
Daye, Phil	Math
Doss, Jeanellen	Business
Emch, Brandy	English
England, Bryan	Community in Schools Site Based Coordinator
Ferguson, Robert	ROTC
Fertig, Jake	Art
Fitzwater, Toni	Special Education
Fulmer, Bob	Math
Gibson, Kelly	Health/Physical Education
Hall, Forrest	Sociology/Psychology/Travel
Halstead, Amy	English

Harless, Angela	French/Credit Recovery
Harless, Mary	Area Special Education Specialist
Harrison, Sally	Cafeteria Manager
Harvey, David	Science
Herscher, Gavin	Counselor
Hill, Heather	Secretary
Hill, Kirsten	Science
Inman-Bustle, Jenna	Spanish
Justice, Jon'drea	Family Consumer Science
Kascic, Tambra	Math
Klingshirn, Jacquelyn	English
Knight, Christina	Math
Lilly, Jason	English
Martin, Andrew	Music
Moccio, Nicholas	JROTC
Moore, Chastity	Family Consumer Science
Null, Zach	Social Studies
Osborne, Debbie	Aide
Perdue, India	Options Pathway
Porter, Johnny	Head Custodian
Potter, Brody	Special Education
Potter, Kiersten	Science
Price, Shon	Counselor
Pringle, Jenny	Business
Roy, Charlesa	History
Ruffin, Sonia	Social Worker
Shabdue, Mike	Network Administrator
Simmons, Chelsea	Science
Snyder, Kathy	History
Steele, Ricky	Special Education
Tench, Richard	Counselor
Tolbert, Gail	English
Truman, Jamie	Social Studies
Vannoy, Robert	Chorus
Wagoner, Judy	Special Education
Wageman, Kitty	Aide
Ward, Greg	History
Washington, Willie	Special Education
Watts, Nick	Special Education
Whitman, Rick	Driver Education/Physical Education
Wise, Lynn	Nurse
Wilkinson, Karen	Attendance Clerk

## COUNSELORS

Counselors will assist in the exploration of interests and abilities in order to make sound decisions for the parent and their child's future. Information about jobs, careers, scholarships, and college is available. Computers are located in the counseling center, and will enable students and parents to search options on financial aid, scholarships and colleges as well as help you to complete college applications on-line. Information concerning ACT and SAT preparation opportunities can be made available.

The responsibility for receiving scholarships, grants or financial aid for college rests with parents and their student(s). Workshops and assistance in these areas may be provided. Please check the counseling center for dates and times. Counselors can help students work through school, social and personal problems, and guide them in properly selecting courses which help them meet graduation requirements. We encourage parents and students to browse through the materials in the counseling center during regular school hours.

## GRADING POLICY

Grades are determined by an accumulation of points out of the total points possible. The teacher determines the points accumulated by each student. Only end of semester marks carry credit and are kept on the permanent record card.

St. Albans High School no longer distributes progress reports. Student grades are available at all times on Schoology. Parents and students are encouraged to check grades online at least once a week. If you are having trouble accessing grades via Schoology, please contact the appropriate counselor. They will assist you in accessing and navigating the site.

A	90% - 100%	Thorough mastery of subject matter
B	80% - 89%	Above average, good consistent effort
C	70% - 79%	Average achievement
D	60% - 69%	Below average achievement
F	0% - 59%	Little to no work, lack of comprehension

\*\*\* *All seniors must have attained the required credits by the state of West Virginia in order to participate in graduation ceremonies. This includes a full math credit in their senior year. They must also meet the attendance requirement.*

\*\*\* *Students who are caught cheating will face academic and disciplinary consequences. Teachers may issue zeroes.*

- *1<sup>st</sup> Offense – Office Conference with Administrator/Parent Notification*
- *2<sup>nd</sup> Offense - Suspension*

## LAB

Students may attend any teacher's lab from 8:00 to 8:25. This is additional time set aside for students to receive help from their teachers or to make up work and/or tests. Teachers may require students to attend lab. Failure to attend a required lab constitutes skipping.

## **MAKE-UP POLICY**

Upon returning to school from an absence, the student is responsible for contacting teachers during lab or reaching out on Schoology concerning academic requirements missed during the absence. Assignments made prior to the student's absence are to be submitted upon the student's return to school. Other due dates remain unaffected by absences. Students are responsible for taking tests/quizzes announced prior to the days missed on the date assigned or upon the day of return if not present on the day of the test.

For each day absent, the student will have one day for make-up work. For example, if a student misses three consecutive days of class, he/she has three school days to complete such work. Teachers may assign alternative assignments and evaluations as they see fit.

Time and place for making up evaluation activities, such as tests and quizzes, will be established by the teacher. A date for make-up tests and quizzes should not be later than five days after the student's return to class.

Any student that is going to be out of school for an extended number of days may request work via his/her counselor. It is at the discretion of the individual teacher as to whether to provide the work or wait until the student has returned.

## **COMPUTER NETWORK AND INTERNET**

Students are responsible for good behavior on school computers, iPads, etc. as well as the school's computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks or communicate with others. Students are responsible for their behavior and their communication over the network. Network storage areas may be treated like school lockers. The school has the right to review files and communication without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with county and school rules may result in loss of network access, disciplinary action by the school administration and referral to law enforcement agencies. All students and parents must read the KCS Acceptable Use Policy and sign that the student will abide by the school policy's rules. Any infraction of these will result in disciplinary action as outlined in the policy. This policy will be given to all students during orientation. **Students are not permitted to work on computers at any teacher workstation or office workstation, unless under the direct supervision of a teacher, counselor, or administrator.**

## **ATHLETIC ACTIVITY PASSES**

	<u>August</u>	<u>December</u>	<u>March</u>
Family	\$250	\$200	\$125
Adult	\$150	\$125	\$100
Student	\$125	\$100	\$75

Activity passes are good for all home athletic events at the time of purchase. There are approximately 70 home athletic events in a school year. If an adult paid for every home event individually, it would cost them more than \$300. Athletic passes do not entitle the individual to reserved seating for any home game in any sport. You may call the school or stop by the main office to purchase your athletic pass. These passes are for regular season games only. Post-season games are not included.

