

HURRICANE HIGH SCHOOL STUDENT/ PARENT HANDBOOK

2025 - 2026

The mission of Hurricane High School is to provide a safe, engaging environment for the nurturing of critical, creative thinkers who communicate effectively and are successful, productive, ethical citizens.

West Virginia School of Excellence and Blue-Ribbon School Accredited by the West Virginia Department of Education Accredited by the West Virginia Office of Education Performance Audits

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<http://hhs.putnamschools.com/>

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Assistant Principals

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Discipline (Last Names L – Z)
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Curriculum, Athletic Director
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Counselors

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Parental Involvement: Commitment to Academic Excellence

In order to increase the academic success of our students, it is crucial that students take advantage of the academic opportunities afforded at Hurricane High School. Students, however, cannot begin to maximize these opportunities without sustained academic involvement on the part of their parents. Clearly, without *your* active engagement, the odds of your children succeeding academically are minimal at best. As a parent, by emphasizing education as an utmost priority, as well as one of life's greatest privileges, you are conveying the foundation upon which your child will build his future.

Specifically, following the guidelines below will assist us in forging the partnership necessary for academic success. It is important that you:

- 1) Become familiar with the rules and procedures established in the Student Handbook, making sure your child knows them well and follows them accordingly.
- 2) Encourage your child to become responsible and accountable for his own learning, in that he views school as his most important "job," and approaches the "workplace" accordingly: i.e., well-prepared, appropriately dressed, and with the proper attitude. Provide loving support, but, at the same time, establish firm boundaries / expectations and administer consequences for infractions.
- 3) Help to foster good organizational habits; guide your child into appropriate study habits. See that he or she keeps an accurate record of grades.
- 4) Help your child establish an academic vision with specific goals to set and meet personal deadlines. Encourage him/her in the development of self-discipline, time and stress management.
- 5) See that regular and prompt attendance is maintained. Review and test days are particularly crucial.
- 6) See that Tutorial Labs are utilized on a routine basis. Teachers will provide timetables for their available labs.
- 7) Make sure quality study time is provided each evening, that assignments are completed, test concepts and information mastered, deadlines met.
- 8) Be a pivotal part of your child's high school career. Regularly inquire about classes, assignments or tests. Communicate with the teachers as needed and be sure to attend Parent-Teacher Conference if you have concerns. Attend extra-curricular activities, join a school organization.

- 9) Remember Schoology is available to you, to check your child's grades and to keep in touch with teachers. If you have any questions contact Ms. Mowery, ext.4112. If you work hard in adhering to the basic guidelines above, you will be establishing not only excellent ground rules, but also the proper attitude. By acting as guide and mentor for your charge(s), you, as parent or guardian, have the opportunity to inspire excellence, instill enthusiasm, promote diligence, foster responsibility, and demand accountability.

STUDENT BODY OFFICERS

President Carson O'Dell
 Vice President Kolten McKown
 Secretary Micah Wade
 Treasurer Lenon Hodge
 Publicity Chair Ian Ogle
 Historian Nate Giertz

SENIOR CLASS OFFICERS

President Jack Willis
 Vice President Nile Green
 Secretary Emma Klinebriel
 Treasurer Emy Varney
 Publicity Chair Faith Taylor
 Historian Zach Turner

JUNIOR CLASS OFFICERS

President Bear Fuller
 Vice President Lexi Elmore
 Secretary Julia Carney
 Treasurer Theo Carter
 Publicity Chair Morgan Cassell
 Historian Grayson Stowers
 Special Event Jesse Hayes-Young

SOPHOMORE CLASS OFFICERS

President Parker O'Dell
 Vice President Blake Benson
 Secretary Casey Moore
 Treasurer Aubrey Smar
 Publicity Chair Olivia Bloomfield
 Special Event Kenya Kathale
 Historian Madelynn Alford

FRESHMAN CLASS OFFICERS

President Bear Rigney
 Vice President Isaac Stephenson
 Secretary Addison Frye
 Treasurer Eli Stephenson
 Historian Lanie Marsh
 Publicity Chair Blaise Liu

Counselor Grade Level

Jennifer Marinacci

Last Names A-D

Marshall Merritt

Last Names E-K

Molly McCann

Last Names L-R

Sarah Barnes

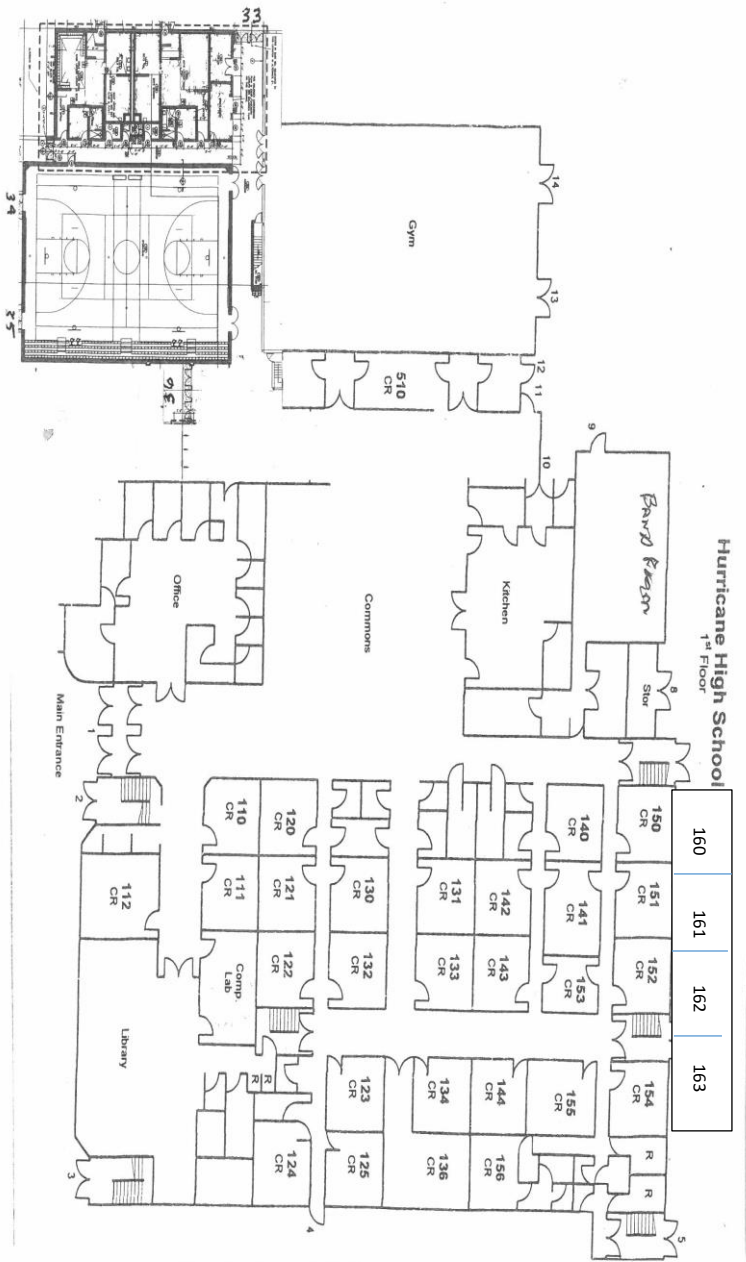
Last Names S-Z

Putnam County Schools Calendar

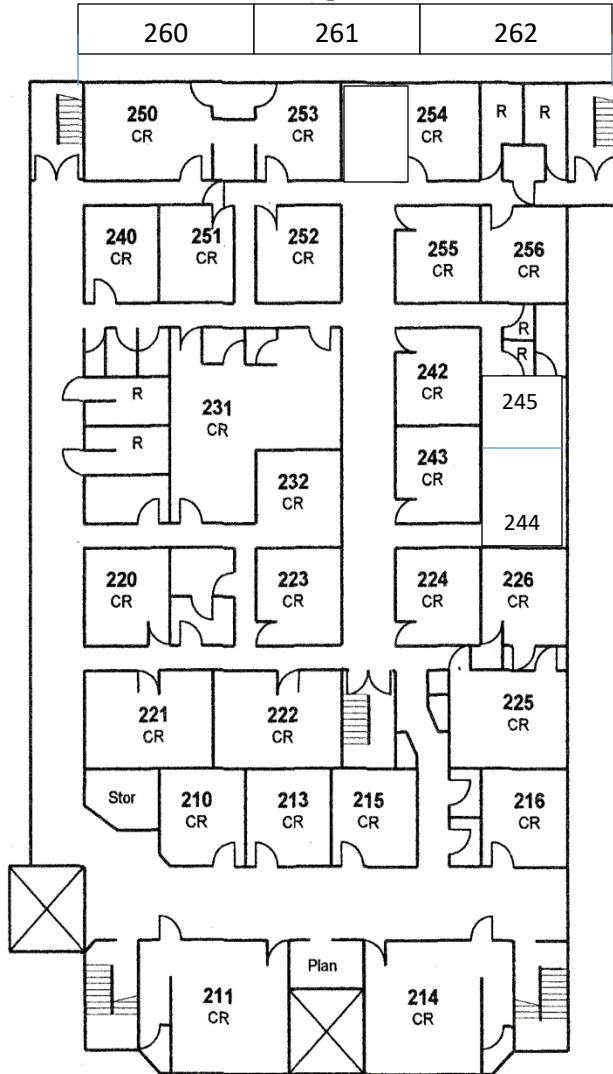
2025-26 School Year

<u>First Day Students</u>	August 21
<u>Labor Day</u>	September 1
<u>PL Day No Students</u>	September 19
<u>Faculty Sen. 3 hour early out</u>	October 10
<u>Veteran's Day: No School</u>	November 11
<u>Thanksgiving Break:</u>	November 24– 28
<u>Faculty Sen./PL Day. no Students</u>	December 19
<u>Christmas Break:</u>	December 22 -Jan. 2
<u>PL Day No School for students</u>	January 16
<u>Martin Luther King Holiday:</u>	January 19
<u>Last day First Semester</u>	January 15
<u>First day of 2nd semester</u>	January 20
<u>Fac. Senate/PL day. no students</u>	February 13
<u>Presidents Day. No School</u>	February 16
<u>PL Day No School for students</u>	February 27
<u>PL Day No School for students</u>	March 2
<u>Spring Break</u>	March 30, April 3
<u>Faculty Senate 3 Hr. early out</u>	April 17
<u>Election Day</u>	May 12
<u>Memorial Day</u>	May 25
<u>Graduation</u>	June 4
<u>Last Day for Students/Faculty Sen.</u>	June 4
<u>3-hour early dismissal for students</u>	

****It is strongly recommended that NO vacations be scheduled for the week of June 05-11. Putnam County Schools have left those days available for inclement weather make-up days.**



Hurricane High School



HHS Staff

To make an appointment with or to leave a message for a professional or service employee, please dial extension listed below. To contact by e-mail use the provided letters under the e-mail and attach it to @k12.wv.us

Teacher	Ext.	Email	Rm.	Dept.
Adams, Lisa		ldadams@	253	Business
Addis, Philip	6538	paddis@	122	Social St.
Ageae, Melissa		Melissa.agee@	161	Eng
Allen, Kelly	6539	kjallen@	155	Social St.
Atkins, Brandon		brandon.atkins@	143	Social St.
Barker, Savana		Savanna.barker@	134	English
Bedway, Linda	6541	lbedway@	125	Spanish
Bielinski, Gerard	6801	gbielinski@	215	Math
Bird, Andy	6543	abird@	163	Ex. Ed.
Brown, Ryan	6545	rybrown@	151	Social St.
Burns, Summer		Summer.burns@	112	Language
	140		231	Ex. Ed
Collins, Lisa	6549	lbcollin@	210	Math
Conley, Brittany		brittany.conley@	223	Science
Cook, Angie		Angie.cook@	250	Art
Cummings, Lee	6566	rlcummin@	162	Health/P
DeFries, McKenzi		Mckenzi.defries@	113	Language
Dimisdale, William	6555	wdimisdal@	262	Science
Dolin, Courtney	6796	csdolin@	152	Social
Dunkle, Nicole	6556	njviden@	110	Lang.
Ellis, Reuben	6558	rjellis@	156	Art
Fife, Wendy		Wendy.fife@	224	Math
Grim, Cathy	6565	cgrim@	254	Business
Hamrick, Ashley		Ashley.hamrick@	150	Ex. Ed.
Harless, Leigh		lharless@		Language
Hoskins, Amanda		amanda.hoskins@	220	Science
Hull, Britt		Britt.hull@	256	Ex.. Ed.
Kelley, Michelle	6561	mlkelley@	241	Con. Sci.
Kelly, Richard		rkelly@	131	Social St.
Kincaid, Joseph	4146	jrkincai@	CC	Music
Kiser, Anna		Anna.kiser@	120	PE/Health
Leadman, Jeanne	6574	jleadman@	252	Math
Leffingwell, Sam	4145	sleffing@	Ban	Band/Mus
Machmer, Jessica		jmachmer@	141	Lang. Arts
McKinney, Dan	6578	dmckinne@	133	Social St.
McPherson, Michele	6816	m.l.mcpherson@	242	Math
Minshall, Leah	6579	lminshal@	123	Social St.
Mullins, Sondra		Sondra.mullins@		Ex. Ed.
Nash, Lorie	6562	lfitzwat@	115	Ex. Ed.
Nash, Melissa	6582	mdnash@	130	French

Neeley, Kayla	6848	kayla.neeley@	142	Language
Nottingham, Angela	6584	anotting@	255	Math
Null, Jeff	6589	jbnnull@	Gy	PE/Healt
Osborne, Adam	67@	adam.osborne@	222	Science
Parde, Rachael	4130	rparde@	230	Psycholog
Perry, Seth	6587	swperry@	211	Science
Philabaun, Lindsay		lindsay.philabaun@	136	Art
Purdy, Sophia		Sophia.Polk@	240	Ex. Ed
Rayburn, Monica		marayburn@		Job Coach
Robinson, Beth	6591	ewrobins@		Eng.2 nd
Rodriguez, Sean			140	Ex. Ed
Safford, Tara		tsafford@	243	Business
Sawyer, Mike	6593	msawyer@	132	Physical
Schamp, Melissa	6594	mschamp@	244	Business
Sergent, Jill	6596	jsergent@	214	Science
Slone, Heather		hslone@	245	Ex. Ed.
Smith, Andrea	6764	a.p.smith@	221	Science
Sparks, Matthew		Matthew.sparks@	213	Math
Stalnaker, Scott	6923	jonathan.stalnaker	260	Math
Still, Anna		Anne.endres@	121	Spanish
Sutphin, Brian	6600	bsutphin@	162	Ex. Ed.
Tackett, Joshua	6951	joshua.tackett@	226	Science
Taylor, Jeremy	6668	jrtaylor@	153	Ex. Ed.
Turkelson, Angela		aturkels@	223	Ex. Ed.
Varney, Amy	6602	alvarney@	216	Math
Wade, Valerie	6571	vwade@	124	Spanish
Weddington, Jennifer	6603	jrweddin@	Lib.	Lang.
Wicker, James		James.wicker@	251	Exp. Ed
Willard, Chris	6924	christopher.willard@	154	English
Young, Shelly	660	shelly.young@	144	Social St.
Service Personnel	Ext.	Email	Rm.	Position
Hodges, Robin	4102	rhodges@	Offi	Financial
Hudson, Nicole	4130	nhudson@		Nurse
O'Brien, Teresa	4105	teresa.obrien@	Offi	Counselin
Roscoe, Shana	4100	Shana.roscoe@	Offi	Secretary
Salmons, Kim	4104	Kimberly.salmons@	Offi	Secretary

HHS Bell Schedule 2025-2026

First Bell	7:57
Warning Bell	8:00
First Block	8:02-9:36
Grab & Go	9:36-9:46
Warning Bell	9:46
Second block	9:48- 11:22
Freshman Focus (Warning Bell)	11:25
Freshman Focus	11:27- 11:52
LUNCH	11:22-12:22
Warning Bell	12:20
Third Block	12:22-1:56
Warning Bell	2:00
Fourth Block	2:02 -3:36

2 Hour Delay-No Grab and Go

First Bell	9:57
Warning Bell	10:00
First Block	10:02-11:07
Warning Bell	11:11
Second block	11:14- 12:19
Freshman Focus (Warning Bell)	12:22
Freshman Focus	12:24- 12:49
LUNCH	12:19-1:19
Warning Bell	1:17
Third Block	1:19- 2:24
Warning Bell	2:29
Fourth Block	2:31--3:36

ACADEMICS

Academic Responsibility of Students

You are responsible for your academic success. Your main purpose for attending school is to receive a quality education. This can be achieved by:

- Attending school
- Being on time for all classes
- Being prepared
- Having needed materials for each class
- Completing assignments
- Participating in class
- Using your planner
- Seeking help when needed
- Keeping track of your grades

Schoology

All students and their parents are strongly encouraged to access Schoology. This is another source of information that is afforded to you so that you may keep an accurate account of current academic progress in all classes. Information and authorization codes can be obtained from your child's counselor. Availability of this tool further ensures student accountability and success. If a computer is not available to you at your home, you may access Schoology at any public library or your phone.