## **Armed Intruder Protocol**



When exiting the building during a Run situation, the meeting points are A,B,C (Active Sports Complex, Belvil Building, Cunningham Cemetery)



### **BELL SCHEDULES**

St Albans High School will have two lunch periods. A student's scheduled lunch is determined by the room number of their class during the overlapping 4th period (could be a different period on alternative schedules). Students scheduled on the first floor will eat first lunch, while those on the second floor will eat second lunch. Students are not permitted to eat lunch or visit the lunch area if it is not their assigned lunch. They will be considered in Violation of School Rules if they do so.

<b>Regular Bell Schedule</b>					
<b>1st Lunch</b>			<b>2nd Lunch</b>		
<b>Collaboration</b>	7:20:00 A	8:00:00 A	<b>Collaboration</b>	7:20:00 A	8:00:00 A
<b>Lab</b>	8:00:00 A	8:25:00 A	<b>Lab</b>	8:00:00 A	8:25:00 A
<b>1st Period</b>	8:30:00 A	9:20:00 A	<b>1st Period</b>	8:30:00 A	9:20:00 A
<b>2nd Period</b>	9:25:00 A	10:15:00 A	<b>2nd Period</b>	9:25:00 A	10:15:00 A
<b>3rd Period</b>	10:20:00 A	11:10:00 A	<b>3rd Period</b>	10:20:00 A	11:10:00 A
<b>Lunch</b>	11:10:00 A	11:40:00 A	<b>4th Period</b>	11:15:00 A	12:05:00 P
<b>4th Period</b>	11:45:00 A	12:35:00 P	<b>Lunch</b>	12:05:00 P	12:35:00 P
<b>5th Period</b>	12:40:00 P	1:30:00 P	<b>5th Period</b>	12:40:00 P	1:30:00 P
<b>6th Period</b>	1:35:00 P	2:25:00 P	<b>6th Period</b>	1:35:00 P	2:25:00 P
<b>7th Period</b>	2:30:00 P	3:20:00 P	<b>7th Period</b>	2:30:00 P	3:20:00 P

<b>2 Hour Delay Bell Schedule</b>					
<b>1st Lunch</b>			<b>2nd Lunch</b>		
<b>Collaboration</b>	9:20:00 A	10:00:00 A	<b>Collaboration</b>	9:20:00 A	10:00:00 A
<b>Lab</b>	10:00:00 A	10:25:00 A	<b>Lab</b>	10:00:00 A	10:25:00 A
<b>1st Period</b>	10:30:00 A	11:03:00 A	<b>1st Period</b>	10:30:00 A	11:03:00 A
<b>2nd Period</b>	11:08:00 A	11:41:00 A	<b>2nd Period</b>	11:08:00 A	11:41:00 A
<b>3rd Period</b>	11:46:00 A	12:19:00 P	<b>3rd Period</b>	11:46:00 A	12:19:00 P
<b>Lunch</b>	12:19:00 P	12:49:00 P	<b>4th Period</b>	12:24:00 P	12:57:00 P
<b>4th Period</b>	12:54:00 P	1:27:00 P	<b>Lunch</b>	12:57:00 P	1:27:00 P
<b>5th Period</b>	1:32:00 P	2:05:00 P	<b>5th Period</b>	1:32:00 P	2:05:00 P
<b>6th Period</b>	2:10:00 P	2:43:00 P	<b>6th Period</b>	2:10:00 P	2:43:00 P
<b>7th Period</b>	2:48:00 P	3:20:00 P	<b>7th Period</b>	2:48:00 P	3:20:00 P

## 2 Hour Early Out Bell Schedule

1st Lunch			2nd Lunch		
Collaboration	7:20:00 A	8:00:00 A	Collaboration	7:20:00 A	8:00:00 A
Lab	8:00:00 A	8:25:00 A	Lab	8:00:00 A	8:25:00 A
1st Period	8:30:00 A	9:03:00 A	1st Period	8:30:00 A	9:03:00 A
2nd Period	9:08:00 A	9:41:00 A	2nd Period	9:08:00 A	9:41:00 A
3rd Period	9:46:00 A	10:19:00 A	3rd Period	9:46:00 A	10:19:00 A
4th Period	10:24:00 A	10:57:00 A	4th Period	10:24:00 A	10:57:00 A
Lunch	10:57:00 A	11:27:00 A	5th Period	11:02:00 A	11:35:00 A
5th Period	11:32:00 A	12:05:00 P	Lunch	11:35:00 A	12:05:00 P
6th Period	12:10:00 P	12:43:00 P	6th Period	12:10:00 P	12:43:00 P
7th Period	12:48:00 P	1:20:00 P	7th Period	12:48:00 P	1:20:00 P

## Advisor/Advisee Bell Schedule

1st Lunch			2nd Lunch		
Collaboration	7:20:00 A	8:00:00 A	Collaboration	7:20:00 A	8:00:00 A
Lab	8:00:00 A	8:25:00 A	Lab	8:00:00 A	8:25:00 A
1st Period	8:30:00 A	9:17:00 A	1st Period	8:30:00 A	9:17:00 A
2nd Period	9:22:00 A	10:09:00 A	2nd Period	9:22:00 A	10:09:00 A
Advisor/Advisee	10:14:00 A	10:34:00 A	Advisor/Advisee	10:14:00 A	10:34:00 A
3rd Period	10:39:00 A	11:26:00 A	3rd Period	10:39:00 A	11:26:00 A
Lunch	11:26:00 A	11:56:00 A	4th Period	11:31:00 A	12:17:00 P
4th Period	12:01:00 P	12:47:00 P	Lunch	12:17:00 P	12:47:00 P
5th Period	12:52:00 P	1:38:00 P	5th Period	12:52:00 P	1:38:00 P
6th Period	1:43:00 P	2:29:00 P	6th Period	1:43:00 P	2:29:00 P
7th Period	2:34:00 P	3:20:00 P	7th Period	2:34:00 P	3:20:00 P

## **ATTENDANCE POLICY FOR SPECIAL EVENTS**

Beginning in the 2010-2011 school year, St. Albans High School instituted an addendum to the current attendance policy; we hope it will encourage all of our students to attend every class every day. **The policy states that any student who has 10 or more unexcused absences in any period per 9 weeks )\*\*\* will not be permitted to attend Winter Formal or Prom regardless of class.** Students with 10 or more unexcused absences in any one period may also lose other privileges such as attending extracurricular activities. It is important to note that parents may already write excuses for up to 5 days of absences per year due to illness, family emergency, etc. All excuses must be submitted to the St. Albans High School attendance office within 3 school days of the absence to be valid. Official attendance is kept on WVEIS. You may request official attendance records from the attendance office .

*\*\*\*WV Policy 4110 4.10.d. Documented chronic medical conditions that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance.*

*\*\*\* All seniors must have attained the required credits by the state of West Virginia and must have turned in their iPads with all accessories in order to participate in graduation ceremonies.*

Walking at graduation is an important moment for each student. This is the culmination of all their hard work and a public honoring of their accomplishment of graduating high school. Our goal is that all students walk across the stage and presented their diploma in front of their family, friends and classmates. However, seniors must have attained the required credits by the state of West Virginia, must have turned in their iPads, and met any other obligations in order to participate in graduation ceremonies.

## **ATHLETIC ELIGIBILITY**

Students are responsible for keeping track of their athletic eligibility. They are to do so by consulting their teachers, coaches and counselors. We suggest that they meet with their coaches and counselors at least every 4 to 6 weeks and review their grades at least once a week. Students may gain eligibility by owning an unweighted 2.00 or better grade point average at the end of any 9 week period. Students are ruled ineligible when possessing less than an unweighted 2.00 GPA at the end of either the 2<sup>nd</sup> or 4<sup>th</sup> 9 week period.

*\*\*\* Weighted grades are not taken into consideration when calculating a student's GPA.*

*\*\*\* A student academically ineligible by rule may begin practicing 15 school days immediately prior to the dates of regaining full eligibility provided all other eligibility requirements are met.*

*\*\*\* Athletic eligibility is based on those assignments that have been recorded in the gradebook by the teacher.*

## **CREDIT RECOVERY PROGRAMS**

Students that fail courses should ask their counselors about ways in which they can recover failed credits. Counselors can advise students on how they can do so through our after-school, summer school and on-line credit recovery programs.

*\*\*\* Students should always inquire as to how these programs affect their athletic eligibility.*