Schedule Changes

Student schedule changes must be made during the first week (5 school days) of the term and will be limited to the following:

- To accommodate seniors who will not graduate unless a change to meet requirements is made.
- To remove a student from a class for which that student has credit.
- To remove a student from a placement that is educationally inappropriate upon teacher/counselor or IEP recommendation.
- To reflect credits earned in Summer School.
- To move a student to a class that meets major requirements, either core or elective.

****Failing a subject, job schedules, teacher preference, or other non-educational factors are not justification for a schedule change.***

No schedule changes will be made after the 5th day of the term, including "5th" block classes, unless required by a change in an IEP. This policy is necessary, since changes after this time would jeopardize student success due to lost instructional time. AP students must abide by AP Contract. All schedule changes must have the final approval of a Vice-Principal.

College enrollment in High School

Juniors and Seniors whose ACT and SAT entrance exam scores qualify for college admission, who have at least a 3.0 cumulative GPA, who have completed college registration and received acceptance from the college, who

have elective credits available, and who have obtained the recommendation of the principal may enroll in college courses in lieu of elective classes. Courses are offered by both Marshall University and WV State University. Depending where college classes are offered the **student will be required to ride PCS bus to and from class, they will not be permitted to drive.** Students who drop their college classes will be enrolled at the time in classes at HHS to give them a full schedule of four classes per term. The student will be responsible for making up all work missed due to the change.

Technology/Device Distribution

The Acceptable Use Policy Form (AUP) and the Device Agreement must be signed by both parent and student prior to a student being issued or using technology at the school. This will be included in the beginning of the year packet students will take home. These must be signed before the device is issued. These will be online, but still need to be signed and turned in. Device Insurance is strongly recommended. The county will provide the link for parents to purchase the insurance in case of damage such as screen damage, a lost charger, or a lost/stolen laptop.

Advanced Placement Exams

Students enrolled in AP courses are required to take the AP exam for the subject area(s) unless the student has failed the course. Exams are administered during school hours at the school during the first two weeks of May. Exam cost is approximately \$94, but fee reductions are available for students receiving free or reduced lunch.

Grade Reporting

All grades reported to parents and students prior to the end of the term are progress reports up to that time.

First and third nine weeks grades are a progress report, unless the class ends and a half-credit is assigned at that time. The final grade for the class is the cumulative average of all grades for the term, not an average of the progress reports. Credit for a class requires a passing grade (D or better) for the term.

Honor Roll

A student achieves this distinction when he/she earns a 3.0 or better grade average at the end of the term (not at the end of the 9 weeks).

4.00 or above = "A" Honor Roll

3.00– 3.999 = "B" Honor Roll

Full Day Schedules

State and county policy require all students to be scheduled for the full instructional (4 blocks or more) for all 4 years. It is the responsibility of each student to make sure that they are scheduled for a full schedule, at least 8 classes a year.

Promotion

Students earn one credit for each 94-minute class passed during a term (18 weeks).

- To be promoted to Grade 10 and a Grade 10 mentoring group, freshmen must earn seven (7) credits.

- To be promoted to Grade 11 and a Grade 11 mentoring group, sophomores must have earned a total of fourteen (14) credits (to qualify for Jr/Sr Prom AND parking permits).
- To be promoted to Grade 12 and a Grade 12 mentoring group, juniors must have earned a total of twenty (20) credits (to qualify as a senior for Jr/Sr Prom and parking permits).
- Grade level assignments are made for the entire school year. You qualify for the Prom and parking at the **beginning** of the year.

Credit Recovery Program

Students who fail courses have access to a variety of options for recouping the credit. Students may retake the course during 5th block (see below), during summer school, through the credit recovery program, or through our teacher-driven credit recovery. The teacher-driven program has guidelines for completion depending on teacher instructions. Any questions regarding credit recovery programs should be addressed to Heather Hawes, ext. 4113.

Fifth Block

Fifth Block classes are provided by Hurricane High School as a courtesy to those he need to make up required classes. It is important that those students who wish to attend realize that they are still under the rules, regulations and guidelines of Putnam County Schools and Hurricane High School. Rules pertaining to Fifth Block are explained to students both verbally and in written form. Both student and parent are required to sign a contract when the student enrolls. The following are the guidelines and expectations that Hurricane School has established.

- It is the responsibility of the student to sign up for Fifth Block classes. Students are to check with their counselors as to what class and section they need to make up.
- Seniors are always given priority admission to Fifth Block classes.
- Students are permitted no more than 3 unexcused absences.
 - Students may be required to make up missed time in Saturday School
- **A tardy of 30 minutes or more will constitute an absence.**

Cheating Policy

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- copying another student's homework
- working with others on projects that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from your quiz answers
- using any other method to get/give test or quiz answers
- taking a test or quiz in part or in whole to use or to give others

- copying information from a source without proper attribution
- taking papers from other students, publications, or the Internet.
- Abuse of technology to cheat.
 - First Offense—3 days of detention
 - Second Offense—1 day of Saturday day school
 - Third Offense—1day of ISS

In addition to the above stated consequences, all papers, tests and/or assignments will receive a zero and the student will NOT be afforded the opportunity to make-up the assignment. Student will also be dismissed from honoraria's, clubs, school organizations, or teams that have stipulated this consequence.

Freshman Focus

Freshmen whose grades fall below a C will attend Freshman Focus, a noon study hall designed to give struggling students an opportunity to receive help with coursework. At each grade period, students will be reassigned to Freshman Focus when necessary. Students whose grades are C or better will be exempt from Freshman Focus. Attendance to assigned Freshman Focus is mandatory.

Late Work Policy – Grade 9

All freshmen are permitted to turn in late work for half credit for a period of five school days after the original due date. Late work must be submitted to the regular teacher, not a substitute. Days with a substitute teacher will not be included in the 5-day period unless special circumstances apply, and the regular teacher has made the appropriate arrangements. After 5 school days, no credit will be awarded.

Retesting Policy – Grade 9

During the first 4 ½ weeks of each semester, any student earning below a 75% on a test may retake it for a new grade no higher than 75%. The highest of the two test grades will be awarded.

Makeup Work—All Students

State law requires students to submit a written excuse to the office for EVERY absence. Students are responsible for getting the work from their teachers. Make-up work should be requested at a time designated by the teacher. The student will receive at least 3 days to make up the work for each day's absence. If a student misses more than two consecutive days, teachers may make additional arrangements with a student who is absent for an extended period of time. If a student is absent for more than 3 consecutive days, the parent may contact the school concerning make-up work. Make-up work will NOT be collected for students returning to school the next day. We must give teachers 24-hours' notice (a prep period) to collect the work.

A teacher may require a student to turn in the work for a day's absence before issuing the make-up work for the next day absent. All work not completed on schedule will be recorded as a zero (0). If a student has missed a test announced in advance or work assigned prior to their absence, and due

on the day of absence, the test or work will be made up on the day that the student returns to class.

Language Arts Department Policy on Process / Major Assignments, grades 10-12

Assignments, particularly research reports, which are multi-step are taught in increments. The LA teachers require students in their English classes to turn in their work at check points to make sure that the students are completing the activity satisfactorily and in a timely manner to help students be successful. If students are not completing work in this way, LA teachers will implement the following procedures to help students succeed: 1) contact the parent/guardian; 2) send the student to Mrs. Pritchard who will make a follow-up contact with the parent/possible lunch time detention; 3) require the student to work in LA Tutoring during lunch 4) highly recommend the student to attend O.T. or 5th Block tutoring to complete the assignment; and finally, 5) In-School Suspension. This is not meant as punishment but instead to assist students. If the student work is still not acceptable or the student does not attend any assigned 'tutoring,' lunch time detention will be assigned.

Exam policy

Students who have 3 or fewer unexcused absences OR have 2 or fewer zeros throughout a semester course will be exempt from finals.

End of year early finals

**Students who must miss their scheduled finals must obtain a form from Ms. Hawes requesting permission to take the final on a different day, stating the reason for the request. The completed request must be turned into Mr. Caldwell for approval. Each absence due to early completion will be counted as a parent note excuse. If a student has used his or her parent note limit for the semester, each absence after their early final exam will be counted as unexcused.

Driver Education

A student must earn a minimum of a "C" (75%) in ALL 3 COMPONENTS, class work, street driving, and range driving, to qualify for a "high school driver education certificate" (card).

Dressing for Physical Education

Physical Education is a required course for graduation. In order to pass the class, students must participate every day in all class activities. Exemptions will be given only to students with doctor's excuses. These students will be given other written assignments on wellness, physical fitness concepts, in lieu of the physical activities. Failure to participate without a legitimate excuse may result in a referral for discipline and/or reduction in the grade for Physical Education

Summer School and Athletic Eligibility

A student can regain eligibility for fall sports by going to summer school. The grade in summer school will be *averaged in* with the student's other

grades from the spring semester. The summer school grade does not **replace** the grade that the student earned previously.

Participation in Extracurricular Activities

To participate in any extracurricular school activities, practice, game, or performance, outside of the regular school day, the **student MUST be in school ALL DAY on that day**. The only exceptions are medical excuses which release the student to practice or perform that day, or prior permission from the principal for the excused absence. Such excuses must be submitted to the principal before 3:30 p.m. of the day of the absence. Generally, if the student is too ill or hurt to be in school all day, the student is also unable to participate after school. If a student is suspended from school, the student may not participate in practice, games, or performances.

Driving/Parking Policy

Driving to Hurricane High School is a privilege not a right. This privilege can be revoked at any time. The principal shall have full authority to control the use of vehicles by students on school grounds, to establish additional rules and procedures to implement such controls, and to enforce safe conditions and established rules

Parking passes will only be issued to Seniors and Juniors through the first month of school. Sophomores will be able to purchase a pass beginning in October, as long as spaces are available.

- Student vehicles are permitted on campus provided they follow regulations and pay a \$30.00 fee:
- **Student drivers must have a completed drug testing policy on file before driving/ parking on school grounds.**
- Obtain permission by registering the vehicle with the office. Display the parking permit provided.
- Obey all parking and traffic rules established by the school administration.
- No reckless driving, speeding, or squealing tires on school property. Students may be subject to expulsion.
- Park only in the assigned student parking area.
- Arrive to school on time (**10 tardies for class due to late arrival may result in suspension of driving privilege**).
- Comply with early departure regulations (driving privileges will be revoked if you transport an unauthorized student off school property).
- **Enter building as soon as the vehicle is parked.**
- Students playing sports may park on the hill behind the bleachers, providing they buy a parking pass.

Disobeying these regulations may result in driving privileges being suspended or revoked and/or suspended/expelled from school. If you leave

campus without prior permission from the administration, you may lose your driving privileges for the rest of the year.

To drive to the Putnam County Technical Center the student must have written permission from their parents and both the Technical Center administration and the Hurricane High School administration. As a rule, students must ride the bus to the Technical Center.

Loss of parking privileges for absences and/or tardies:

Students who are excessively absent in a block or to school could lose their parking privileges. Students who drive to PCTC without proper permission may lose their privilege to park on Putnam County School property. Students who exceed 10 tardies to any class or to school in a term will lose their parking privileges for 9 weeks. During that period attendance and tardies will determine the reinstatement of parking privileges. **Students who accumulate 15 or more unexcused absences IN A YEAR will lose their privilege to drive to school.**

****Your car is not to be used as your locker. Students are not permitted to be in the parking lot during the school day without permission from a staff member.**

****No loitering in parking lot before or after school; students are to get in cars and leave campus**

****Students are not permitted to drive to field house at any time during the school day**

ATTENDANCE

Excused absences – When students are absent for legitimate reasons such as illness or injury verified by medical excuse or parent note (limited to 10 per year), school activities, legal or religious obligations, failure of bus to run verified by the driver, or death in the family.

Tardy—Being late or leaving 30 minutes or more for a class equals an absence

Unexcused absence – All other absence; Students with unexcused absences are considered truant. Out-of-school suspensions are unexcused absences.

To Report an Absence

Student absences will be reported to parents via the school's automated phone master system.

State law requires students to submit a written excuse to the office for EVERY absence. To code the absence as excused in our official records, the student must bring a written note to school immediately upon return to school. Students must deposit the excuse in the box on the counter in the office before 8:10 a.m. The note must have the following information:

- Student's name and grade
- Date(s) absent from school

- Reasons for absence
- If bus did not run, bus number and bus driver's signature
- Parent/guardian signature
- Telephone number

****Students who accumulate 3 or more EXCUSED or UNEXCUSED absences per term will receive a letter from the school requesting a conference to be scheduled. **A legal notice will be sent by Putnam County when a student has 5 unexcused absences. A total of ten parent notes for excuses is the limit for the entire school year.**

****IMPORTANT****

Dance Attendance Policy

Any student who is suspended for a level 2-4 violation has 2 VAPE/tobacco violations, and/or accumulates 10 unexcused absences may not be allowed to attend any HHS dance i.e. prom, winter formal, or homecoming. There may be opportunities to make up time in Saturday schools for unexcused absence, if time permits.

Excuse Policy

Putnam County Schools requires that a student's excuse be received within 3 days of returning from their absence or it will be coded unexcused. The student can have parents' email or fax the excuse in as long as it is received the day after their absence.

****Students with a CMC must bring in a note stating the absence was related to the Chronic Medical Condition.**

Loss of parking privileges for absences and/or tardies

Students who are excessively absent in a block or to school could lose their parking privileges. Students who exceed 10 tardies to any class or to school in a term may lose their parking privileges for 9 weeks. During that period attendance and tardies will determine the reinstatement of parking privileges. Driving privileges will be restored when the student has earned a "C" or better average and perfect attendance the whole term.

Arrival to School

ALL STUDENTS MUST COME IN THE BUILDING AS SOON AS THEY ARRIVE ON CAMPUS. NO LOITERING IN THE PARKING LOT IS PERMITTED. Until the first bell at 7:52 students are only permitted in the commons and main gym area.

Late Arrivals to School

Students are required to sign in at the attendance office when coming in late to school. They will not be admitted to class without an admit slip from the office. Failure to do so may result in being called down to the office.

Tardiness

If you arrive late for school more than 20 min late, report to the office, sign in on the sign-in sheet and get an admit slip, less than 20 minutes late you first block teacher will record the tardy. If you have been detained in the office or by a teacher, ask for a late excuse from the person detaining you before reporting to your next scheduled class. Being detained by a teacher or in the office is the only valid reason for reporting late for class. All other reasons will be considered invalid, and the matter will be considered an unexcused tardy. During the school day **teachers will shut their doors when the tardy bell rings**. Students should report to the designated spot on each floor to get their tardy permit to class.

Consequences for being excessively tardy:

3rd Tardy—parent contacted by letter

5th Tardy—1 day after school detention

6th Tardy—2 days after school detention

7th Tardy—3 days after school detention

8th Tardy—1 day Saturday school

9th Tardy—1 day Saturday school

10 Tardy—Conference with parent three days ISS and lose of driving privileges.

11 Tardy—SAT referral

12 plus Tardy—Saturday School or Suspension

Tardies start over at the end of each semester.

Students who are tardy to school 10 or more times in a term will lose their parking privileges at the discretion of the administration.

Early Departure

To leave the campus at any time during the school day, a student (regardless of age) must obtain permission from the school administration and must be properly signed out at the office. Failure to obtain permission from the administration and/or to follow sign-out procedures is a disciplinary violation, subject to consequences.

- Only those students with doctor or dental appointments verified with an appointment slip or verification from attendance clerk will be allowed to sign out without parent/guardian present.
- Students who become ill can only sign out with parent/guardian permission and only after resting in the clinic for 30 minutes. Illness must be verified by health nurse or administrator.
- All other reasons for signing out: a parent/guardian must come into the attendance office and sign the student out.
- For legal purposes only those adults on the student's emergency card can sign out the student.

If the early departure cannot be verified by phone, it will not be approved. Permission will be granted only for legitimate reasons. Students should arrange work schedules with their employers to respect class time until 3:36 p.m. Early departures will NOT be approved for students to go to work. An early departure pass will be issued to the student and must be presented to

the office at sign-out. Parents picking up the students should come to the attendance office to sign out the students. Students who become ill must report to the office, call parents from the office, and obtain permission to sign-out. **Your parent MUST talk to office staff BEFORE you leave HHS, or you will be assigned a consequence for leaving without permission.** Students who leave campus without SCHOOL permission will be considered skipping school.

Signing out on an extracurricular activity or special event

If it is necessary for a student to leave the school on the day of an extracurricular activity, special event (assembly, ballgame, early-out finals etc.) or during mid-terms and finals, that student's parent/guardian or person on their emergency card must personally come to school and sign the student out. **NO EXCEPTIONS!!**

Skip Day is prohibited

Hurricane High School strictly prohibits the organization of any type of "skip day", senior or otherwise. We in no way sanction, condone, or support the illegal absence of any HHS student, and school funds will not be authorized to support such an event. Students who participate will be considered truant.

Home Lunch Passes

Students living within walking distance of the school may walk home for lunch if they have a home lunch permission form signed by a parent on file in the school office. The home lunch pass will be revoked for violations of the conditions, including being tardy for 3rd block, taking students off property or failure to return to school without approval of an early departure prior to leaving campus. Students must sign out and back in when returning from lunch; sheet is in the main office.

Walking Home

Students who walk home must stay on the sidewalks. The train tracks are private property, and you would be considered trespassing if you are caught on them.

Withdrawals/Transfers

Parents and students are responsible for notifying counselors for their intention to withdraw the student from school. For students to receive a transcript, all books/laptops must be returned, all financial obligations must be paid, and all work must be completed. All students who withdraw must have an exit conference with the principal.

Closed Campus

To provide a for the health and safety of our students Hurricane High School complies with Putnam County Board Policy which requires all schools to have a closed campus during the entire school day. At no time may a student leave campus without parent and administrative permission.

If a student violates this, he or she will be subject to disciplinary action. Only visitors with legitimate school business reasons are permitted on school campus. Graduates and alumni are visitors. Any visitor during school hours must report to the main office to receive administrative approval for a visitor's pass that must be carried at all times. Students are not permitted to bring friends or relatives or younger children to classes.

****Students are not permitted to order food and have delivered to school; parents/guardians are not permitted to bring outside food into the school.**

Backpack Policy

Hurricane High School's primary purpose is to provide a well-rounded education program, students' safety and security is also our top priority. There is a trust with parents and the community to provide our educational program in a safe and secure environment. Just like our educational program, the school safety and security program must be guided by best practices and evidence-based programming. The new book bag policy is just one component of a much larger initiative to ensure students' safety and security. **Therefore, it is Hurricane High School's policy that all backpacks are to be stored in lockers upon entering school and must remain there until the school day ends.** We have created possible question and answers that may help you:

Why must book bags be stored?

With HHS's growing enrollment book bags interfere with movement during class change and if something should occur during an emergency evacuation. This would provide an unobstructed entrance and exit of the classrooms and the building. Just one large bookbag in the aisle can have serious consequences. In addition, book bags create opportunities to conceal inappropriate material and contraband.

What is the difference between a "book bag" and a "purse/pocketbook?"

Anything that is big enough to carry books will be considered a book bag under this policy including: drawstring bags, satchels, tote bags and laptop cases. Laptop sleeves in which a laptop can be held will be permissible to protect the laptop.

What if students do not know locker locations or combinations?

Students may pick up this information from their mentor teacher, Mrs. Mowery and/or Mrs. Roscoe, the front office secretary.

What if students do not have a locker or locker is broken?

All students are issued a locker at the beginning of the school year. If an issue arises, the student should see Mrs. Mowery or another administrator.

How does this apply to students attending the Putnam County Career and Technical Center (PCTC).

Students attending the PCTC in the morning, may keep their book bags in their possession until they return to HHS. At that time, they must go straight to their lockers and store their book bags before getting in the lunch line. Students attending PCTC during the afternoon session will have five

minutes to retrieve items from their lockers and to reach buses before they leave at 12:05 PM.

HHS administration understands that this backpack policy probably won't stop someone who is determined to sneak a weapon into our school. However, it will reduce clutter in the hall and classrooms which could pose a danger in case of an emergency, and it will deter students from bringing alcohol, drugs, tobacco, e-cigarettes, or weapons to school.

GENERAL BEHAVIOR STANDARDS

Student Conduct

We expect students to:

- Attend school faithfully, complete his/her assignments on time, and work to his/her full potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey teachers, principals and others in authority.
- Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff.
- Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Failure to meet the above expectations will result in specified consequences. For minor violations teachers are expected to handle the problem through classroom management techniques, a personal conference and parental involvement. Repetitive and/or major violations are to be referred to the administration. The administration will consult the school discipline guide for appropriate and equitable treatment of students referred for disciplinary action. Actions available for implementation include conferences, assignment of lunch detention hall, Saturday school, exclusion from class, ISS, suspension and recommendation for expulsion.

Assembly Behavior

A Redskin is courteous at all times. Common courtesy and respect are to be demonstrated by listening attentively and applauding at appropriate times. Ridicule or disrespect is unacceptable. Rude yelling, whistling, booing, and inappropriate cheering, throwing objects, and talking during the program will not be allowed. Students should stay in their original seats during the entire program. Display of affection, horseplay, and lying on the bleachers are inappropriate for an assembly. Assemblies are, by design, part of our curriculum. All students are expected to attend just as if they were regular classes. If they leave school, they will be counted absent from those classes that would normally meet at that time.

DISCIPLINE

Lunch Detention:

Detention hall may be assigned for disciplinary violations. Detention hall will be the entire lunch hour. Students report to the Detention room and will then be instructed when they will get their lunch (Head of lunch line)

and report back to detention hall room (1st floor) - Students are verbally notified by administrators about their detention. A copy of the discipline slip will be sent home. Students should always assume that they will serve their detention the following day, unless otherwise instructed. Students are still responsible to attend detention in these cases. Failure to receive a detention slip is not an excuse to miss detention.

After School Detention

After School Detention may be assigned for disciplinary violations. After School Detention will be in a room designated by the administration, it begins promptly at 3:45 and ends at 5:15. Students are required to bring something to work on. There is a bus that will take students to the nearest main road of their home address. Students can be verbally notified by administrators about their after-school detention and a discipline slip will be sent home for a parent/guardian to sign. Students should always assume that they will serve their detention the following day, unless otherwise instructed. Students are still responsible to attend detention in these cases. Failure to receive a detention slip is not an excuse to miss detention.

****Students who skips detention will be required to make up that day PLUS ONE ADDITIONAL DAY.**

****Students missing two days of detention or one day of Saturday school may be suspended.**

In School Suspension (ISS)

Students may be assigned In School Suspension (ISS) for disciplinary or attendance reasons and sometimes in lieu of suspension. Students may be placed in ISS for one or more blocks and will be allowed to complete their work.

Saturday School

Students may be assigned Saturday school for disciplinary or attendance reasons and sometimes in lieu of suspension. Students are to arrive at Saturday school before 7:50 a.m. No student will be admitted after 8 a.m.

The student is responsible for obtaining and bringing class work to Saturday school. The parent is responsible for arranging transportation to and from Saturday school.

Students who fail to attend Saturday school may be **suspended.**

Suspension

Students who commit the more serious disciplinary offenses will be suspended from school. The length of suspension will be at the discretion of the administration. Students will not be permitted to attend or participate in any extracurricular activities while they are suspended from school.

The following are examples of disciplinary offenses (but not limited to) that could result in suspension from school: If, due to behavior problems, a teacher excludes a student from the classroom, **the student must report to the main office**. Failure by the student to report to the main office and/or to inform the office of his/her exclusion from class may result in more severe disciplinary consequences. Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, fighting, serious disrespect, disorderly, vicious, illegal or immoral conduct, and persistent violations of school regulations are causes for ISS and/or suspension from school. This includes violations of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, use/possession of weapons or firearms, or any violations of local, state, or federal laws. Students who are violent, seriously defiant, or out-of-control may be removed from the school building by police officers.

Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. **A suspended student may not loiter or appear on school property or at any school-sponsored activity.** A suspended student will also be suspended from the Putnam County Technical Center and the riding of all county school buses. Serious bus discipline problems can also be reasons for school suspension.

Expulsion

The following disciplinary offenses Mandate expulsion (for at least 12 calendar months) from school: assaulting/battery of a school employee; possessing a deadly weapon or firearm; or selling a narcotic drug. Possible expulsion for committing a felony or possession of an illegal substance.

Tobacco/VAPE Abuse

Possession, use or distribution of tobacco or tobacco products in any form is always forbidden on all school property or at any school sponsored activity, including on all school buses. This includes e-cigarettes and vape pens. Students who are found in the possession of tobacco products, including electronic smoking devices or their cartridges, oils, waxes, components, and/or smoking/vaping while on school ground will be subject disciplinary action and a written citation. Also, in line with the state fire code if a student(s) is in the bathroom vaping and the fire alarm goes off due to the vapor, a citation will be issued and a fine of \$2500.00 could be assessed by the State Fire Marshall. **Any student in violation of shall be subject to the following penalties:**

First Violation – Three days in-school suspension and citation.

Second Violation – Four days of ISS and citation and loss of dance privileges.

Third Violation –4 days of ISS, 2 Saturday schools and a citation.

Fourth Violation—3-day suspension and a possible recommendation to alternative school.

Drug and alcohol abuse

When a school authority determines that a student has possession, has used, or is under the influence of a mind-altering substance, drugs, or alcohol, or in the possession of a drug device, the student shall be subject to the following penalties:

- First Violation –Ten-day **SUSPENSION** for possession or under the influence and one-half hour drug/alcohol education program, and a required substance-abuse assessment. Failure to complete all requirements: additional five-day suspension.
- Second Violation – Ten days **SUSPENSION**, students could be referred to Alternative school and completion of drug/alcohol assessment with disclosure to school, and treatment if recommended by assessment. Failure to complete all requirements: additional three days suspension
- Third Violation – **SUSPENSION** with recommendation for expulsion.
- Sale/distribution – **SUSPENSION** and recommended expulsion for one year.

Weapons Policy

Possession of weapons, such as firearms, explosives, knives, BB guns, stun guns, razor blades or any other inherently dangerous materials, which have no relation to the instructional programs is a violation of the Safe School Law and will be dealt with accordingly. NO knives may be carried at school. Violation of this policy will result in a mandatory 1-year expulsion.

Anonymous Drug and Weapons Text Line

Putnam County Schools offer two cell numbers that students or parents can text **TO REPORT ANY SUSPICIOUS DRUG ACTIVITY OR TO GET HELP WITH SUBSTANCE ABUSE PROBLEMS—24/7**. If you report suspicious activity, this information will be kept confidential. It is completely ANONYMOUS.

304-741-2473 OR 304-741-6733

Searches

Students shall be searched in the accordance with Putnam County Policy S.5.13 which states that “school personnel may conduct searches of the person, lockers, vehicle and/or book bags of students only if there is reasonable suspicion or probable cause to believe that the student possess contraband. In accordance with the Superintendent’s directive, a staff

member of the same gender as the student being searched must be present to witness the search. **Refusal to be searched may result in a 10-day suspension.**

Violence

Violent actions by a student are a violation of the state and county student codes of conduct and subject to consequences assigned by an administrator under those provisions, including suspension and possible expulsion. In addition, **a student who takes violent action**, who physically assaults, including but not limited to striking, grabbing, shoving, spitting on, or throwing something on or at, another person on school property, during the school day, and /or during a school activity, **MAY forfeit the privilege of attending all school dances, including Winter Formal, and Prom**, and may face the revocation of other privileges, including attending and participating in extracurricular activities and parking privileges. A student who instigates violence may face similar consequences.

Fighting/Video Taping a Fight

1 st Offense	3-5 Day Suspension
2 nd Offense	5-10 Day Suspension
3 rd Offense	10 Day Suspension or Recommendation to Alternative School

1 st Offense Premeditated	5-10 Day suspension
2 nd Offense Premeditated	10 Day Suspension or Recommendation to Alternative School

Hurricane High School reserves the right to increase the severity of consequence based upon the seriousness of the fight.

We expect students to seek conflict resolution mediated by staff to resolve disputes.

Personal Electronic Devices (PEDs)

Please see the PCS section of the planner covering Personal Electronic Devices (PEDs).

Bullying/Sexual Harassment Policy

“Bullying/Sexual harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal, or emotional abuse on one or more other persons. According to West Virginia Code 18-2C-2, “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written verbal or physical act, communication, transmission, or threat. There must be repeated and consistent negative actions against the person, there must be a physical or psychological imbalance of power between the person who bullies the target person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying/sexually harassment episode.”

It is Hurricane High School’s position that we will have ZERO tolerance for any and all aspects of bullying/sexual harassment. We understand and embrace that it is a community effort to ultimately eliminate bullying/sexual harassment. All school personnel including teachers, student, parents, administrators, and service personnel further understand that it is their responsibility to become more aware, intervene, report and strictly enforce Hurricane High Schools Bullying/Sexual Policies.

The Hurricane High School Community has the right to a safe and orderly environment free from threat of bullying/sexual harassment and fear of repercussion for reporting an incident with increased emphasis on treating one another with respect.

Hurricane High School Community is charged with a great responsibility to stop bullying/sexual harassment. It is the duty of all to:

1. Intervene when appropriate
2. Report any incident

Investigation steps to a bullying/sexual incident are:

- Report incident in writing to investigator
- Interview all parties involved, document all findings
- If the alleged incident is substantiated as factual, contact parents
- Administer appropriate disciplinary action
- Initiate appropriate intervention

Hurricane High School Investigators:

1. Dewana R. Pritchard, Assistant Principal
2. Sarah Barnes, Counselor
3. Nichole Mowery, Assistant Principal
4. Jennifer Marinacci, Counselor
5. Marshall Merritt, Counselor
6. Molly McCann, Counselor

Counseling/Guidance

Scholarship information:

Twitter: @hhs counselors_

In order to qualify for promise you must file the FAFSA by March 1st. For more information on the PROMISE scholarship and other scholarship information please visit

3.0 Overall Cumulative GPA

3.0 Core GPA (Math, Science, Social Studies, English)

ACT Score of 21 or higher with at least a 19 in all sub-scores or

SAT Score of 1080 or higher with at least a 510 in Math and a 510 in

Reading/Writing

Students must also have the following minimum credit requirements:

4 Credits of English

4 Credits of Math

4 Credits of Social Studies

3 Credits of Natural Sciences

The counselors have also added a new College Corner in the library. There you are able to pick up pamphlets, flyers, guidebooks, and much more about different colleges. You can also use the designated college corner computer to research college campuses, fill out applications, or just to look up a college you may be interested in!

Parents and students remember that to qualify for the Promise Scholarship you must maintain at least a 3.0 Core GPA (Math, Science, SS, and English). These requirements begin with the first class you take in High School as a freshman and continue until your final class as a senior.

Our school counselors assist students with interpersonal relations, college/career planning and personal decision-making. See your school counselor for the following items:

- Scholarship Applications

Conflict Resolution

Students who are involved in a dispute should request the assistance of a counselor, administrator, or teacher in resolving the dispute before it escalates into a more serious problem.

Health Services

A school nurse is assigned to HHS. Students may visit the school nurse as needed during the school day.

Proof of 12th grade immunization requirements should be turned in to the school nurse on or before the first day of their senior year. Students who are homebound or have a Chronic Medical condition are to obtain forms from the Board office.

Hall Passes

Hall passes are to be created in the smart pass program. Students excused from class on a restroom hall pass are required to **use the restroom located closest to their classroom**. Students are limited to 6 restroom passes per class

per term per class. We expect students to anticipate their needs and schedule restroom visits before school, during class changes, and during lunch. Students who exceed 6 passes in a class will be assigned to noon detention or after school detention. Locker rooms may NOT be used as restrooms by students.

Off Limit Areas--At All Times

- Concession stands
- Back and sides of building, except during class changes to the cultural center.
- Parking Lot (from the time you park until dismissal at the end of the school day)
- Ticket Booth to the end of front of building towards cultural center
- At All Times Except When Supervised By Staff
- Cultural Center-- At All Times Except When Supervised by Staff
- Athletic Fields-- At All Times Except When Supervised by Staff-
- Tennis Courts-- At All Times Except When Supervised by Staff

*Any student seen entering, leaving, or in the dressing rooms except when under staff supervision to dress for a PE class or a team practice will be subject to disciplinary action. Dressing rooms may NOT be used as restrooms by students, except for students in that PE class.

Walk-through Areas Only

- **Both front lobby areas (To stop and stand, you must be past the first beam. Students may not stand in the 1st hallway)**
- Stairwells
- Halls (Students may not sit on the floor in the halls)

Walkers

Students walking home must stay on the sidewalk or go through the walking gate at the back of the school property, at no time is a student permitted to walk on the train tracks.

Grab and Go Breakfast

Grab and go breakfast will be offered between 1st and 2nd block (9:36) in the commons. No food is to leave the commons. You can only eat grab and go if you DO NOT eat breakfast.

Lunchroom Regulations

All students are to keep cafeteria trays in the cafeteria. Every student is responsible for cleaning his/her place at the tables, depositing paper in waste paper containers and returning trays to the dishwasher room. Students who fail to clean their places or who are observed throwing litter will be required to clean tables. Students involved in food fights will receive suspensions.

Music Sound Amphiphiles

Students are not to use or possess any type of device that Bluetooth music. Students are allowed to use headphones before, during class change, and during lunch to listen to their music.