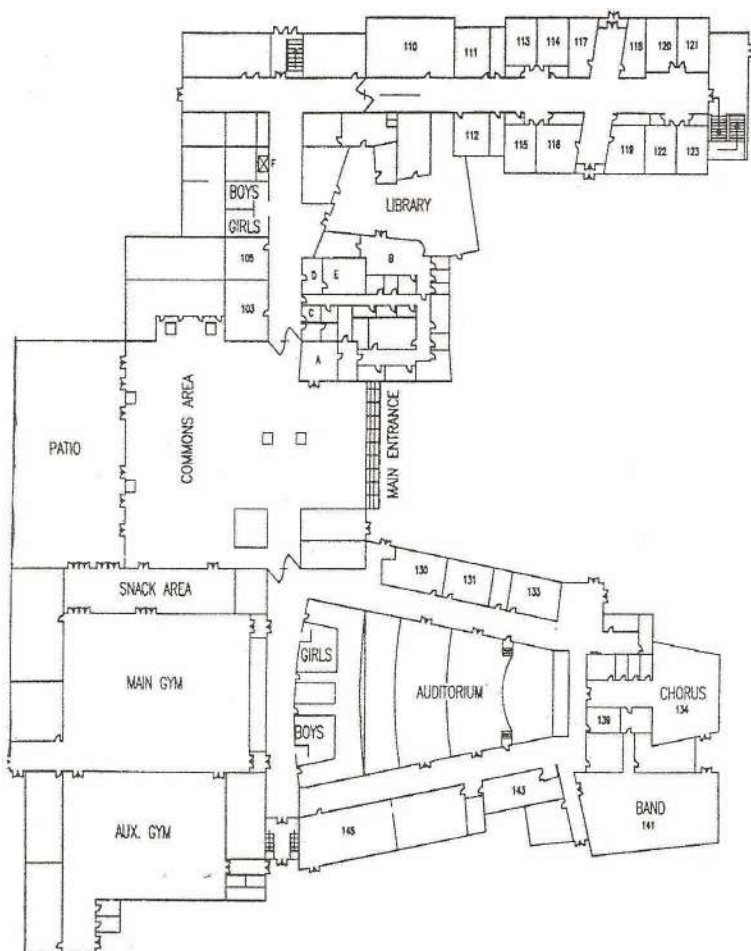
## **DISCRIMINATION PROHIBITED**

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

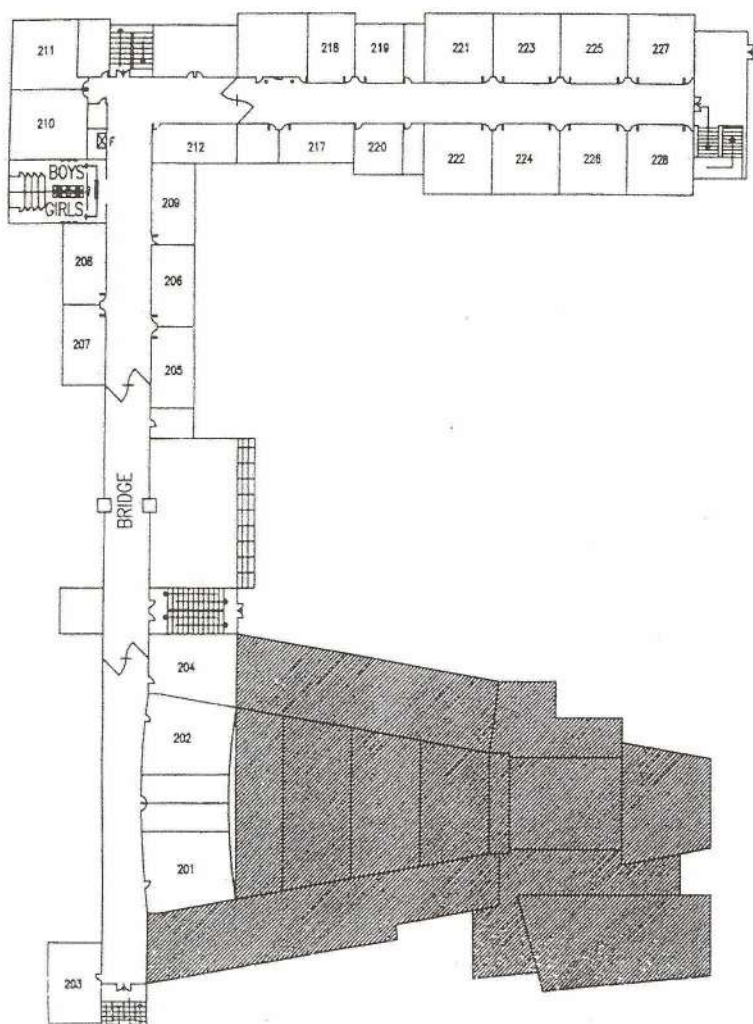
## **VISITORS**

*We encourage parents to visit our school and become active in their child's education. When visiting, parents and/or visitors should contact an administrator and set up a meeting or visit. Upon arriving, visitors should report immediately to the main office. Visitors are required to sign in and state their business. All visitors must have the approval of an administrator and receive a visitor's badge to continue their visit. The badge must be worn at all times while on school grounds. Parents and/or visitors may not attend classes or meet with teachers without approval from an administrator. Small children should not be brought to school. Under no circumstances should students have visitors without the approval of an administrator.*

# 1<sup>ST</sup> FLOOR



# 2<sup>ND</sup> FLOOR



## **STUDENT CODE OF CONDUCT**

All students enrolled in St. Albans High School shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development. All students must:

- 1) Create an atmosphere free from bullying, intimidation and harassment.
- 2) Demonstrate honesty and trustworthiness.
- 3) Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- 4) Demonstrate responsibility, use self-control and be self-disciplined.
- 5) Demonstrate fairness, abide by the rules, and will not take advantage of others.
- 6) Demonstrate compassion and caring.
- 7) Demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

## **TIME UNDER SCHOOL SUPERVISION**

All students shall be subject to the provisions of a code of conduct in the following circumstances:

- 1) While on property owned by Kanawha County Schools.
- 2) During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance.
- 3) During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.
- 4) While a student is in transit to or from school or an extracurricular activity, including transit on a school bus.
- 5) Offenses against employees of Kanawha County Schools, regardless of time or place.
- 6) Bomb threats involving KCS property, regardless of time or place.
- 7) The consumption of alcoholic beverages or controlled substances, in any amount, prior to school or any school related activity, regardless of place.
- 8) While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used by or operated by the board of education, RESA or state department of education, or in any other facility being used by any of those agencies.

*\*\*\* Students should understand that they may be under audio/video surveillance at any time while they are under school supervision.*

## **SICK STUDENTS**

Students with minor health complaints or minor first aid issues will be addressed in the classroom. If the student still needs assistance they will be permitted to come to the clinic. The nurse will determine if the student needs to go home. A student with symptoms suggestive of COVID-19 will be permitted to come to the clinic. The nurse will determine if the student needs to go home or to the physician.

## **LEVELS OF VIOLATIONS**

St. Albans High School recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide St. Albans High School with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in St. Albans High School. Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations.

**Level I Violations** – cell phones and other electronic devices, cheating, academic misconduct, deceit, disruptive/disrespectful conduct, failure to serve detention, falsifying identity, inappropriate appearance, inappropriate displays of affection, inappropriate language, possession of inappropriate personal property, skipping, tardiness, vehicle parking violation

**Level II Violations** – gang related activity, habitual violation of school rules, insubordination, leaving school grounds, physical fight without injury, possession of imitation weapon, possession of knife not meeting dangerous weapon definition, profane language/obscene gesture/indecent act toward an employee or student, technology misuse

**Level III Violations** – imminently dangerous, illegal and/or aggressive behavior, battery against a student, defacing school property/vandalism, false fire alarm, fraud/forgery, gambling, hazing, improper or negligent operation of a motor vehicle, larceny, sexting, sexual misconduct, threat of injury/assault against an employee or student, trespassing, harassment, bullying and/or intimidation, imitation drugs: possession, use, distribution or sale, inhalant abuse, possession/use of substances containing tobacco and/or nicotine

**Level IV Violations** – Battery of school employee, felony, illegal substance related behavior, possession of firearm or deadly weapon, sale of a narcotic drug

## **RESPECT FOR AUTHORITY**

All adults in the building perform their jobs from a position of authority. Students should approach all adults with obedience and respect at all times. Disrespect and/or insubordination are unacceptable behaviors and will not be tolerated. This obedience respect should be shown to all adults including custodians, cooks, aides, bus drivers, secretaries, guidance counselors, teachers and administrators.

## **PROM**

The Junior Class puts on prom as a gift to the Senior Class. Only Juniors and Seniors are invited to attend Prom. A Sophomore is permitted to attend prom if they are a guest of a Junior or Senior. No Freshmen are permitted to attend prom. Class designations are based on their standing with credits. It is the student's responsibility to know their class designation. This will be listed on each student's schedule, grade report and can be obtained by speaking with their counselor.



## OUT OF SCHOOL GUEST FOR DANCES

Students are permitted to apply for out of school guests to attend our school dances. Students must follow all guidelines and meet all timeline requirements in order for their guest to be approved. When applying for Winter Formal and Homecoming the students must be of High School age and 20 years of age or younger. Prom guests must be in 10th grade and 20 years of age or younger. All guests are under the supervision of SAHS Administration and must follow all SAHS policies.