Outside lunch deliveries

HHS **will not** permit food deliveries from outside vendors. Parent/guardians are **NOT** permitted to bring lunch to students.

No food deliveries from outside sources or families will be permitted during the school day

Vending Machine Policy

Students may purchase items from the vending machines between classes and after school. Students may **NOT** purchase items from the vending machines during class time. Federal and state child nutrition regulations prohibit sales from vending machines during breakfast and lunch. Food and drinks are to be consumed and disposed of prior to entering a classroom

Only clear containers containing water are permitted in the classrooms

Students Returning from the Putnam County Technical Center

Students returning from afternoon classes must respect the classes that are still in session by staying out of classroom areas and quiet until school is dismissed.

Distribution of Papers, Pamphlets, Signs

Persons wishing to display on campus posters, signs, bulletins and other printed information not related to the school program, must have the school administration's permission before being displayed on the campus.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential, when the first signal is given, that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to

the students. Students are not to talk during fire drills and are to remain outside the building until a signal is given to return inside. Students and staff who exit the front of the building must move beyond the first row of cars. Those who exit from the sides and back of the building must stand at least ten (10) yards from the building.

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. A false alarm by a student constitutes a felony and carries a stiff legal penalty in addition to suspension or expulsion.

Textbooks

Teachers will issue textbooks. The teachers record the book number, the condition of the book, and the name of the student to whom it was issued. Any damage in a book should be brought to the attention of the teacher when the book is issued. The student to whom a book is issued will pay for a book that has been abused, damaged, or lost. Do not borrow or lend books. Do not leave books unattended where other students may pick them up.

Dress Code Enforcement

Just a reminder: you're "on the job" at school. Students are expected to come to school appropriately dressed. If school administrators determine that a student's attire is inappropriate, they have the right to require a change of clothing if one can't be provided he/she will sit in ISS until a change of clothing is provided. As much as possible, dress code standards will be applied equally to both men and women. For example, no one may wear headwear in the building during the school day. See county policy for specific dress code regulations.

- **Shorts, skirts, and dresses must be at least mid-thigh length**
- **No backless, see through shirts/blouses or t-shirts that are cut/modified to have no sides are permitted**
- **No blankets are to be brought to school**
- **Undergarments are not to be worn as outer garments, men's tank under shirts and sports bras multiple straps equal to one inch does not meet dress code**
- **Pants are to be worn at the waist No sagging.**
- **No Hats**
- **No headbands are to be worn of any kind.**
- **No Hoods are to be worn**

Public Display of Affection Being overly affectionate in school is not in good taste and will not be allowed. HHS recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste, self-respect

and conduct themselves as ladies and gentlemen at all times. The limit for affection shown on HHS campus is that of holding hands lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

1st offence—Warning

2nd offence—2 days lunch d-hall and phone parent

3rd offence—1day ISS, parent conference and meet with counselor

4th offence—1-day Saturday school, parent conference and meet with counselor

5th offence—Referral to the Student assistant team (SAT)

Lockers

A locker is assigned to each student at the beginning of each school year.

The lockers are the property of Hurricane High School and are subject to inspection by authorized school personnel. **Secure your combination!** The school will not be responsible for items that may be stolen from lockers.

Broken lockers are to be reported to Ms. Mowery. Books and other items of value left in unsecured lockers are done so at the student's own risk.

Students are responsible for the condition of their assigned lockers and will be charged for damages and/or painting or cleaning due to stickers, graffiti, etc.

Hurricane High School Clubs

HHS encourages all students to participate in extracurricular activities. It is our belief that students who become involved will enhance their High School experience. When students are involved and engaged, they feel like they are a part of something. This sense of belonging fosters loyalty and

pride in their school, as well as academic achievement, and community involvement. The following is a list of club/organizations that are available.

Club	Sponsor	Room
Archery	Ms. Turkelson	223
Baking Club	Mrs. Kelley	241
Big Brothers/Big Sisters	Mrs. Fife	224
Bio Club	Mr. Perry/Mrs. Hoskins	211
Cancer Kids First	Miss DeFries	113
Chess Club	Mr. Atkins	143
Chick-Fil-A-Leader Aca.	Mrs. Safford/Marinacci	243
Computer Club	Ms. Grim	254
DECA	Mrs. Schamp/Safford	244
Environmental Club	Mrs. Conley	225
Figure Skating	Miss DeFries	113
FCA	Mr. Tackett/Mrs. Purdy/Mr. Sparks	226
GSA	Ms. Harless	111
Helping PAWS	Mrs. Conley	211
High School Democrats of Amer.	Mr. Wicker	251
Link Crew	Bielinski/Burns/DeFries/Nottingham	112
Mu Alpha Theta	Mr. Bielinski/Varney	215
National Art Honor Society	Mrs. Philabaun	136
National English Honor	Ms. DeFries/Burns	113
National Honor Society	Mrs. Fife	224
P7 Club	Mrs. McPherson	242
Pep Club	Mrs. Kiser	120
Pickleball Club	Mrs. Kiser	120
Prom Committee	Mrs. Fife and Mrs. McPherson	242
SADD and RAZE	Mrs. Nottingham	255
Science Bowl	Mr. Tackett	226
Sewing Club	Mrs. Kelley	241
Sports Media	Mrs. McPherson	242
TARS	Mr. Bielinski	215
Yearbook	Miss DeFries	113



PUTNAM COUNTY SCHOOLS
HIGH SCHOOL STUDENT HANDBOOK 2025 – 2026

PUTNAM COUNTY MISSION STATEMENT

The mission of Putnam County Schools, working with parents and community, is to establish a system characterized by cooperation, collaboration, and innovation, in which a guaranteed curriculum is taught by **all** teachers and mastered by **all** students. Furthermore, the staff accepts the responsibility to foster students' unique abilities and to develop student accountability for personal good health, positive attitudes, and responsible behavior.

Mr. John G. Hudson
Superintendent

Dr. Christina Chambers
Assistant Superintendent

Mr. P.E. McClanahan
Director of Secondary Curriculum

www.putnamschools.com

Name: _____
Mentor Teacher: _____
Grade: _____ Major: _____

Putnam County Schools does not discriminate on the basis of gender, race, color, religion, national origin, age, socio-economic status, spoken language genetic information, or disability in its programs (including all career and technical programs), activities, or employment practices as required by Title IX. Questions or concerns may be addressed with Mr. Dan Rinick, Assistant Superintendent of Personnel and Pupil Services (304-586-0500, x1109) for Title IX or the Director of Exceptional Education, Ms. Susan Beck (304-586-0500 x1111) for 504 and ADA regulations. Offices are located at 77 Courthouse Drive, Winfield, WV 25213.

8.7.24 / PE/cm
8.16.24 / PE/cm (pgs. 17-27)

FOREWORD

MESSAGE FROM JOHN HUDSON, SUPERINTENDENT, CONCERNING STUDENT CODE OF CONDUCT

Every student has a right to an environment that encourages learning and is free of disruption. The school board has a duty to the community and to the state to operate orderly and effective schools. The authority to control and discipline students is required to carry out that duty. Students have a right to the protection guaranteed to all citizens.

This handbook presents guidelines on behavior and school citizenship for students that are based on policy of the Putnam County Board of Education and WVBE Policy 4373 – Expected Behavior in Safe and Supportive Schools. The following broad categories related to student conduct are included:

- code of conduct
- attendance
- transportation
- technology use

The rules of conduct and sanctions for violations detailed in this document are parts of a heightened effort to monitor student behavior. The explanation of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors and the Student Attendance Policies are included in the handbook for parent and student review.

Each school has access to a School Board Policy Manual that provides information about the attendance policy, guidelines for administrative reporting to law enforcement agencies, and access to student records. The policies which support this document are in the School Board approved policy manual which is available on the Putnam County Schools Website. Procedures are updated regularly to comply with school board policies, state, and federal laws.

A cautionary note is offered to parents as this handbook and its rules are reviewed. A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good, sound judgment must be exercised in light of conditions of the moment.

For additional information on topics in this handbook, contact the school office. The Policy Manual adopted by the Putnam County Board of Education is available for review at www.putnamschools.com.

John Hudson
Superintendent
July 2025

Important Dates 2025-2026

Important Dates for the Upcoming School Year

August 14	First Day for Teachers
August 21	First Day for Students
June 4	Last Day for Students (if no emergency closings)
June 12	Last Day for Teachers (200 Day Employees / Prep Day)

No School/Early Out on the Following Days

September 1	Labor Day Holiday
September 19	Professional Learning/No School for students
October 10	Faculty Senate/3-Hour Early Dismissal for students
November 11	Veterans Day, No School
November 24-28	Thanksgiving Holiday
December 19	Faculty Senate/Prof. Learning/No School for students
Dec. 22–Dec. 31	Christmas Break – No School
January 1-2	New Year's Holiday - No School
January 16	Professional Learning – No School for students
January 19	Martin Luther King, Jr. Day – No School
January 20	First Day of Second Semester
February 13	Faculty Senate/Prof. Learning/No school for students
February 16	Presidents Day, No School
February 27	Professional Learning – No School for students
March 2	Professional Learning – No School for students
March 30 - April 3	Spring Break, No School
April 17	Faculty Senate/3-Hour Early Dismissal for students
May 12	Election Day, No School
May 25	Memorial Day, No School
June 4	Last Day for Students/Faculty Senate/ 3-Hour Early Dismissal for students
June 12	Teachers Last Day – 200 Day Employees/Prep Day

**Please note OS days may be used to make up school days lost due to emergency/weather closings.

*Faculty Senate – Early Dismissal or No School

August 18	Employee Faculty Senate
October 10	3-Hour Early Dismissal for Students
December 19	No School for Students
February 13	No School for Students
April 17	3-Hour Early Dismissal for Students
June 4	3-Hour Early Dismissal for Students

*Professional Development – No School for Students

September 19	No School for Students
December 19	No School for Students
January 16	No School for Students
February 13	No School for Students
February 27	No School for Students
March 2	No School for Students

Grade Reports

Students receive report cards after each nine weeks grading period. If the student does not have a C or better grade in each class, parents are encouraged to contact the school to schedule a conference with the teacher or counselor. Parents also are encouraged to contact the school office if grade reports are not received.

Report cards will be issued after completion of each 9 weeks.

Secondary report cards are mailed home after the last day of school.

Parents may monitor student progress through the online program that is available. Schoology parent account / Select student (upper right icon) / Click student name on right / Go to settings / Select notifications / Set up weekly or daily notifications.

Putnam County High School Schools

www.putnamschools.com

Buffalo High 304-937-2661
<http://buffalohighwv.com>

Hurricane High 304-562-9851
<http://hhs.putnamschools.com>

Poca High 304-755-5001
<http://pchs.putnamschools.com>

Winfield High 304-586-3279
<http://whs.putnamschools.com>

Putnam Career & Technical Ctr. 304-586-3494
<http://pctc.edu>

PUTNAM COUNTY POLICY MANUAL

A copy of the Policy Manual is on the Putnam County Schools website www.putnamschools.com under the Board of Education tab at the left side of the home page. For specific rules and procedures of individual schools, please contact your school.

EXPECTATIONS FOR STUDENT CONDUCT

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of West Virginia shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development. Students will:

1. Help 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, play by the rules, and not take advantage of others.
6. Demonstrate compassion and caring.
7. Demonstrate good citizenship by obeying the laws and rules, respecting authority, and by cooperating with others.

For information regarding discipline and rules at individual schools, please refer to that school's handbook and/or the county policy manual.

BULLYING/HARASSMENT/INTIMIDATION

A student will not bully/intimidate/harass another student. State law defines harassment, intimidation or bullying as any intentional gesture, or any intentional written, verbal, or physical act or threat that:

- a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person, or placing a student in reasonable fear of damage to his/her property; or
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

SOCIAL EXPECTATIONS:

- Show good manners in the classroom, lunchroom, hallways, and while riding the school bus.
- Respect the rights of others.
- Show respect for school authorities.
- Respect the property of others.
- Exercise self-discipline.
- Refrain from harmful actions and possession of harmful objects.
- Observe the safety rules of the school and the bus.
- Refrain from public displays of affection.

ACADEMIC EXPECTATIONS:

Do the best work you can.

- Participate fully in the learning activities.
- Take pride in your schoolwork.
- Listen and follow directions.
- Be prepared with the necessary materials for each class.
- Accept responsibility for the completion of all assignments.
- Do not interrupt the learning process or the teaching process for others.
- Be responsible for and respectful of school materials and equipment.

EQUAL OPPORTUNITY

As required by federal laws and regulations, neither our individual schools nor Putnam County Schools discriminates on the basis of gender, race, color, religion, socio-economic status, handicapping condition, marital status, age, or national origin in its employment practices or in the administration of any of its education programs and activities. We provide equal services, opportunities, and benefits for everyone.

NOTICE TO PARENTS: Right to Review Teacher Qualifications

As a parent of a Putnam County student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the West Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar professionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact your child's school principal.

INFORMATION FOR STUDENTS AND PARENTS

Schools may require additional standards as may be appropriate. Refer to your school handbook for specific school expectations and requirements. If you have a concern or problem at the school, please talk with the school principal.

SCHOOL CLOSINGS AND DELAYS

School closings and delays are posted as soon as the decision is made. Official notifications are available by calling the county office at 304.586.0500 ext. 1404 and on the county website: www.putnamschools.com. (Parents may also sign up for electronic alerts at: <http://wvde.state.wv.us/closings/county/all/>) Every effort is made to continue regular schedules, but sometimes weather or circumstances require a change of plans. Please discuss plans in advance with your child in case of early dismissal, delayed schedule, or school cancellation. Each school has a calling system which allows the school or county to communicate with parents. Contact your school office to ensure that the correct phone numbers are in the system for your child.

POSITIVE WORK HABITS AND ATTITUDES

All high school students are expected to practice appropriate work habits and attitudes. If students develop these habits, they will be successful in high school and in their future career.

Important work habits and attitudes are:

1. **Dependability** - Be reliable and keep your word. "Stick to it and do it."
2. **Accountability** - Take responsibility for your actions. "Blame or fame - all the same."
3. **Self-Control** - Think before you act or speak. "Act right; be polite."
4. **Initiative** - Be self-directed and motivated. "Don't hesitate; initiate."
5. **Flexibility** - Be willing to change and adapt. "Bend with the wind."

Listed below are the goals established for high school students. After each goal are Student Behaviors to help you accomplish these goals.

1. Each student will demonstrate mastery of the selected course of study related to career and educational choices.
STUDENT BEHAVIOR: Focus your school schedule on classes that will prepare you for a future career and further education. During grade 10 the second phase of the Personalized Education Plan (PEP) is developed. Students identify course selections for grades 11 and 12 and determine post-secondary plans for the first year after high school.
2. Each student will develop his/her unique talents, interests, and abilities.
STUDENT BEHAVIOR: Get involved in clubs, sports and other extracurricular activities that will develop your talents and abilities.
3. Each student will maintain a positive attitude about school and be an independent learner.
STUDENT BEHAVIOR: Take responsibility for coming to class prepared. Bring homework, textbook, and materials. Focus on making the most of high school.
4. Each student will demonstrate a strong sense of self worth and acceptance of others.
STUDENT BEHAVIOR: Remember that you are special and unique. Be willing to accept the differences of others.

CLOSED CAMPUS

Once students arrive on the property, they may not leave without administrative permission, **including lunchtime**. Students who leave campus without permission are considered to be skipping and will be assigned consequences. Only students granted permission for off-campus courses or other administratively approved legitimate excuses are permitted to leave.

PERSONAL ELECTRONIC DEVICE USAGE IN SCHOOLS-PROCEDURE

This procedure meets the minimum requirements of WV Code §18-2-46 and West Virginia Board of Education (WVBE) Procedure 4374 in that it ensures a consistent approach to the use of a personal electronic device (PED) in all Putnam County Schools (PCS) during instructional time, including transition between classes. The goal is to promote a distraction-free learning environment while allowing for appropriate exemptions and educational opportunities.

A personal electronic device (PED) means any portable device capable of wireless communication or computing, including, but not limited to, cellular phones, tablets, laptops, smartwatches, and portable gaming systems not provided by PCS.

For the purpose of this procedure, the instructional day shall be defined as the period of time from the start of the first instructional period to the end of the last instruction period, including transition time between classes.

As referenced in WVBE Procedure 4374, student possession of PEDs at school is a privilege, not a right. Student use of these devices during the instructional day routinely interferes with the academic and social development of students. As indicated in WVBE Policy 4373, the goal of the policy is to promote a distraction-free environment, PEDs are believed to prohibit the age-appropriate development of relationships, study skills, and other necessary skills to be successful. Therefore, students are prohibited from possessing PEDs during the instructional day unless an allowable exemption applies.

Any use of PEDs during off-campus co-curricular or field trips during the instructional day will be prohibited, unless such use is specifically allowed by the principal.

After-school tutorial and disciplinary programs are an extension of the school day for participating students. The prohibition of PEDs in these activities extends until the conclusion of the program.

PEDs are permitted on school property, however, the use of and/or display of a PED is not permissible during the instructional day. Students must store PEDs in their assigned locker. For schools without lockers, students will store the PED in a principal approved location.

Students must store PEDs unless qualifiers for the following exemptions are met:

504 Plans, IEP, and Medical Conditions

Students may have access to their personal electronic devices during the instructional day if deemed necessary by a medical provider or the student's IEP or 504 team, or other written accommodation plan, by a school nurse, school psychologist or other school official; parent requests or notes shall not be accepted as approved accommodation. Barring emergency situations, a written order from the student's medical provider and/or a written explanation from the student's IEP or 504 team regarding the student's need for device access during instructional time must be submitted to the school principal before any exemption will be permitted. Medical orders and written explanations from IEP or 504 teams must specify the electronic device(s) to which the student shall have access, how long that access is likely to be needed, and the anticipated use of the devices when accessed during the instructional day. A school principal may request additional information from the medical provider, IEP or 504 team if the need to access a device is not clear from the documentation submitted.

Work-Based Learning Programs

Students enrolled in a county board approved work-based learning program may use specific PEDs for course-related activities, provided the:

- Device type
- Purpose
- Specific courses are documented and approved by the school administration.

Non-Instructional Setting

High school students may possess PEDs in the gymnasium common areas or cafeteria during lunch but only when instruction is not occurring in those areas. Student suage must be appropriate and not disruptive. Following this non-instructional lunch/period, the PEDs must be stored as set forth herein.

Students involved in extracurricular activities after school shall have any PED set to "silent" or "vibrate" mode so that the extracurricular activity will not be disrupted. Student use of cell phones during extracurricular activities may be regulated by the coach or group sponsor as needed to prevent disruptions. PEDs should not be used in any locker room area.

Each violation of this procedure shall be documented in WVEIS. A principal may prohibit an individual student from possessing a PED if previous misuse has been documented. However, if a student is prohibited from possessing a PED on school property, a conference shall be offered to the parent/guardian to discuss the reasoning for the prohibition.

Elementary (PK-5):

- Offense I: Personal electronic device is confiscated; phone returned to parent/guardian during school day; conference between administration and parent/guardian
- Offense II: Personal electronic device is confiscated; phone returned to parent/guardian during school day; one (1) day in school suspension
- Offense III: Personal electronic device is confiscated; phone returned to parent/guardian during school day; two (2) days in school suspension
- Offense IV: Personal electronic device is confiscated; phone returned to parent/guardian during school day; any subsequent breaking of this procedure will be considered habitual violation of school rules

Secondary (6-12):

- Offense I: Personal electronic device is confiscated; returned at end of instructional day
- Offense II: Personal electronic device is confiscated; phone returned to parent/guardian during school day; conference between administration and parent/guardian and student; one (1) day of detention.
- Offense III: Personal electronic device is confiscated; phone returned to parent/guardian during school day; three days (3) of detention or one (1) day of Saturday School.
- Offense IV: Personal electronic device is confiscated; phone returned to parent/guardian during school day; five days (5) detention or two days (2) of Saturday School or one (1) day ISS. Student may be prohibited from bringing PED on campus for the duration of the semester. A conference with the parent/guardian is required if a student is prohibited from bringing PED on campus.
- Subsequent Offenses: Personal electronic device is confiscated; phone returned to parent/guardian during school day; considered habitual violation of school rules.

If a PED is used for an illegal activity, the principal shall report the matter to law enforcement officials. Use of a PED resulting in a violation of WVDE Procedure 4373 is prohibited.

Principals shall make reasonable efforts to ensure information related to acceptable use of PEDs is disseminated to students and their parent/guardians including posting signs on school property and publishing the information in student handbooks, newsletters, social media and county or school websites.

PCS and the Board are not responsible for theft, loss, damage or vandalism to PEDs brought onto its property.

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

ACCEPTABLE USE POLICY

OVERVIEW

The appropriate use of technology helps students become lifelong learners and positive and effective digital citizens. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They understand that information posted to the Internet is public, permanent, and may have a long-term impact on their lives and careers.

Putnam County Schools (PCS) and the West Virginia Department of Education (WVDE) provide a variety of technology tools, resources, and services, including Internet and e-mail accounts, to students who understand how to use them in a responsible manner. The intent of the County is for technology resources to be used as a valuable educational tool.

PCS and the WVDE reserve the right to monitor, inspect and investigate the content and usage of any technology device, resource, or service which they provide. With probable cause, personal electronic devices (PED) may also be inspected. No student should have any expectation of privacy when using PCS technology. PCS reserves the right to disclose any information to law enforcement or third parties as appropriate.

This device is the property of Putnam County Schools. By using this device, you agree to use it solely for the purpose of education as set forth by Putnam County Schools' curriculum and Putnam County Schools' AUP. All recordings are for private, educational use only.

USE OF TECHNOLOGY RESOURCES WITHIN PUTNAM COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.

USER RESPONSIBILITIES

As the user of technology resources provided by PCS, I have read, understand and accept all the following rules and any additional rules posted at school. Failure to abide by these rules may result in the loss of technology privileges and/or in disciplinary actions involving local, county, state or federal agencies. Disciplinary actions will apply to all sites when students attend multiple schools or community-based learning experiences outside of the home school.

- 1. I will demonstrate good work ethics by using software and online resources responsibly.**
 - I will only use the school's network and Internet for educational purposes as directed by my teachers.
 - I will not download or play any non-educational games using PCS resources.
 - I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of an educational activity. I will not access my personal social networking sites at school.
 - I will only stream multimedia content from the Internet that supports the educational process.
 - I will manage my files and e-mail messages so that I do not overuse available resources.
 - I will not disrupt users, services, or equipment by downloading huge files or sending mass e-mails.

- 2. I will be a responsible user of all technology devices.**
 - I will use all technology devices in a responsible, ethical and legal manner; I will not use technology to harass or bully others.
 - I will not destroy, deface or damage any equipment or move it from its proper location.
 - I will be a responsible user of printers and other technology resources and conserve paper and other supplies.
 - I will follow PCS policy regarding Personal Electronic Devices (PED).
 - I will only access the Internet from the PCS network. I will not establish a mobile hotspot or bypass security features, filtering devices, or established rules.
 - I will take responsibility for the safety, security, and proper use of any PED that I bring to school.

- 3. I respect personal privacy for myself and others.**
 - I will use extreme caution about revealing my personal information (including, but not limited to, home address, phone number, age or images) on websites, blogs, podcasts, videos, e-mails or as content on other electronic media.
 - I will not reveal any personal information about another individual on any electronic medium. I understand that posting such information about a person without his/her permission is a form of bullying and harassment.
 - I will not share any of my school account usernames or passwords with any other student.
 - I will not access the PCS network and online resources using anyone else's account information.
 - I will not take photographs or record audio or video of any person at school or at school sponsored activities without permission from my teacher or principal.

- 4. I will use technology to improve my communication skills with others.**
 - I will only use a school provided e-mail account while at school, and I understand that the communication on this account is for educational use only.
 - I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
 - I will not use telecommunication resources for any illegal, unethical, immoral, harassment or unacceptable purposes.

- 5. I respect and protect the intellectual property of others by observing copyright laws.**
 - I will not copy information received from any source and say that it is my work.
 - I will cite all sources of information that I use in my projects and work, crediting the creator's work.
 - I will not make copies of any software belonging to PCS and its community-based learning sites to keep, give, or sell.
 - I will not install any personal software onto any school device.

- 6. I will follow school rules, the PCS Code of Conduct, and state and federal rules when using technology.**
 - I will not access or attempt to access another user's e-mail, ID/passwords, personal files or data without that person's permission.
 - I will not download, install or execute any file unless it specifically relates to an educational assignment and if I have received permission from the teacher.
 - I will not attach unauthorized equipment to the network.

- I will not try to bypass security measures or filtering devices to gain unauthorized access to the network or the Internet.
- If I identify any security issues or inappropriate information on the network, I will notify the principal or staff member. I will not demonstrate or share the problem with other students.
- I will not knowingly create, distribute or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
- I will not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate or unacceptable material of any type through e-mail, the Internet or telecommunication resources.
- I will not hack, crack, vandalize or participate in other unlawful online activities.
- I understand that the Children's Internet Protection Act (CIPA) requires that all Internet access for students be filtered; therefore, I will not use a non-PCS device to access the Internet while on Putnam County Schools' property.

SUBSTANCE OFFENSE PROCEDURE

Drugs, alcohol, and substances are a very serious concern in today's society. Substance offenses shall be handled more seriously than the typical repeat violation. Therefore, substance offenses will be cumulative throughout high school. This shall include possession, use, under the influence, and paraphernalia.

ANONYMOUS TIPLINE

Call (833) 905-DRUG (3784) to report any suspicious drug activity. Information can also be submitted online: go.wv.gov/drugtips For immediate help with substance abuse call 1-844-Help-4-WV. If you report suspicious activity, this information will be kept confidential.

STUDENT DRUG SCREENING POLICY

Putnam County Schools believes accountability is a powerful tool to help students avoid using drugs and that early detection and intervention can save lives. It is the responsibility and commitment of the Putnam County Board of Education, administration, and staff to safeguard the health, character, citizenship, and personal development of all students. Participation in athletics, extra-curricular activities and driving on campus are student privileges. Activity students carry responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

Drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of Putnam County Schools. For the safety, health and well-being of students who drive to school and/or participate in extra-curricular activities in Putnam County Schools, the County has adopted a Student Drug Testing Policy. Students wishing to participate in any of these activities must complete the Student Drug Testing Consent Form and return it to their school. Testing positive for drugs will limit the participating student's privileges in athletics, extra-curricular activities, and/or driving on school property.

Additional information is available through the Putnam County Policy Manual, Coordinator of Drug Prevention and Education, the school office, or the school Athletic Director.

STUDENT ATTENDANCE POLICY

STUDENT ATTENDANCE POLICY

It is the philosophy of the Putnam County Board of Education and the WV Department of Education that school attendance by all students is mandatory. Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of July of such year and continue to the seventeenth (17th) birthday. However, the law states that any person who is enrolled in school, at any age, is also bound by the compulsory attendance policy so long as they remain enrolled. Failure to comply with the policy could result in being found guilty of a misdemeanor. (WVC 18-8-2)

ABSENCES

An absence is defined as not being present in class or approved school activity. Any student who is physically absent from school must be counted absent. Tardiness is defined as entry to school or class after the designated starting time. Early departure is any time a parent or guardian receives permission to sign out a student prior to the end of the instructional day. Verification is written documentation explaining absences. Verification must be submitted to the school office or other designated area upon return to school. Skipping is any absence from school/class and/or approved school activity without administrative permission. A parent is the person(s) who assumes legal responsibility for a student. These may be biological parents, legal guardians, or other adult persons within whose household a student resides. If a question of custody exists, the school must have on file a copy of the legal custody of the student.

EXCUSED ABSENCE

Excused absences include the following: (1) illness/injury verified by a medical excuse; (2) death in the immediate family (limited to three days per death); (3) legal or religious obligation; (4) failure of bus to run (note from bus driver or parent may be required); (5) approved school activities, and parent notes (up to 10 days per year). Absences for school-approved curricular/co-curricular activities are also excused.

UNEXCUSED ABSENCE

Unexcused absences include any absence not covered under "Excused Absences." Suspension days are also unexcused absences.

VERIFICATION

Written documentation explaining absences is due immediately upon return to school or at the principal's discretion under extenuating circumstances. Written documentation must also be submitted following an absence due to an early departure from school. Written documentation must be verified by signature of a parent/guardian or physician. Parent must contact school to verify electronic excuses were received.

DISCIPLINE FOR ATTENDANCE

Students shall not be suspended solely for tardiness, early departure, or absences. Other methods of discipline will be utilized, such as, but not limited to, detention, extra class time, etc.

TRUANT

A student is truant: (1) when the student voluntarily chooses not to attend school; (2) when a parent fails to send child to school for any other reasons other than excused absence, or (3) when the student fails to provide valid verification for absences which might be otherwise excused. Any child, including 18-year-olds, who has been absent from school ten (10) total days without valid documentation is considered truant.

TARDY

Tardiness is an entry to school or class after the designated starting time. Each building principal/designee will be responsible to communicate to the parents/guardians the importance of the students arriving at school on a punctual basis. As a deterrent to tardiness schools may use, but not limited to, before/after school detention, in school detention, loss of certain privileges, etc. Excessive tardiness by out-of-zone students may affect their approval status for the following school year. Principals are encouraged to conference with parents regarding the negative implications of the child being tardy.

DROPOUT

A dropout is an individual who has not graduated from high school, obtained a HiSET diploma (high school equivalency), or completed a state-approved diploma, was not reported as a dropout the year before, and does not meet any of the following exclusionary conditions: (1) Transfer to another public school district, private school, registered home school, or state-approved education program; (2) Temporary, school-recognized absence due to suspension or illness, (3) Death.

SCHOOL CONSEQUENCES

The principal/designee shall monitor student attendance and on the third unexcused absence, per term/year, schools will make written contact with parent/guardian(s). A conference may be scheduled with school officials. Services to help keep students in school will be offered as appropriate. A list of students receiving the three-day notice shall be sent to the county Attendance Director. Additional consequences follow below.

ATTENDANCE DIRECTOR

The county Attendance Director shall monitor all absences and on the fifth unexcused absence, shall send a legal notice to the parent/guardian(s) advising of the consequences should the student continue to accumulate unexcused absences.

LEGAL CONSEQUENCES

If the student and parent/guardian(s) do not comply with the provisions of the five-day legal notice and WVC 18-8-4, a truancy complaint will be filed with the Magistrate or a Petition against the student as a delinquent or against the parent/guardian(s) for noncompliance. The court will take whatever steps necessary to keep the student in school including, but not limited to, the possibility of removal from the home to assure attendance.

DRIVER'S LICENSE

Additional consequences to the student shall include restriction of the driver's license after ten consecutive or a total of fifteen unexcused days during the school year. A student must maintain satisfactory attendance during one complete semester following the restriction of his/her driver's license to be eligible for the restriction to be lifted. Students must earn five credits annually and a student cannot be suspended or expelled for specific behaviors. Contact the school office or county Attendance Director for updates on any rule changes.

EXEMPTION TO INSTRUCTIONAL DAY

Attendance for all four years during grades 9-12 is important to attain the educational goals of West Virginia. Therefore, Putnam County students are to be scheduled for a full day all four years. An exception to this rule would be enrollment in college courses or technical/ vocational programs. High school seniors who have met nearly all of the requirements for graduation may enroll in college courses or post-secondary training programs. In such cases, seniors may apply for an exemption to one or more of the required instructional periods, providing all graduation requirements can be met within the revised schedule.

HOME/HOSPITAL INSTRUCTION

- A. Students who, due to injury or for any reason as certified in writing by a licensed physician, are temporarily confined to home or hospital, for a period that has lasted or will last more than two (2) consecutive weeks shall be eligible to receive home/hospital instruction.
 1. The written statement must include the specific reasons the student must remain at home or in the hospital and the criteria or conditions under which the student can return to school, and the expected date of such return.
 2. A written statement by a licensed physician must be resubmitted every six (6) months or semester if a student's temporary home/hospital instruction is prolonged.
 3. The Board may require that the parent/guardian obtain an opinion from a second licensed physician at the expense of the Board.
- B. Home/Hospital teachers are responsible for facilitating instruction on the core courses' content standards and objectives as guided by the student's classroom teacher(s).
- C. Home/Hospital instruction provided for an exceptional student who is unable to attend school temporarily because of an injury, illness, or health condition requires a change in the student's placement to Out-of-School Environment (OSE) as defined by state board policy. The change of placement to OSE must be addressed by the student's IEP team and implemented in accordance with the requirements stipulated in policy.
- D. Home/Hospital services may also be provided temporarily for students during the expulsion process.

CHRONIC MEDICAL CONDITIONS

If a student has a documented chronic medical condition (CMC), an application for CMC may be submitted to the county Attendance Director. Should the student be unable to maintain passing grades while on an approved CMC, the student should consider submitting a homebound application for academic support. A new application is required at the beginning of each school year.

MAKE-UP WORK

Students are expected to make up for work following absences. The make-up work shall be completed within three (3) days of the absence or according to a timeline designated by the teacher(s). Additional time may be provided at the teacher's discretion if arrangements are made with the teacher in advance.

PARENT/SCHOOL COMMUNICATION

Putnam County Schools uses Thrillshare, a rapid alert system. Emergency messages and school closings will be sent to parents by phone, text and/or email through this system. Individual schools may use Thrillshare to send parents other information such as attendance reports and notices of meetings or events. Please keep your email address, telephone, and cell phone numbers up to date to ensure you receive these important notices.

Parents may also use the PCS Connect app to receive push notifications from the schools and county office. The PCS Connect app will also provide quick access to county calendars, menus, news and much more...