## DISCIPLINARY ACTION/INTERVENTIONS

Any of the following intervention strategies and disciplinary actions may be used as in response to a violation:

- 1) Administrator/student conference or reprimand
- 2) Administrator and teacher-parent/guardian conference
- 3) Referrals and conference to support staff or agencies
- 4) Referral to a tobacco cessation program
- 5) Daily/weekly progress reports
- 6) Behavioral contracts
- 7) Change in the student's class schedule
- 8) School service assignment
- 9) Confiscation of inappropriate item
- 10) Revocation of privileges
- 11) Restitution/restoration
- 12) After-school detention, Saturday school or other arranged detention
- 13) Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc. **(Seniors suspended through the date of graduation will not be permitted to participate in the graduation ceremony)**
- 14) Immediate exclusion by teacher from one class period of the school day
- 15) Out-of-school suspension
  - only days in which school is in session can be counted as suspension days
  - students whose suspension fall on a Friday are not permitted to participate in any school related activities over the weekend
- 16) In School Suspension (ALC)
- 17) Recommendation to the board of education that the student be expelled
- 18) Referral to the County's Student Assistance Team
- 19) Agency notification, such as DHHR.
- 20) Mandatory suspension
- 21) Loss of transportation privileges
- 22) Expulsion.
- 23) Referral to school-based Student Assistance Team
- 24) Law enforcement notification
- 25) Other

### **NOTIFICATION OF DETENTION**

Students are verbally notified by administrators about their detention. They should always assume that they will serve their detention the following day, unless otherwise instructed. As a courtesy, the administration makes every attempt to remind individuals of d-halls by delivering detention slips. There are occasions where this courtesy is not extended due to extenuating circumstances. Students are still responsible to attend detention in these cases. Failure to receive a detention slip is not an excuse to miss detention. Students are required to make arrangements for transportation when they receive detention.

### **AFTER SCHOOL D-HALL/SATURDAY SCHOOL**

After school detention runs from 3:30-4:30 in Room 114 Monday thru Thursday. We do not have detention on Fridays. Saturday school hours are from 8:00-11:00. Students who attend detention are required to bring reading material or school work. On occasion students will be given the opportunity to work on fixing up the building, painting, or completing small jobs to improve the appearance of the building. Students missing a day of after school detention will be required to make up that day plus one. Students missing two days of after school detention or one Saturday school may be suspended.

### **SIGNING IN**

1<sup>st</sup> Period begins at 8:30. Students are expected to be in their seats ready to learn at that time. All students who arrive 10 or more minutes late for school must have a note from their parent or guardian stating why they were late, a phone call to the Attendance Office, or be accompanied by a parent to sign in. The attendance office will assess on a case by case basis whether a student is counted absent or tardy and excused or unexcused. It should be noted that oversleeping, missing a bus and other similar reasons are seldom excused by the attendance office. Habitual late arrivals may result in requiring a parent to sign the student into school or more severe consequences.

### **SIGNING IN/OUT**

- Students are required to use the Sign-In/Sign-Out Form when signing in or out.
- All notes will be verified by calling parent/guardian.
- Only those students with doctor's appointments, dental appointments, etc. verified with an appointment slip or verification from the attendance clerk will be allowed to sign out without parent/guardian being present.
- In all other cases, a parent/guardian must come into the attendance office and sign the student out.
- Students who do not sign out properly will be considered skipping and may be placed on student contract
- No students will be permitted to sign out during the administration of standardized testing
- Extenuating circumstances may arise. In these cases, an administrator may grant students permission to sign out. A parent/guardian must be contacted in these cases.
- Students are not permitted to sign out to eat lunch.

## ATTENDANCE

Regular school attendance closely parallels academic success. Please think carefully about missing classes. Special event days should not be taken for granted or missed, as teachers will continue academic instruction in the classroom. Students attending the morning or afternoon Ben Franklin programs are required to attend their classes at St. Albans High School. Ben Franklin students are not permitted to miss their class at the career and tech center unless they have permission from both the St. Albans administration and the Ben Franklin administration.

### TO REPORT AN ABSENCE

- Parents are to call the attendance office by 8:30 a.m. to report the student's absence.
- Student absences will be reported to parents via the school's automated Phone Master.

### REPORTING TO SCHOOL AFTER AN ABSENCE

Students who miss a class, classes or the entire day of school must do the following upon their return to school:

- Bring a note that specifically states the student's first and last name, reason for absence, the date of the absence, and a signature of a parent/guardian with a contact number.
- If a student misses a class or classes due to an appointment, a note with the above information must be brought to school.
- The attendance office will review all notes/excuses carefully and thoroughly in order to determine whether an absence will be marked excused or unexcused.

*\*\*\*WV Policy 4110 4.10.d. Documented chronic medical conditions that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81-5.3.c.4.).*

### EXCUSED ABSENCES

*Students with legitimate reasons (see below) will receive excused absences for the following:*

1. Illness and injury of student requires a physician's verification (*must be originals; we do not accept copies*)
2. Medical and/or dental appointments which cannot be scheduled outside school day, when the absence is verified in writing by the physician or dentist.
3. ILLNESS OF A STUDENT VERIFIED BY A PARENT/GUARDIAN NOT TO EXCEED (3) CONSECUTIVE DAYS OR FIVE (5) TOTAL DAYS PER YEAR. (Verification by physician required if absences exceed three consecutive days.)
4. Illness or injury in the family when a student's absence is verified as essential by the physician.
5. Calamity, such as fire in home, flood, or family emergency, upon approval by the school's principal.
6. Death in the family is limited to 3 days for each occurrence except in extraordinary circumstances. (Family is defined as "mother, father, brother, sister, grandmother, grandfather, uncle, aunt, brother-in-law, niece, nephew, student's child or any person living in the household.")
7. School-approved curricular or extra-curricular activities.
8. Legal obligation with verification.

*\*\*\* Valid excuses must be submitted within three school days of an absence. Per state code, no excuses will be accepted after the three-day window.*

*\*\*\* Ben Franklin students are expected to attend all classes each day. They are not permitted to miss Ben Franklin classes in order to attend St. Albans High School events unless approval has been given by both school's administration as well as the student's teachers.*

## **TARDY POLICY**

Students are expected to be in class, in their seats and ready to work when the tardy bell rings. Tardiness is a serious disruption to the learning environment. Students who arrive more than 10 minutes late to class will be considered skipping and thus counted absent.

Teachers will write up students every 3<sup>rd</sup> tardy.

*1 teacher referral – student notification*

*2 – 5 teacher referrals – Call Home to Parents*

*More than 6 referrals may result in, but are not limited to, behavior contracts, school-based SAT, suspension, referral to Kanawha County's alternative school, etc.*

## **SCHOOL DISMISSAL**

All students should leave school property within 10 minutes of the final dismissal bell. The only exceptions to this are those students staying for legitimate after-school programs.

## **SKIPPING SCHOOL**

All students are expected to be in their seats ready to learn at the beginning of each class. Students arriving late will be counted tardy. Any student arriving later than 10 minutes to class will be considered skipping. Not attending at all will be considered skipping as well. Any student caught skipping will receive one hour of detention for every period skipped multiplied by the number of violations.