Parents may contact teachers through Schoology and e-mail. Teachers' e-mail addresses may be found on the high school websites. The Putnam County website provides links to individual schools. School newsletters may be mailed and/or posted on Schoology for parents to provide regular communication. If there is a problem at the school, contact the school principal.

ETHICAL BEHAVIOR

School staff members expect all students to exhibit ethical behavior while attending the school. Any student caught cheating on a test, submitting assignments copied from another's work, falsifying any document or reports required as a part of the course or otherwise behaving in an unethical manner will be subject to disciplinary action.

SUMMER SCHOOL

Summer school may be provided for a fee to students who fail core courses, need to improve gpa or seniors who need a course to graduate. All failed English courses must be taken in sequence and, by current policy, must be made up in summer school. Registration for summer school is conducted by the high school counselors; see counselor for enrollment form. Students who have failed a course should talk with the school counselor before the end of the school year to gain information about summer school.

ALGEBRA I EXIT TESTING

All students must pass an Algebra I Exit Examination in order to receive the Algebra I credit. At the beginning of class, the student will receive a sample test and additional information from the math teacher.

GRADING POLICY

The following grading system is used for levels 9 through 12:

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%

To graduate from high school, a student must have a 2.0 cumulative grade point average. The cumulative grade point average is based upon grades received in all high school classes (including high school courses taken in middle school).

The **Advanced Placement (AP) Program** and **dual-credit college courses** give students the opportunity to pursue college level studies while still in high school. Courses designated as "AP" and dual credit are weighted in determining class ranking. Students enrolled in the AP course must take the AP Exam.

Students in academic difficulty (low grades and at-risk of failing) should arrange to attend the noon tutorial program. To raise the G.P.A., students may retake classes. Only the higher grade will count in calculating the G.P.A.

ATHLETIC ELIGIBILITY

Each student will be responsible for understanding the West Virginia Secondary School Activities Commission rules concerning eligibility for participation in extracurricular activities. In order to participate in extra-curricular activities, a student must have a 2.0 ("C") average for the previous term. All subjects taken by the student are to be considered in the grade point average. Eligibility will be determined each term by the GPA of the previous term. In order to participate in any extracurricular school activities, a student must be in attendance the full school day on which the activity occurs. According to WVBE Policy 4373, Chapter 6, suspension may take two forms: in school suspension or out of school suspension. While a student is suspended, he/she may not participate in any extracurricular activities including sports practices and games. A student who is absent from school on the day of an activity or event is not eligible to participate or attend unless medically excused by a doctor's note or granted an educational exemption. A parent note will not be accepted.

NOON TUTORIAL

Each school offers assistance to students who are having academic difficulty. Students are responsible for monitoring grades and keeping a record of the grades in their planners. If a student begins having difficulty, teachers will provide tutorial help. Students falling below standard on the West Virginia Department of Education assessment program may be assigned to remediation.

LOCKERS

A locker is assigned to each student at the beginning of each school year and cannot be changed without permission. The lockers are the property of the school and are subject to inspection by authorized personnel. The school is not responsible for items that are stolen from lockers. Books and other items of value left in unsecured lockers are done so at the student's own risk. Students are responsible for the condition of their assigned lockers and will be charged for damages and/or painting or cleaning due to stickers or graffiti. The misuse of lockers can result in disciplinary action and the loss of locker privileges. Broken lockers are to be reported in writing to the assistant principal.

MILITARY NOTIFICATION

Specifically, under the ESEA, as amended by the ESSA, military recruiters are entitled, upon request, to receive the name, address, and telephone listing of secondary school students unless the parent of such student (or a secondary school student who has reached 18 years of age) has submitted a written request to opt out of such a disclosure.

USDA CHILD NUTRITION MEAL PROGRAMS

Putnam County Schools provides a quality nutritious meal program offering both breakfast and lunch meals every school day. Traditional breakfast meals consist of both hot and cold choices and are served at various times, which may be consumed in the cafeteria and/or classroom. A Grab and Go Breakfast may also be served in schools at times after the first block. Lunch meals consist of hot food choices with healthy fruits and vegetable options from the salad bar each day. Fresh local produce is purchased and used in the preparation of all school meals. Fat-free and Low-fat milk choices and water are available at each meal service. After-school snack or supper meals are also provided throughout the school year in schools that may qualify. A

county-wide monthly menu and nutrient analysis of meals served is available each month on the Putnam County Schools website at putnamschools.com or county office upon request.

FOOD ALLERGIES

Students with food allergies and/or in need of a dietary change due to a disability must have a completed Physicians Statement on file. There are students in our schools who have life-threatening peanut/nut/common food allergies and may require emergency medical treatment if exposed to these allergens. Any exposure to peanuts/nuts/common food allergens through contact or ingestion could cause a reaction. To reduce the risk of exposure, everyone must be aware of the potential for an emergency situation. Cold lunch students who do not have food allergies may bring any peanut butter, peanut, or nut products for lunch, however, they will be seated away from students who have food allergies at a cold lunch table in order to help reduce the overall risk to students that have food allergies. Students who have peanut/nut/common food allergies will be seated at hot lunch tables since those hot lunch meals are allergy aware. Cafeteria tables and microwaves are sanitized and disinfected after each meal service. Parent's support of these procedures, to ensure the safety of all students, is greatly appreciated!

STUDENT MEAL ACCOUNTS

All schools participate in a computerized meal purchasing program, and parents are billed on a monthly basis for all meals charged to the student's account. Parents are responsible for paying the student meal account balances in full at the end of each month. Cash and/or checks are accepted as payment by mail or in person at the PCS Central Office location. Debit/Credit cards are accepted as payment by setting up an account online at <https://www.schoolcafe.com>. A user fee for each transaction will be charged. Student meal accounts that are "past due" can be subject to lose meal charging privileges, will receive balance reminder letters, and/or subject to further action according to the Putnam County Schools collection policy. Students that have lost their charging privileges must bring "cash" to pay for meals daily. Parents must contact the school secretary for any address change requests and keep their current address on file. Information concerning meal prices is sent home at the beginning of the school year. Students that are graduating as seniors must have their meal accounts paid in full before graduation. For any additional meal billing questions, please contact the PCS Child Nutrition Office at 304-586-0500, Ext 1118.

MEAL ASSISTANCE PROGRAMS

Meal benefits are provided to families at free or reduced costs for those who qualify. The Child Nutrition Department has made it easier for families to complete a School Meals Application by applying online at <https://www.schoolcafe.com>. This method is secure and confidential, and the electronic submission reaches the county Child Nutrition Office quickly so students will obtain benefits faster. However, paper applications are also still available in the school office any time throughout the year if your family chooses to use that method to apply. All students use their WVEIS ID# as their lunch number to purchase meals, and no one in the school is aware of eligibility for assistance. **Please be aware that parents must complete a new meal application every school year to determine meal benefits.**

A meal assistance program called CEP (Community Eligibility Provision) allows school districts to offer free meals to students at no cost by implementing this program at individual schools, groups of schools, or in entire school districts. The Putnam County Board of Education will determine eligibility status to participate in CEP every school year.

SHARE CARTS

For various reasons, students may not always want to consume certain food or beverage items included in their meal. Share carts are available in each school cafeteria where students may return pre-wrapped whole food or beverage items they choose not to eat, then these items are available to other students (at no additional cost) who may want additional servings.

CAFETERIA BEHAVIOR

State and local health regulations require that lunchrooms be kept clean and neat throughout meal service times. Our cafeteria provides a pleasant and comfortable atmosphere for a nutritious meal to be consumed. Maintaining this atmosphere requires that each student exhibit proper manners and behavior. Students are responsible for cleaning up their place at the tables, depositing items in waste containers and returning trays to designated areas.

MEAL SERVICE DURING A NON-TRADITIONAL INSTRUCTION DAY (NTID)

Putnam County Schools will provide meals for students by parent pick up as part of an NTID when USDA waivers are present. Each Putnam County School will be responsible to help fulfill the nutritional need for their designated students. Parents will pick up meals for their individual children upon request only.

STUDENT VEHICLE DRIVING AND PARKING

Driving to school is a privilege; the school has the right to determine which students may drive. Driving privileges may be revoked at any time for those students who exhibit poor academic or social behaviors. Rules for driving are:

1. Students who drive on campus are required to participate in the Student Drug Testing Program and consent to drug testing. See Student Drug Testing Policy in the Putnam County Policy Manual.
2. Obtaining a parking permit is a privilege.
3. No speeding, squealing tires or reckless driving.
4. Parking must be in designated parking areas as assigned.
5. Students must register the vehicle and obtain a parking permit after emergency and health cards have been returned. Students may be charged for this permit.
6. Parking permits must be displayed on the designated location on the vehicle. Failure to do so may result in towing.
7. Under special circumstances, a student may drive to the Putnam Career & Technical Center if a permit is granted from both the PCTC administration and the school administration. Students may not drive other students to the Putnam Career & Technical Center.
8. Late arrival to school more than three times may result in suspension of the driving privilege.
9. A student may not go to the parking area during the school day without the permission of a school administrator.
10. Each school may establish additional driving and parking rules.

STUDENT DRESS CODE

These regulations are **minimum standards** for attire and appearance. Please help us maintain high standards to enhance our educational program.

Upper body: Students have the right to wear any headwear, or shirt provided it meets the following conditions:

1. Headwear may not be worn except with special permission of the principal.
2. The midriff is not bare, front or back.
3. While standing straight, shirts, tops or blouses must come to the top of the pants or other lower body attire.
4. See-through tops or open-sided shirts shall be worn with a shirt underneath.
5. Shirts, tops and dresses must have straps of one-inch minimum width at the shoulders. Cleavage should not be visible.

Lower body: Attire for the lower body must meet the following standards:

1. Lower body attire shall be no shorter than mid-thigh. (Holes in garments must not be above the knees or wear something under clothing with holes.)
2. Footwear with soles must be worn while on campus.

Additional notes: Undergarments should always be covered. Refrain from wearing lounge/sleepwear. Refrain from wearing clothing that depicts or alludes to tobacco, alcohol, drugs, or is sexually suggestive. Students are also asked to maintain their hair and clothing in a manner that does not pose a safety hazard or interfere with learning. Costumes are not to be worn unless they are associated with a school activity (i.e., homecoming).

STUDENT PORTFOLIO

Maintaining a portfolio throughout high school and participating in the portfolio exposition during the senior year is a graduation requirement. The portfolio is a means of keeping a visual record of each student's accomplishments during high school. The purpose is to help students keep focused on career development and to illustrate personal growth and development throughout high school. The portfolio may be utilized for applying for employment, scholarships, and admittance to college. Students are required to have two entries in each of the five categories each year so that the portfolio will be completed by the student's senior year to be used for their interview.

IMPORTANT DATES

Important dates and calendar information for Putnam County Schools will be announced through school newsletters and the Putnam County Schools website. Refer additional questions to the school office where your child attends.

PUTNAM COUNTY PHONE DIRECTORY

Adult Basic Education	304-586-2411
Animal Relief Center	304-586-0249
Health Department	304-757-2541

WV DHHR	304-757-7843
Library, Main Branch	304-757-7308
Buffalo	304-937-3538
Hurricane	304-562-6711
Poca	304-755-3241
Eleanor	304-586-4295
Putnam County Schools	304-586-0500
Secondary Ed. Director	Ext. 1140
High School Secretary	Ext. 1121
Child Nutrition	Ext. 1119
Closings and Delays	Ext. 1404
Community Education/TASC	Ext. 1150
Transportation Coordinator	Ext. 1106
Exceptional Ed. Director	Ext. 1111
Attendance Coordinator	Ext. 1117

STUDENT CODE OF CONDUCT

Rights and responsibilities go hand in hand. Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. These include the right to the equal protection of the laws and the right to the privileges and immunities of United States citizenship. Enjoyment of these rights is governed by due process of law.

School officials have control over student safety, welfare, and behavior from the time a student boards the school bus or arrives at school until the student returns home or to their designated bus stop. To meet this responsibility school officials, have the right and responsibility to adopt rules and regulations for the purpose of maintaining order and discipline and creating a positive learning environment. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

Parent, family and community involvement at early childhood, middle and adolescent levels is absolutely fundamental to an effective system of public education. Strong partnerships between homes, schools and communities are needed to ensure quality education for all children. Parents, teachers, and community members, by fostering a sense of cooperative responsibility, can reinforce one another's efforts. Parents, as their children's first and most enduring teachers, can complement their children's school learning and behavior by serving as collaborators in the educational process. Community involvement, including strong business partnerships, promotes a safe and supportive school climate/culture that connects students to a broader learning community. Home-school-community partnerships are essential to the successful implementation of WVDE Policy 4373.

Students are entitled to exercise appropriate speech while at school provided this activity does not disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Socially competent students are skilled in three core areas:

Self-awareness and Self-management – students are able to recognize their emotions, describe their interests and values and accurately assess their strengths. They have a well-grounded sense of self-confidence and hope for the future. They are able to manage stress, control impulses and express their emotions appropriately in a wide range of situations. They can persevere in overcoming obstacles as well as set and monitor progress toward the achievement of personal and academic goals.

Social awareness and Interpersonal Skills – students are able to take the perspective of and empathize with others and recognize and appreciate individual and group similarities and differences. They are able to seek out and appropriately use family, school, and community resources in age-appropriate ways. They can establish and maintain healthy and rewarding relationships based on cooperation. They resist inappropriate social pressure; constructively prevent, manage, and resolve interpersonal conflict; and seek and provide help when needed.

Decision-making Skills and Responsible Behaviors – students consider ethical standards, safety concerns, social norms, respect for others and the likely consequences of various courses of action when making decisions at school, at home and in the community. They apply these decision-making skills in academic and social situations and are motivated to contribute to the well-being of their schools and communities.

Addressing Inappropriate Behavior with Meaningful Interventions and Consequences (From WVBE Policy 4373 effective July 15, 2024)

The purpose of this policy is to provide schools with guidance that creates and ensures an orderly and safe environment that is conducive to teaching and learning for all. All interventions and consequences are in effect on all school property and at all school-sanctioned events, including extracurricular and co-curricular activities. Each county will implement proactive, preventative, and evidence-based practices utilizing a MTSS framework, outline investigatory and reporting procedures, and delineate meaningful interventions and consequences in response to inappropriate behavior. Schools will provide explicit instruction on expected behaviors, model and reteach expectations when needed, and provide feedback to maximize the probability of student success in all school settings, including extracurricular, co-curricular, and school-sanctioned events.

This policy defines disciplinary levels and provides definitions for common inappropriate student behaviors. County policies may provide additional guidance in the implementation and classification for specific offenses and/or levels provided the treatment of the inappropriate behavior is consistent with W. Va. Code.

County and school policies should identify appropriate and meaningful interventions and consequences. The interventions and consequences in this policy serve as examples, with the exception of Level 4 offenses. It is not a requirement that all schools offer every intervention and consequence listed in this policy. Through a MTSS framework, school administrators and staff should leverage available school and community resources to provide appropriate evidence-based intervention strategies designed to improve student behavior, maximize student attendance, and increase student engagement.

The purpose of interventions is to support, model, and/or teach appropriate behavior to maximize the probability of student success and decrease the likelihood of continued inappropriate behavior. Interventions should be used to reinforce expectations related to school rules and county policies regarding student behavior.

The purpose of consequences is to provide responses to inappropriate behavior that assist in keeping a school safe and orderly.

Sample interventions and consequences can be found in Appendix A. It is the school principal's responsibility to appropriately determine which intervention or consequence is necessary for each behavior and to ensure it is documented appropriately in the West Virginia Education Information System (WVEIS). Each discipline referral entered into WVEIS that deems an administrative response, shall, at minimum, include a documented intervention.

Exclusionary practices can have a direct impact on student academic achievement and schools/counties have a responsibility to ensure discipline practices are fair, equitable, and consistent. Therefore at least annually each county board of education shall publicly present a report of the previous year's certified discipline data at a regularly scheduled county board of education meeting. The report shall be comprised of exclusionary practices (in-school and out-of-school suspension) throughout the county and shall not include any subgroup with less than 20 students to ensure student data privacy. At a minimum the report shall include:

- total count of students by federally identified subgroup;
- total count of students who were not referred for discipline by subgroup;
- total count of students who were referred for discipline but not suspended by subgroup;
- total count of suspensions by discipline level and for each subgroup;
- total days of suspension for the county and for each subgroup; and
- average number of days suspended by subgroup of each discipline referral level.

Discipline matrices can be used as a tool to ensure fair and consistent implementation of a school's discipline plan. However, the principal shall always consider the individual details and specifics of a student's needs in ensuring appropriate implementation. If a matrix is used, the principal shall retain the right to amend and change an intervention or consequence, as deemed necessary.