Example: A student skips 3<sup>rd</sup> and 4<sup>th</sup> periods and it is his/her 3<sup>rd</sup> skipping violation. The student would owe six hours of detention. ***2x3=6 (2 periods X 3<sup>rd</sup> violation=6 hrs)***

**St. Albans High School does not recognize a Senior skip day or any other skip day.**

## **COMPLETION OF DETENTION**

Students will do their detention in After School D-Hall. These hours are issued by the school administrator. Students that fail to attend/complete their detention will be suspended.

1<sup>st</sup> Violation – 1 day of suspension for every three hours owed in detention.

Any further Violations will be at the discretion of the administration.

## **CLOSED CAMPUS/RESTRICTED AREAS**

Students are to enter the school building immediately once they arrive at school. Students will be confined to the school building at all times. They may only visit areas/rooms that are under adult supervision; this includes, but is not limited to, Belvil, both gymnasiums and all locker rooms. St. Albans High School maintains a closed campus. Once a student arrives at school, he/she is not to leave the school building nor visit restricted or unsupervised areas at any time without properly signing out or getting permission from an administrator. Students are not permitted to be in the parking lot without administrative approval, nor are they permitted on adjacent streets or properties. Violators will be issued a student contract. Violation of student contracts will result in suspension.

## **RESTRICTED AREAS DURING LUNCH**

All students must eat their lunch in the school commons or on the back patio. Students may visit the counseling center with permission. The gym will also be open to students; no food is permitted in the gym. Students may only use the restrooms in the horseshoe. Students are not permitted to enter the classroom hallways of the horseshoe. Students at lunch are restricted to these areas. They may not occupy any hallway or any other unsupervised area such as the auxiliary gym, athletic fields, school parking lots, etc.

## **CONDUCT AT ATHLETIC EVENTS**

Athletic events are under school authority. Students attending and participating in athletic events should follow all rules as if they were in attendance at school. All coaches and game officials are Kanawha County employees and should be treated accordingly. Students are to sit in the assigned student section unless they have the permission from the administration to do otherwise. Students removed from an athletic event for inappropriate conduct fall under all Kanawha County Policy and could be placed under suspension from future athletic/extracurricular events. Any student suspended from school may not attend or participate in any athletic/extracurricular event. The use of tobacco products is prohibited at all school athletic/extracurricular events.

## **CONDUCT AT ASSEMBLIES**

Assemblies are held periodically in the auditorium or the gymnasium. When excused for an assembly, do not stop at lockers, bathrooms, or vending machines. Go directly to the assembly. All students are expected to enter and exit the auditorium and/or gymnasium in an orderly fashion. Students should give their undivided attention during assemblies and behave in the same manner that is expected of them in the classroom.

## **Tobacco or Alternative Nicotine Products**

(1) A student will not unlawfully possess, use, distribute, or be under the influence of any substance containing tobacco and/or nicotine or possess any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products, including vapes, cartridges, smokeless tobacco, in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools.

The following penalties shall be applicable to a violation of this offense:

1st Offense – Confiscation of tobacco/nicotine product(s)/paraphernalia; mandatory conference with parent/guardian; signing of contract by parent/student and school administration which states the consequences for future offenses; mandatory attendance at smoking education class provided by the school nurse. The school nurse will provide an age-appropriate tobacco education program for students who violate this policy. Failure to fulfill the above requirements may result in a Level I consequence at the principal's discretion.

2nd Offense – Confiscation of tobacco products and tobacco/nicotine product(s)/paraphernalia; signing of or referral to contract by parent/student and school administration which explains consequences for future violations; up to 3 days out of school suspension, if possession or actual use of tobacco products has been determined; mandatory conference with the parent/guardian; ticket issued. Referral to school nurse for the purpose of discussing possible cessation opportunities.

3rd Offense – Confiscation of tobacco products and smoking paraphernalia; up to 5 days out of school suspension; signing of or referral to contract by parent/student and school administration, explaining the consequences for future offenses; ticket issued..

4th and subsequent offenses – Confiscation of tobacco products and smoking paraphernalia; up to 10 days out-of-school suspension referral to alternative learning center; ticket issued..

## **FIGHTING**

1 <sup>st</sup> Offense	3-5 Day Suspension
2 <sup>nd</sup> Offense	5-10 Day Suspension
3 <sup>rd</sup> Offense	10 Day Suspension/Recommend to Alternative School

1 <sup>st</sup> Offense Premeditated	10 Day Suspension
2 <sup>nd</sup> Offense Premeditated	Recommendation to Alternative School

*\* St. Albans High School reserves the right to increase or decrease the severity of consequence based upon the seriousness of the fight.*

*\* Fighting violations are cumulative through a student's high school career.*

## **CO-CURRICULAR and EXTRACURRICULAR PARTICIPATION**

Regular school attendance closely parallels academic success. St. Albans High School wants to minimize the number of days students are absent from school. Students in extracurricular and co-curricular activities have extra responsibilities put upon them by the additional time that their activities and coaches/sponsors require. It is important that these particular students are in attendance every day.

Students who wish to participate in or attend extracurricular or co-curricular activities, including practice, on any given day must attend school for a full day. Students who have medical appointments or have been given prior approval by the Administration to be excused may receive permission to participate that day. (Example: funeral, family, emergency, calamity) Students who are sick and go home because of their illness cannot participate in an activity that day. It is the Administration's responsibility, as well as the coaches and sponsors, to enforce this policy. Students that do not attend a full school day will not be permitted to attend or participate in any extracurricular or co-curricular activities.

– *Members of extracurricular and/or co-curricular teams, clubs, groups, etc. are required to attend their respective events. Failure to do so will prohibit participation in any and all events for that day unless permission is granted by the SAHS administration.*

– *Students attending winter formal and prom must attend a full day of school on the Friday before the event.*

– *Students who attend Ben Franklin may be permitted to attend school day events with the permission of the St. Albans administration. In these cases, each student will be required to complete an event attendance form. All forms must be approved for a student to attend.*

– *Students wishing to go on field trips must complete the proper approval form. This requires all of a student's teachers to sign off. Students down more than 1 credit will not be permitted to attend.*

– *Homebound students must have their parents and physician complete the proper request form in order to attend events such as winter formal, prom, etc.*

## **EATING IN THE BUILDING**

Eating in the building (except in the cafeteria and patio area) will not be allowed. Students who bring their meals to school or purchase food from the vending machines, must also use the cafeteria and/or patio during breakfast and/or lunch time. Students eating on school grounds shall dispose of all garbage in the containers that are provided. They must also return their trays. Students are reminded that *Closed Campus* is observed during the entire school day, including lunch.