Out-of-school suspension strategies should be considered when appropriate evidence-based interventions and consequences have not proven to correct the behavior. Out-of-school suspension shall never deny students access to instructional material and information necessary to maintain their academic progress. The determination of interventions and consequences is at the discretion of the school administrator, with input considered from teachers/service personnel/support staff. W. Va. Code §18A-5-1 requires that the principal shall suspend a student who commits a behavior classified as Level 4 in this policy. Level 3

and 4 behaviors are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct.

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, the county is required to determine if a student warrants protection under Public Law 108-446, Individuals with Disabilities Education Improvement Act of 2004 (IDEA), W. Va. 126CSR16, Policy 2419, Regulations for the Education of Students with Exceptionalities (Policy 2419), and/or Section 504 (504 Plan) of the Rehabilitation Act of 1973.

Section 2. Inappropriate Behavior Levels

The following behaviors have been assigned levels based on the nature of severity. It is important for the principal to evaluate behaviors with a holistic and developmentally appropriate approach. The principal may change a Level 1, 2, or 3 behavior level in WVEIS, if the circumstances dictate it. If a behavior level is changed, the principal shall document in the WVEIS discipline referral the reason as to why the level was changed. Level 4 behaviors are defined in W. Va. Code §18A-5-1 and shall not be changed.

LEVEL 1: Minimally Disruptive Behaviors disrupt the educational process and the orderly operations of the school but do not pose a direct danger to self or others.

Behavior	Definition
Cheating	Plagiarizing or copying the work of others or breaking rules to gain advantage in a competitive situation. Interventions could result in academic sanctions.
Cell Phone Violation	Not adhering to classroom, school, or county rules or policies regarding the use of cell phones, tablets, or other electronic devices.
Deceit	Deliberately concealing or misrepresenting the truth, deceiving another, or causing another to be deceived by false or misleading information.
Disruptive Conduct	Exhibiting behavior that violates classroom/school rules and results in distraction and/or obstruction of the educational process.
Failure to Serve Detention	Failing to serve an assigned detention of which the student and/or parent or guardian have been notified.
Falsifying Identity	Providing false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
Inappropriate Appearance	Dressing or grooming in a manner that is in violation of the county board of education's dress code policy.
Inappropriate Display of Affection	Engaging in inappropriate displays of intimate affection, such as kissing or embracing.
Inappropriate Language	Using profanity in a general context (not directed toward any individual or group), whether orally, in writing, electronically, or with photographs or drawings.
Possession of Inappropriate Personal Property	Possessing personal property that is prohibited by school rules or that is disruptive to the educational process.
Skipping Class	Failing to report to the student's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent or guardian.
Tardiness	Failing to be in his/her place of instruction at the assigned time without a valid excuse.
Unauthorized Zone	Accessing a prohibited area of the school or campus.
Vehicle Parking Violation	Engaging in improper parking of a motor vehicle on school property.

LEVEL 2: Disruptive and Potentially Harmful Behaviors disrupt the educational process and/or pose potential harm, danger, or educational detriment 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.

Behavior	Definition
Disruptive/Disrespectful Conduct	Exhibiting behavior that violates classroom/school rules and results in distraction and/or obstruction of the educational process. Conduct is considered disruptive and disrespectful when the student fails to comply with redirection in a discourteous, rude, impolite, or bad-mannered way.
Habitual Violation of School Rules or Policies	Persistently refusing to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Violations of school rules or policies shall be considered to be habitual when a student has had three or more previous discipline referrals for such violations.
Insubordination	Ignoring, refusing to comply with directions, or a general unwillingness to cooperate with instructions given by school authorities.
Leaving School Without Permission	Leaving the school building, campus, or school activity without permission from authorized school personnel.
Physical Fight Without Injury	Engaging in a physical altercation using blows with intent to harm or overpower another person or persons.
Possession of Imitation Weapon	Possessing any object fashioned to imitate or look like a weapon.
Possession of knife not meeting the definition of a dangerous weapon set forth in W. Va. Code §61-7-2	Possessing a knife or knife-like implement under 3½ inches in length.
Profane Language/Obscene Gesture/ Indecent Act Toward an Employee or a Student	Directing profane language, obscene gestures, or indecent acts towards a school employee or a fellow student. This includes, but is not limited to, verbal, written, electronic, and/or illustrative communications intended to offend and/or humiliate.
Technology Misuse	Violating W. Va. 126CSR41, Policy 2460, Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet.
Reckless Conduct	Creating an unsafe environment through actions that are not intentionally directed towards someone. Carelessly throwing a door open, shoving a chair or other object that inadvertently strikes or nearly strikes another, would both be examples of reckless conduct.

LEVEL 3: Severely Disruptive, Imminently Dangerous, Illegal, and/or Aggressive Behaviors are willfully committed and are known to be illegal and/or harmful to people and/or property. (Specific behaviors are outlined in W. Va. Code §18A-5-1a(c) and the principal shall address these inappropriate behaviors accordingly.)

Behavior	Definition
Battery Against a Student	Injuring another student unlawfully and intentionally.
Disruptive/Defiant Conduct	Exhibiting escalating behavior that violates classroom/school rules, resulting in distraction and obstruction of the overall educational process. Conduct becomes defiant when the student refuses to comply with any redirection and will not obey the directives they have been provided, responding in an aggressive or insubordinate manner.
Defacing School Property/Vandalism	Defacing or damaging property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
False Fire Alarm	Setting off a fire alarm knowingly and willingly without cause.
Fraud/Forgery	Deceiving another or causing another to be deceived by false or misleading information or signing the name of another person in order to

	obtain anything of value or defrauding authorities.
Gambling	Engaging 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.
Gang Related Activity	<p>Using violence, force, coercion, threat of violence, or engaging in gang activity that causes 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 county's educational mission.</p> <p>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 or otherwise symbolizes support of a gang; using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member, or otherwise symbolizes support of a gang; gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; and recruiting student(s) for gangs.
Harassment/Bullying/Intimidation	<p>W. Va. Code §18-2C-2 defines harassment, intimidation, or bullying as 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 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/her person, and/or placing a student in reasonable fear of damage to his/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 and/or educational process. <p>An electronic act, communication, transmission, or threat includes, but is not limited to, one which is administered via telephone, computer, pager, 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.</p> <p>Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/sensory disability; or other characteristic.</p> <p>When harassment, intimidation, or bullying are of a racial, sexual, and/or religious/ethnic nature, the above definition applies to all cases whether or not they involve students, staff, or the public. Detailed definitions related to inappropriate behavior of this nature are as follow.</p> <p>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</p>

	<p>or condition, either explicitly or implicitly, 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 education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive employment or educational environment.</p>
Sexual Harassment	Amorous relationships between county board of education employees and students are prohibited, pursuant to W. Va. Code §61-8B-11b.
Racial Harassment	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; or otherwise adversely affects an individual's academic opportunities.
Religious/Ethnic Harassment	Physical, verbal, or written conduct 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.
Sexual Violence	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; threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; or; threatening or forcing exposure of intimate apparel or body parts by removal of clothing.
Racial Violence	Physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
Hazing	Hazing or conspiring 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.
Imitation Drugs: Possession, Use, Distribution or Sale	Possessing, using, distributing, or selling any substance that is expressly represented or implied to be a controlled substance or to simulate the effect and/or the appearance (color, shape, size, and markings) of a controlled substance.
Improper or Negligent Operation of a Motor Vehicle	Operating a motor vehicle intentionally and recklessly on the grounds of any educational facility, parking lot, or at any school-sponsored activity which endangers the safety, health, or welfare of others.
Inhalant Abuse	Deliberately inhaling or sniffing common products found in homes, schools, and communities with the purpose of intoxication. The action may be referred to as huffing, sniffing, dusting, and/or bagging.
Larceny	Taking another person's property or having another person's property in his/her possession without permission. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with W. Va. Code §61-3-13.
Possession/Use of Substance	Possessing, using, or being under the influence of any substance

Containing Tobacco and/or Nicotine	containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale, and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county. This includes any electronic cigarette or vaporizing device; regardless of whether or not it contains nicotine.
Sexual Misconduct	Exposing himself/herself publicly and indecently, displaying or transmitting any sexually explicit media including, but not limited to drawings, photographs, animations, or videos of a sexual nature, or committing an indecent act of a sexual nature on school property, on a school bus, or at a school-sponsored event.
Threat of Injury/Assault Against An Employee or A Student	Threatening (verbal or written) or attempting to injure another student, teacher, administrator, or other school personnel. (This includes assault on a school employee defined in W. Va. Code §61-2-15.)
Trespassing	Entering the premises of county school system property, other than the assigned time and the location without authorization from proper school authorities.

Level 4 Behaviors			
<p>LEVEL 4: Safe Schools Act Behaviors are defined in W. Va. Code §18A-5-1 and §18A-5-1a. These laws require that the principal, county superintendent, and county board of education address Level 4 behaviors in a specific manner as outlined in W. Va. Code §18A-5-1a and paraphrased in this chapter.</p> <p>W. Va. Code §18A-5-1 and §18A-5-1a require mandatory out-of-school suspension by the principal and mandatory expulsion for a period of not less than 12 consecutive months by the county board of education for possession of a deadly weapon, battery on a school employee, or sale of a narcotic drug.</p>			
Battery on 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 or causing physical harm to a school employee as outlined in W. Va. Code §61-2-15. A student who violates this code section shall be suspended and expelled.	Shall Suspend	Shall Expel
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 W. Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson as outlined in W. Va. Code §61-3-1; malicious assault and unlawful assault, as outlined in W. Va. Code §61-2-9; bomb threat, as outlined in W. Va. Code §61-6-17; sexual assault, as outlined in W. Va. Code §61-8B-3; terrorist act or false information about a terrorist act, hoax terrorist act, as outlined in W. Va. Code §61-6-24; and grand larceny, as outlined in W. Va. Code §61-3-13. The principal shall suspend a student from school and from transportation if the principal determines the student committed an act or engaged in conduct that would constitute a felony. The principal shall request that the superintendent recommend to the board that the student be expelled. *Threats of mass or whole school violence, including but not limited to, school shootings or gun violence shall be considered a felony in WVEIS.	Shall Suspend	Shall Expel
Illegal Substance Related Behaviors – Narcotic	A student will not sell, possess, or distribute a narcotic drug as defined in W. Va. Code §60A-1-101 on the premises of an educational facility, at a school-sponsored function, or on a school bus. A student guilty of this behavior shall be suspended and expelled.	Shall Suspend	Shall Expel

Level 4 Behaviors			
Illegal Substance Related Behaviors – Nonnarcotic	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, any other substance included in the Uniform Controlled Substances Act as described in W. Va. 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 W. Va. 126CSR25A, Policy 2422.7, Standards for Basic and Specialized Health Care Procedures and Standards for the Possession and Use of Medical Cannabis By a Student, and instances of prescription drug abuse (Policy 2442.7). This also includes the possession, use, or distribution of electronic cigarettes or vaporizing devices that possess any level of THC, or its derivative. The principal shall suspend a student from school and/or from transportation and may recommend expulsion for possession of a controlled substance governed by the Uniform Controlled Substance Act. The principal determines consequences for other violations listed herein. *Provisions for medical cannabis can be found in Policy 2422.7.	Shall Suspend	May Expel
Possession and/or Use of Deadly Weapon	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, on school property, or at any school-sponsored function as defined in W. Va. Code §61-7-11a. As defined in W. Va. Code §61-7-2, 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. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A deadly 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. The student shall be suspended and expelled for violating W. Va. Code §61-7-11a.	Shall Suspend	Shall Expel

Appendix A: Sample Interventions and Consequences

Interventions
Administrator/student conference or reprimand
Administrator and teacher-parent or guardian conference
Counseling referrals to support staff or agencies
Notification of appropriate Health and Human Resources
Daily/weekly academic and/or behavioral progress reports
Referral to Student Assistance Team (SAT)
Behavioral contracts
Change in the student's class schedule, locker assignment, or seat assignment
School service assignment
Interventions provided through a MTSS framework
Restorative Practices
*W. Va. Code §18A-5-1(d) prohibits the use of suspension solely for not attending class.
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 or guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.

Consequences
Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced, if cheating did not occur on the earned grades and credits.
Confiscation of inappropriate item
Revocation of privileges
Detention (lunch, before and/or after school)
Denial of participation in class and/or school activities
Restitution/restoration
Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion (W. Va. Code §18A-5-1)
Voluntary weekend detention (State Superintendent of Schools' Interpretation of May 12, 2006)
In-school suspension
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 days.
Out-of-school suspension (W. Va. Code §18A-5-1(d) prohibits the use of suspension solely for not attending class.)
Out-of-school suspension for up to 10 days. (See guidelines in W. Va. Code §18A-5-1(d).)
The principal and/or county superintendent may recommend placement in an Alternative Education program as described in Section 5 of this policy.
Expulsion (See guidelines in W. Va. Code §18A-5-1(d).)
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.
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.

More specific details regarding WVDE Policy 4373, Safe and Supportive Schools, is available electronically at <http://wvde.state.wv.us/policies/>

QUESTIONS, CONCERNS, APPEALS

The school principal is the first contact for questions, concerns, and the appeal process. Please contact the school office to arrange a conference. If someone believes that a county Board of Education has violated the procedural rights set forth in this policy, they may avail themselves of the appeal procedures outlined in WVBE Policy 7211 - Appeals Procedure for Citizens (<http://wvde.state.wv.us/policies/>). The level director for Putnam County Schools is the contact person for appeals procedures.

LAW ENFORCEMENT

Police have the responsibility to enforce laws in order to protect all citizens. Police can enter schools if they suspect a crime has been committed, if they have a warrant for an arrest or search, or if their assistance has been requested by school officials. It is

the duty of the school officials, teachers, and students to cooperate with the police and each other to ensure that the rights of all involved persons are respected.

REPORTING INAPPROPRIATE BEHAVIOR

Each student and parent is encouraged to report inappropriate behavior when the behavior causes potential harm to a person or property. Working together, the school community can build a safe and supportive school environment.

Reports of inappropriate behavior may be made to any school employee. Classroom issues shall be addressed through the classroom teacher. Outside the classroom, and for designated classroom offenses, the school administrator is responsible for following up with investigation, due process, and appropriate consequences.

WEST VIRGINIA SAFE SCHOOLS TIPLINE

West Virginia offers a Helpline available 24 hours a day, 7 days a week. It is a toll-free number that anyone can call to report information that may have a negative impact on students, staff, or property at any school in WV. You can use this line to report any unsafe behaviors including violence, weapons, threats, drug/alcohol abuse, sexual harassment, or theft. The number is 1-866-SAFE-WVA (1-866-723-3982).

Putnam County Schools does not discriminate on the basis of gender, race, color, religion, national origin, age, socio-economic status, spoken language, or disability in its programs, activities, or employment practices as required by Title IX, Section 504, and ADA regulations. The Director of Exceptional Education, and Mr. Dan Rinick, Assistant Superintendent for Personnel and Pupil Services, at 77 Courthouse Drive, Winfield, WV 25213 (304-586-0500) are responsible for coordinating the system's efforts to meet its obligations under Section 504, Title IX, and the ADA, and their implementing regulations.
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NOTICE OF CHILD FIND

It is the obligation of Putnam County Schools to locate and identify eligible exceptional students with exceptionalities 3 to 21 years of age. To meet this obligation, developmental screenings for students 2-1/2 to 4 years are held monthly. Students 5 to 21 years may be referred through the local Student Assistance Team at each school. A brochure, Exceptional Education Services, is available through each school's Referral Officer and describes the special education and related services available to eligible students.

For more information please contact:

Putnam County Schools
Office of Exceptional Education
77 Courthouse Drive
Winfield, West Virginia 25213
(Phone 586-0500, Ext. 1111 or 1112)

Student Bus Transportation

Violation of any rule in the Student Code of Conduct may result in suspension from school and/or suspension from riding the school bus.

Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state or local law or the requirements of the Student Code of Conduct. School principals, teachers, bus operators and bus aides shall work cooperatively in instructing all school pupils in rules and regulations governing transported pupils.