## **CELL PHONES, IPADS, AND OTHER ELECTRONIC DEVICES**

St. Albans High discourages students from bringing valuable items such as cell phones, iPods, etc. to school. The school is not responsible for such items in cases in which they are lost, damaged, or stolen. Cell phones, iPods and other electronic devices are to remain turned off during times that students are not permitted to use such devices. Such devices should be kept out of sight in lockers, backpacks, or pockets. Any use of these electric devices during the instructional school day outside of the times provided by the school's policy shall be considered a disciplinary violation. Cell phone "use" refers to, not only making and/or receiving calls, but also using the phone for any other purpose. At no time shall students use cell phones or any other device to take photographs or videos during the school day or at school functions. Within these parameters, students may use such devices prior to the first bell at 8:20 AM and following the final bell. Students may also use their phones during their assigned lunch. This does not include transition times between classes or from lunch to class. Students are not permitted to use such devices during detention.

- *The first infraction will result in the confiscation of the device. It will be returned to the student at the end of the school day.*
- *The second infraction will result in the confiscation of the device. The parent or guardian will be required to pick up the device. Under no circumstance will the phone be returned to the student.*
- *The third infraction will result in confiscation of the device. The student will be suspended for habitually and willfully disobeying school rules. All device privileges will be revoked.*

*\*Additional violations will result in more severe consequences.*

Any student who refuses to relinquish his or her cell phone, pager, etc. will be considered insubordinate. *All device privileges will be revoked.* This is an insubordination offense and will result in one day of suspension for not giving the phone to the teacher with three total days if the device is not handed to the administrator when asked.

*\*There may be instances in which teachers allow for the use of such devices. Teachers will likely allow for the use of these devices when it is beneficial to their lesson. Students will only be allowed to use these devices if the teacher has given them clear permission to do so. Students should never assume that this is acceptable practice.*

*\*Under no circumstance should such devices be out during the administration of a standardized test.*



## **BUS STUDENTS**

Students shall not engage in behavior which is detrimental to the operation of a bus including, but not limited to:

- 1) creation of excessive noise
- 2) use of profane language
- 3) sticking arms or heads out of bus windows
- 4) changing seats or standing while bus is in motion
- 5) failure to obey directives of school personnel
- 6) throwing objects
- 7) passing objects through windows
- 8) riding in step well or front row of seats
- 9) use of emergency door in non-emergency situations
- 10) use of tobacco/nicotine products

***Maximum possible penalty: Denial of transportation privileges for the remainder of the year or expulsion from school.***

*Students shall not damage or deface a school bus.*

**1<sup>st</sup> Violation** – Denial of transportation privileges pending restitution and conference with parent or custodial guardian. Placed on contract with details of consequences for future offenses.

**2<sup>nd</sup> Violation** – Denial of transportation privileges for remainder of school; full restitution [Note: Parent or custodial guardian will be held liable for damage to school bus within the limits of the law.]

**\* Students may also be subject to school disciplinary action.**

**\* Students must board and exit buses at the proper stops. Otherwise, students must have a note from a parent. This note must be approved by the administration.**

## **STUDENT DRIVING AND PARKING**

All students who drive their cars to school are required to register them at the beginning of the year. No students may park in the school parking lot without a parking permit. Seniors can purchase a parking pass for \$10 on a first come, first serve basis. Juniors will have an opportunity only after the seniors have completed their registration date. Any car parked on the school lot without a parking pass visible will be subject to ticketing and/or towing. Cars double parked will also be towed. All cars parked on Kanawha County School property are subject to search. Students need to be responsible drivers. Those driving irresponsibly will lose parking privileges. They cannot leave campus without properly signing out, nor may they transport other students without permission from the administration. Students are not permitted to drive to events that take place during school time. They must take advantage of provided transportation or ride with an approved adult. Students who ride with an adult must have the permission of the administration.

**\*\*\*Students can lose all driving privileges due to violation of the student code of conduct.**

**\*\*\*Students are permitted to drive to Ben Franklin with approval from SAHS and BF administrations.**

**\*\*\*There is no assigned student parking at St. Albans High School**

## **MEDICATION ADMINISTRATION AT SCHOOL**

When medication is needed for a student's well-being, it is usually possible to schedule administration times at home. Always check with your child's physician before asking the school staff to administer medication to your child. We are asking for your cooperation when it is necessary for us to administer medication in the school setting. Kanawha County's Policy states that we administer medications to students only when absolutely necessary to maintain a student's health and/or to help them to attend school regularly and to perform to the best of their ability. Because of the responsibility placed upon the staff for giving the correct medication in proper dosage, we ask that you follow these guidelines:

### **PRESCRIPTION MEDICATIONS**

- 1 Each medication must be brought to school by a parent/guardian in a properly labeled container from the pharmacy. You should ask the pharmacist to label two containers one for school and one for home.
- 2 If the medication must be given for more than 21 days, we must have a current doctor's order on the file at school. This form can be obtained from the school. This form must be completed and signed by a physician and by the parent or guardian.
- 3 If the medication is given for less than 21 days, such as antibiotics, we may have a signed note from the parent or guardian.

### **NON-PRESCRIPTION MEDICATIONS**

Medicines such as cough syrup or Tylenol can be given for a period of up to three school days with your written directions. Medicine must be in the original bottle, complete with the manufacturer's directions and labeled by you with your child's name. We cannot under any circumstances administer medicine brought to school in a plastic bag or unlabeled container.

The administration of medication to students is the primary responsibility of the parent or guardian. We will assume the responsibility when necessary because we care about children's health and their attendance and performance at school. Students do not have the right to carry medication under any circumstances. Any student caught with any type of medication without following the above procedures will be in violation of Kanawha County's Drug Policy.

## **WEAPONS**

According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. A "deadly 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. For purposes of this policy deadly weapons also include any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use.

## **DRUG POLICY**

1<sup>ST</sup> Offense for use, possession or being under the influence

- Confiscation of the drugs, drug devices or alcohol
- 10 day suspension-mandatory
- Completion of drug program approved by KCS-mandatory
- Criminal charges filed
- Drug counseling by school psychologist

1<sup>st</sup> Offense for distribution/2<sup>nd</sup> Offense for use, possession or being under the influence

- Confiscation of the drugs, drug devices or alcohol
- Suspension to Kanawha County Alternative Committee
- Criminal charges filed
- Placement at alternative school for one year-a petition for reinstatement to the home school may be made to the Superintendent after the student has attended at least eighteen (18) weeks in the alternative school. Petitioning does not guarantee an early return.

2<sup>nd</sup> offense for distribution/3<sup>rd</sup> offense for possession

- Expulsion
- Criminal charges filed

## **LOCKERS**

Each student will be assigned a locker for storage of his/her books and personal possessions. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students are not allowed to switch lockers without permission from the administration. Nor are students allowed to let others use their lockers. Any item(s) in a student's locker is considered his/her possession. Therefore we strongly urge students to use only their locker and disallow others from using theirs. Teachers may give permission for students to go to their lockers during that teacher's class time. The school reserves the right to search lockers at any time deemed necessary. Students must sign a locker agreement.

**Locker Number:** \_\_\_\_\_

**Combination:** \_\_\_\_\_

*\* Students should make sure that they clean their lockers out at the end of each year. Any items left will be disposed of when the user has completed his/her academic year.*

*Students should understand that the academic year may vary depending upon the student.*

## **HALLWAY POLICY**

*No student is allowed in the halls during class time unless they have signed out of class with an iPad. Students in the hallway who have not done so are subject to disciplinary action, and will be immediately sent back to the classroom. Repeated violations will result in more severe punishment. The destination, the time the student left the room should be logged accordingly. Students are only permitted to visit the destination listed in the google form. Teachers are urged to limit the number of times a student may leave their class. Doctor verification is necessary for any student to have excessive passes. Students are not permitted to exit classes during the first and last ten minutes of any class. Nor should they be permitted to leave class during either lunch.*

## **DRESS CODE**

### **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

Student Dress Policy Series: J36

Issued: 11.17.2000 Revised: 05.15.2008; 11.21.2019

#### **36.1 Policy and Purpose:**

The appropriateness of a student's dress for the school environment should dictate the student's appearance on each given day. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code.

All students are expected to adhere to common practices of personal hygiene and dress that contribute to the academic atmosphere, not detract from it.

Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the School Administration. School Administration shall have the right to consider any current fashion to determine its acceptability for school wear. School Administration will also allow for reasonable accommodations in dress and appearance for religious reasons or medical need, which will be provided upon request.

Students in violation of this policy may be asked to change, sent home, and/or otherwise be subjected to disciplinary actions as determined by the School's Administration. School Personnel shall follow building procedure for discipline referrals regarding dress code violations.

#### **36.2 General Prohibitions:**

- a. Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, Students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day and School Administration determines.
- b. Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.
- c. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.
- d. Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire midsection at all times, even in movement.
- e. No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.
- f. Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.

## **Profane Language and Harassment**

Students are expected to use appropriate language at all times. Use of profane language will result in disciplinary action with up to a 5 day suspension. Any profane language directed towards an employee or a student will result in an immediate suspension of up to 5 days. Slurs, regarding race, sexual orientation, religion, or mental capacity, that are used in a manner consistent with a Level III, bullying, intimidation, or harassment offense, should be evaluated as that offense and not as profanity. These offenses will result in a suspension up to 10 days.

## **Harassment/Bullying/Intimidation**

A student will not bully, intimidate, and/or harass another student. West Virginia Code §18-2C-2 states that “harassment, intimidation or bullying” is an intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) 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; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) 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, or any electronic or wireless device, 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.

### **MISCELLANEOUS**

- Skateboarding on school property is not allowed, including evenings and weekends.
- Athletes that sign letters of intent at the school may invite up to 20 fellow students.
- Students sent out of class are to report directly and immediately to an administrator or office staff member in the office. The student will wait there until an administrator can see him/her. Students who do not comply with this requirement will be suspended.
- Students that exit class without permission will be suspended.
- All clubs, groups, etc. must have a school-based sponsor.
- Any event scheduled by an outside group must have a school-based sponsor.
- Students who experience or witness bullying and/or harassment are required to report it to the administration or a faculty member as soon as possible.
- Students will be preapproved to attend the college fair. Students who are down more than one credit will not be permitted to attend.
- Students who will not be at school for end-of-year finals will need to apply to take late finals with Mr. Heumann.
- Students' schedule requests are final upon submission. Students and/or parents are not permitted to request changes to their schedules after such time.

**ST. ALBANS HIGH SCHOOL  
SIGN-IN/SIGN-OUT FORM**

I, \_\_\_\_\_ give \_\_\_\_\_  
PARENT/GUARDIAN NAME STUDENT NAME

Permission to SIGN-IN [ ] or SIGN-OUT [ ] on \_\_\_\_\_  
DATE

at \_\_\_\_\_ for \_\_\_\_\_  
TIME REASON

Special Instructions/Comments:

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\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
HOME NUMBER

\_\_\_\_\_  
WORK NUMBER

\_\_\_\_\_  
CELL PHONE NUMBER

VERIFIED [ ]

\*Copies will be available in the main office.

**Attendance Forms**

The attendance form is a discipline report. It is used to notify students and parents about attendance violations. Mainly, it addresses two areas of concern:

- 1) *arriving late to school*
- 2) *excessive tardiness*

These forms will be hand delivered to students. When students exceed five or more tardies in any one class in a six-week period, the parent will be mailed a copy. The attendance form states what attendance violation(s) have occurred. Should students have questions regarding the violations listed on the form, they may consult their teachers and/or administrators. However, it should be noted that, under no circumstance, should a student use class time to do so. Nor will students be permitted to leave class to discuss concerns. They may speak to teachers and/or administrators prior to school, during lunch or after school. If an error is found, the student will need to return the form to an administrator. Otherwise, the consequences of their violations are clearly defined at the bottom of the form. The number of days of After School Detention and/or Saturday School are listed along with Begin Dates. These days of detention will be served consecutively.