1. Pupils shall be ready at the scheduled time. The bus cannot wait for those who are tardy.
2. The bus operator is in charge of the bus and passengers. Passengers must obey the operator promptly and respectfully.
3. Pupils will observe the following:
 - Cooperate and respect any monitor on duty.
 - Walk on the left side of the road facing traffic.
 - Never stand or play in the roadway while waiting for a school bus.
 - Have your shoes clean before entering the bus. This should be done before the bus arrives.
 - Avoid unnecessary conversation with the bus operator.
 - Except for ordinary conversation, pupils observe classroom behavior rules to avoid distracting the bus operator.
 - The use of profane and immoral language, tobacco, vaping products, and alcohol is prohibited.
 - Arms and head must be kept inside bus windows at all times.
 - Get on or off the bus, or change seats in the bus, only when it is not in motion and with the permission of the school bus operator.
 - Proceed safely and alertly when getting on or off a bus or when crossing the roadway.
 - If emergency exits are not securely latched, notify the bus operator immediately.
 - No object of any nature shall be thrown or passed into or from the bus.
 - Passengers seated in the bus shall admit other passengers boarding the bus to vacant seats.
4. Two (2) of the most careful and mature pupils being transported may be appointed by the bus operator and/or principal, to serve as bus monitors. Some of the duties may be as follows:
 - Have all pupils aboard the bus seated before the bus is moved from the loading point at a school.
 - Assist the bus operator through encouraging pupils to remain in an orderly and safe position when the bus arrives at the bus stop.
 - Assist the bus operator in duties for the safety of all pupils being transported.
 - No passenger, including bus monitor, may ride in the stepwell or forward of the front row of seats.
 - Pupils to be transported shall provide required information to the bus operator.
5. Two pupils, in addition to those mentioned above, may be appointed to assist at the emergency door exit during emergency exits, practice drills or demonstrations. For such exits more mature passengers should be assigned such responsibility.
6. Should any passenger persist in violating any of these rules and regulations, proper procedures will be followed by the bus operator and school administrative personnel to establish control and maintain safety. Written notice of any action being taken shall be furnished with the parent through the Board of education, but such notice need not precede action by the bus operator in an emergency.
7. Any complaints of operators, pupils, or parents, not specified in the above rules shall be reported promptly to the principal, transportation coordinator or county superintendent.

Putnam County Schools--Health Services MEDICATION AT SCHOOL GUIDELINES (HS-17)

If at all possible, students should be medicated at home. HOME IS BEST! If it is absolutely necessary that medications are to be administered at school, the following guidelines are REQUIRED.

- **ALL** Medications (prescription or over the counter) must have Putnam County Medication form (HS-18) on file. The form must have **BOTH THE PROVIDER AND PARENT SIGNATURE**. Each Medication must have its own form. A new form is needed with any dosage or time change. **NEW FORMS ARE REQUIRED AT THE BEGINNING OF EACH SCHOOL YEAR.**
- No medication will be administered until two (2) hours after the beginning of school or two (2) hours before the end of school. Example: School starts at 8am and ends at 3pm, Medication can be given 10-1pm.
- **ALL MEDICATION** must be registered with the school nurse. **Medications must be brought in by an adult.** Medications cannot be sent to school with the child. Possession of unregistered medication is a violation of the School's Substance Abuse Policy and will be enforced accordingly.
- Medication brought in must be in an **ORIGINAL CONTAINER/PHARMACY BOTTLE** with the appropriate label. Medication in other containers will not be administered at school. **FIELD TRIP ACTIVITIES REQUIRE A 2ND EMPTY LABELED BOTTLE FOR DAILY MEDICATIONS-PARENT MUST PROVIDE.**
- **If a student requires a one-half (1/2) tablet of medication, it is the parent's responsibility to prepare the tablets at home.**
- Measuring devices must be provided for liquid medications. Spoons or silverware is not acceptable.
- No more than twenty (20) day supply of medication will be stored at school.
- First- and second-time administration of any medication will not be done at school because of possible allergic/adverse reactions. This also includes any increase in dosage or frequency.
- Student may self-administer medication with parent and physician approval. The school nurse will assess the situation and determine if the student will be approved for self-administration.
- Medications that are no longer needed or at the end of the year must be picked up by an adult. The school nurse will send home notification when it can be picked up. **PLEASE PICK UP MEDICATION WHEN YOU RECEIVE THE LETTER.**

Any questions or concerns regarding medications should be directed to your school nurse.

Reviewed 1/2022

MEDICATION ORDER FORM

QUESTIONS REGARDING MEDICATIONS SHOULD BE DIRECTED TO YOUR SCHOOL NURSE.

All medications require a Putnam County Schools HS-18 Medication Form.

This form can be obtained at the school office or online at the PCS website.

PUTNAM COUNTY HEALTH SERVICES
2025 - 2026
Health Requirements for School Entry

West Virginia Immunization Requirements for New School Enterers

Vaccine	Requirements	Provisional Enrollment	Additional Information
DTaP/DTP Td/Tdap	Before admission, four doses are required. One dose must be after the 4 th birthday.	After one dose, student may be allowed up 8 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	Three doses only for children completing primary series at age 7 years and older. Children exempted from the pertussis component of DTaP vaccine should receive DT vaccine instead, or if past 7 th birthday, Td / Tdap vaccine, as applicable.
Polio (IPV)	Before admission, three doses are required. One dose must be after the 4 th birthday.	After one dose, student may be allowed up 7 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	If polio immunization series included both OPV and IPV, then a total 3 of 4 doses are required depending upon the age of the child.
Measles, Mumps & Rubella (MMR)	Before admission, two doses are required. The first dose must be after the 1 st birthday.	After one dose, student may be allowed up to 30 days to complete the series.	Doses should be a minimum of 28 days apart.
Varicella	Before admission, two doses are required. The first dose must be after the 1 st birthday.	After one dose, children less than 13 years of age may be allowed up to 90 days to obtain 2 nd dose. children aged 13 years and older may be allowed up to 30 days to obtain the 2 nd dose.	☐☐ Children less than 13 years of age must have a minimum interval of 12 weeks between the 1 st and 2 nd doses. Children aged 13 years and older may receive the 2 nd dose 28 days after the first dose. Immunity may also be demonstrated through the legal guardian's written or verbal attestation of varicella (chickenpox) disease.
Hepatitis B	Before admission, three doses are required. Last dose must be after the age of 6 months.	After one dose, student may be allowed up to 4 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	A final dose is not valid if administered before 24 weeks / 6 months of age.

In order to continue to protect children from vaccine-preventable diseases throughout adolescence, several adolescent immunizations have been added to the school attendance immunization requirements. Students entering 12th grade must have at least one dose of the Tdap vaccine and a second dose of the meningococcal vaccine. If the first dose of the meningococcal vaccine was received after age 16, then only one dose of this vaccine is required. WV State Law requires that all children entering schools in WV for the first time, unless properly **MEDICALLY** exempted must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B and varicella. TB Assessment Form needs to be completed upon enrollment for new enterers.

PROCESS TO REQUEST A MEDICAL EXEMPTION The child’s physician can submit the required form which is available online through the Office of Epidemiology & Prevention Services or through the West Virginia Statewide Immunization Information System (WVSIS). The Request for Medical Exemption from Compulsory Immunization must be completed and submitted by a physician licensed to practice medicine that has treated or examined the child to the State Immunization Officer, a physician licensed to practice medicine in West Virginia and employed by the State Bureau for Public Health.

West Virginia Immunization

Requirements for 7th & 12th Graders

State law and rules¹ require that all children entering school in West Virginia in grades 7 and 12 must show proof of immunization against diphtheria, pertussis, tetanus, and meningococcal disease unless properly medically exempted². The table below outlines immunization requirements as most commonly met.³ The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

7 th Graders Vaccine	Requirement	Provisional Enrollment
Tdap (Tetanus, diphtheria, acellular pertussis)	Proof of booster dose of Tdap vaccine	No provisional enrollment permitted
MCV4 (meningococcal / meningitis)	Proof of 1 st dose of MCV4 vaccine	No provisional enrollment permitted
12 th Graders Vaccine	Requirement	Provisional Enrollment
Tdap (Tetanus, diphtheria, acellular pertussis)	Proof of booster dose of Tdap vaccine	No provisional enrollment permitted
MCV4 (meningococcal /meningitis)	One or two doses are required. One dose of MCV4 is required if received <u>after</u> the 16 th birthday. Second dose is required if first dose was before 16 th birthday.	No provisional enrollment permitted

IMMUNIZATION UPDATES

¹ See WV Code §16-3-4 and 64CSR95 for further information.

² Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and approved by the local health officer in the county in which the child attends school. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

³ Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age-appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".

Revised in November 2024, WVBE Policy 2423, Health Promotion and Disease Prevention, states:

Students entering grade 7 and grade 12 shall provide official documentation from a licensed health care provider that the student has received the two additional vaccines required by W. Va. 64CSR95 and W. Va. Code §16-3-4 as follows:

- a student between the ages of 11 and 12 shall receive one dose of Tdap and meningococcal vaccination prior to entering grade 7;
- a student enrolling in the school system at age 13, 14, or 15 who has not received a meningococcal vaccination shall receive the meningococcal vaccination and provide official documentation from a licensed health care provider that the student has received a meningococcal booster prior to entering grade 12; and (see following page...)
- a student enrolling in the school system at age 16 or older who has not been previously vaccinated with meningococcal vaccination shall receive a meningococcal vaccination; however, the student is not required to provide documentation from a licensed health care provider that the student received a booster prior to entering grade 12.
- The WVSSAC shall consider eligible for participation in interscholastic athletic events and other extracurricular activities of secondary schools, a student receiving home instruction pursuant to W. Va. Code §18-8-1(c); a participant of the Hope Scholarship Program pursuant to W. Va. Code §18-8-1(m) and as provided in W. Va. Code §18-31-1, et seq.; or, participates in a microscool or learning pod pursuant to W. Va. Code §18-8-1(n); provided, the student agrees to obey all WVSSAC rules including, but not limited to, rules governing awards, all-star games, parental consents, physical examinations, and vaccinations applicable to high school athletes.

Contact your school nurse or regular health care provider if you have questions about immunizations.

The West Virginia Council of School Nurses recommend that students entering seventh and twelfth grades should have on file a record of the following:

- an oral health examination by a dentist within the past year
- a HealthCheck or a well-child screening within the past year

Oral health visits are vital for maintaining good dental hygiene, preventing problems like cavities and orthodontic issues. HealthCheck/well-child visits play a crucial role in supporting the long-term health and well-being of children by providing preventive care, early diagnosis, and education for families. Regular visits help keep children on a healthy path and address concerns before they become more serious.

PROVISIONAL ENROLLMENT FOR OUT-OF-STATE TRANSFERS

A student shall provide medical record of immunizations to show proof that he or she has received at least one dose of each of the required vaccines in order to be provisionally enrolled in school.

Provisional enrollment may continue for up to eight months from school entry. After attending school for a maximum of eight months, all provisionally enrolled students shall show proof to the school that they have completed all of the required immunizations.

Children who are delinquent for any required vaccinations, or who have exceeded the eight-month provisional enrollment period, will be considered to be out of compliance with the law and may be required to stop attending school until the appropriate vaccine(s) are received and the records are amended.

All new enrollees must complete a TB Assessment form. If any answers provided are a "Yes", please contact the school nurse. The student may need to go to Putnam County Health Department for further testing. If a student is an out of **country** enrollment, he or she must consult with the Putnam County Health Department. Please submit white card of results to main office.

The Rights of Parents and Eligible Students Concerning Education Records

Policy 4350: Procedures **for the Collection, Maintenance and Disclosure of Student Data** adopted by the WV Board of Education October 11, 2016, affords parents and students over eighteen (18) years of age (eligible students) certain rights with respect to the student's education record. As a parent or eligible student, you have the following rights:

To inspect and review the student's education records within thirty (30) calendar days of the day Putnam County Schools receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parent or eligible students should submit a request in writing for an explanation and interpretation of education records.

If circumstances prevent parent or eligible student from exercising the right to inspect or review the education records, a copy of the records requested will be provided or other arrangements will be made to inspect and review the requested record.

To request the amendment of the student's education records that the parent or eligible student believes are inaccurate misleading, or otherwise in violation of the privacy rights of the student:

Parents or eligible students may ask the school principal to amend a record that they believe is inaccurate or misleading in writing. They should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Policy 4350 authorizes disclosure without consent.

An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Putnam County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, or a person or company with whom Putnam County Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his professional responsibility.

Upon request, Putnam County Schools discloses education records without consent to officials of another school district or institutions in which a student seeks or intends to enroll.

The school system may disclose, without parental consent, certain categories of personally identifiable information designated as "directory information" which consists of student's name, address, telephone number, email address, photograph, date/place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards/honors received, class, and the most recent previous school attended. Parents or eligible students may refuse to permit the disclosure of directory information by informing the school principal in writing within ten (10) calendar days of annual notice.

The school system may release names, addresses, and information on services to the Division of Rehabilitation Services for consideration of services and Department of Health and Human Resources for consideration of Medicaid eligibility and reimbursement with prior parental consent.

The names, addresses and telephone numbers of eligible secondary students will be made available to military recruiters upon request. You have the right to refuse inclusion in the list for the military by notifying the school principal that such information is not to be released. This refusal must be made within ten (10) calendar days of notification of the categories of personally identifiable information designated as "directory information." The releasing of names and addresses of juniors and seniors to armed services recruiters is required by federal legislation.

To file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of Policy 4350.

The Office that administers the Family Educational Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Education records may be destroyed by the school system subject to the following exceptions: if there is an outstanding request to inspect and review records, school-age disabled students' records shall not be destroyed; and selected records of all exceptional students will be maintained.

To be notified, allowed to examine, and opt a student out of a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

Political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

PUTNAM COUNTY GRADUATION REQUIREMENTS

All students must pass at least a total of 28 Credits (courses) to graduate from high school. All students have an opportunity to earn at least 32 credits. The specific courses for graduation will differ according to the student's Personalized Education Plan (PEP). Graduation requirements are the minimum standards that a student must meet in Putnam County to earn a high school diploma. A high school diploma is necessary for entry-level (basic) employment. Students planning to attend a 4-year college should take at least four lab science courses as well as two world language courses. Students completing a career/technical concentration should plan to attend a two-year career technical college after high school or other post-secondary training program.

PUTNAM COUNTY GRADUATION REQUIREMENTS Putnam County Schools Minimum Required Courses

Minimum Required Courses	Minimum Graduation Requirements
Language Arts	4 Credits English 9 English 10 English 11 or AP English course English 12 or English TR or AP English Or Dual Credit English course
Math	4 Credits Algebra I/Algebra Support Algebra I Geometry Algebra II Adv. Mathematical Modeling Trigonometry Pre-Calculus Calculus Transitional Math for Seniors Financial Algebra AP Math or Dual Credit Math course may be substituted for 4 th Math Credit
Social Studies	Social Studies – 4 Credits World Studies (gr 9) US Studies (gr 10) US Comprehensive (gr 10 or 11) and Soc. Studies Elective Contemporary Studies (gr 11) Civics for Next Gen (gr 12) or AP Social Studies courses or Dual Credit Social Studies. (Students taking US Studies must take Contemporary Studies)
Science	Science – 3 or 4 Credits Earth and Space Science Biology or AP Biology One additional rigorous lab science course required. 4 th rigorous lab science course for college-bound students
Health	Health – 1 Credit One course
Physical Education	Physical Education – 1 Credit One course
Arts	Arts – 1 Credit One course (Music, Art, Dance, Media, or Theatre)
Personal Finance	Personal Finance – 1 Credit Junior or Senior Year – 2024-2025 freshman cohort
Personalized Education Plan (PEP)	Personalized Education Plan (PEP) – 4 Credits 4 credits in a CTE Program of Study or 4 credits that lead to post-secondary goals
Electives	Electives – 0 – 9 Credits Up to 9 credits of student choice
World Language	World Language At least two courses in the same language recommended for students planning to attend 4-year college

Students should take courses to develop and enhance personal skills imperative for successful 21st Century employment including technology applications, cooperation, teamwork, communication, writing skills, mathematics skills, reading skills, work ethic, particularly as applied within the student's career path. WVDE Policy 2510 states that all high school students shall be enrolled in a full day of high school and/or college credit courses. Students are encouraged to complete a rigorous schedule in order to be fully prepared for post-graduation plans.

Credits Determine Your Grade Assignment:	
0 - 6	Credits – Ninth Grade
7 - 13	Credits – Tenth Grade
14 - 19	Credits – Eleventh Grade
20+	Credits – Twelfth Grade
Grade level may not change at the end of first term except for graduating seniors.	
There are five general standards for graduation:	
1.	28 Total Credits or more (See course list)
2.	2.0 ("C") Grade Point Average
3.	Pass Algebra I Exit Exam
4.	Maintain a Career Portfolio

Note: Algebra II or higher is required by most colleges for admittance. Check with your college of choice in advance to determine admission requirements. Students may also have the option of an additional year at PCTC following graduation from Putnam County Schools.

Note: All students should plan a Program of Study that will develop and enhance the student's 21st Century Skills in preparation for post-graduate plans. Personal skills imperative for successful 21st Century employment include technology applications, cooperation, teamwork, communication, writing skills, math skills, reading skills, particularly as applied within the student's career path.

Note: WVDE Policy 2510 states that all high school students shall be enrolled in a full day of high school and/or college credit courses. Students are encouraged to complete a rigorous schedule in order to be fully prepared for post-graduation plans.

ASBESTOS SCHOOL MANAGEMENT PLAN

To: All Parents

From: Assistant Superintendent of Administrative Services
Bruce McGrew

Under the provisions of AHERA and PSHA regulations, this letter shall serve as notice of the existence and availability of an asbestos management plan for all school facilities in Putnam County.

Individual school plans are available for review in the principal's office at each school. You may contact the school principal for an appointment to inspect it.

