

BERKELEY SPRINGS HIGH SCHOOL
2025-2026
STUDENT/GUARDIAN HANDBOOK



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Table of Contents

Administration Welcome	Pg. 3
Section 1 Introduction	Pg. 4
<ul style="list-style-type: none">• Goals• Statements: Mission, Vision, Capturing Kids’ Hearts• Caregivers Expectations•	
Section 2 Academic Standards	Pg. 5
<ul style="list-style-type: none">• Finals Incentives• Privileges: Senior, Honors Awards, Parking, School Trips School Release• Graduation Requirements, PEPs, Commencement• Grades and Academic Integrity	
Section 3 Student Services	Pg. 10
<ul style="list-style-type: none">• Bell Schedules• Dance Policies• Extracurricular Activities• Services: School Counseling, Social Work, Health Services, PRO• Policies: Cell Phone Policy, Media Center, Insurance, Special Education, Textbooks	
Section 4 Parent Information	Pg. 18
<ul style="list-style-type: none">• LSIC• Volunteers• School Closings• Communication• Nutrition	
Section 5 Office Procedures	Pg. 20
<ul style="list-style-type: none">• Student Check-in/ Check Out, Bus Notes• Visitors• EHall PASS	
Section 6 Student Responsibilities	Pg. 22
<ul style="list-style-type: none">• Expectations: Assemblies, Cafeteria, Chromebooks, Safety	
Section 7 Student Attendance	Pg. 23
<ul style="list-style-type: none">• Incentives, Expectations	
Section 8 Discipline Policies	Pg. 24
<ul style="list-style-type: none">• Expectations: Dress, Altercations, Videotaping, Loitering,• Searches• Tobacco Control• Harassment Policy• Consequences	

ADMINISTRATOR'S WELCOME

Hello, Berkeley Springs High School Indians!

We are excited to welcome you to another incredible school year—one full of opportunities to grow, challenges to conquer, and memories to create. This year, we challenge each of you to take ownership of your learning, show up every day ready to give your best, and carry a never-give-up attitude. Don't be good—be GREAT!

One of the most powerful choices you can make for your success is simple: **be here**. Every single day matters. Attendance is not just about meeting a requirement—it's about showing commitment to your goals, building relationships, and being present for the moments that shape your future. When you miss a day, you miss more than just assignments—you miss opportunities to connect, to learn, and to grow.

As we face new challenges together, let's continue to sharpen our 21st century skills—communication, collaboration, critical thinking, and creativity. These skills, combined with consistent attendance and hard work, will open doors for you both now and in the future.

Remember: "Find your tribe." Whether it's in the classroom, on the field, in a club, or during a school event, build those connections that will encourage and inspire you. Get involved—join athletics, clubs, service projects, or academic support programs. These experiences strengthen our school spirit and give you a sense of belonging.

Our faculty, counselors, administrators, social workers, and staff are here to support you every step of the way. They are committed to helping you succeed, but you must also take responsibility for your journey.

Above all, take pride in being an Indian. Show trust, respect, effort, attitude, courage, and pride in everything you do. And always remember—"**Leave BSHS better than you found it.**" Every action you take, big or small, should add to the legacy of our school.

Let's make this a year to remember and take Berkeley Springs High School from *good* to *GREAT*!

STUDENT RESPONSIBILITIES

The Berkeley Springs High School Handbook is being provided electronically on the school website as well as in print. The book has important information such as the code of conduct, attendance policy, disciplinary procedures, and other pertinent information. The purpose of the handbook is to inform you of the policies and procedures you need to follow to ensure a safe, non-threatening environment. You are responsible for adhering to all policies set forth in this handbook. Please read this handbook carefully and refer to it when you have questions. At all times, students should conduct themselves in a manner that respects the rights of other students and staff.

SECTION 1

INTRODUCTION

VISION STATEMENT

The Vision of Berkeley Springs High School is to provide an educational system that enables all students to achieve at their highest academic/technical/vocational potential.

MISSION STATEMENT

Responsible, respectful, ready for life.

Core Beliefs:

- Education is a collaborative endeavor among teachers, students, parents, and the community.
- All students have the right to an education.
- All students have the right to be in a physically and emotionally safe environment.
- All students should be engaged in higher levels of thinking in order to become productive citizens.
- Teachers should use a diverse methodology to accommodate multiple educational aptitudes.

CAPTURING KIDS' HEARTS

We are a Capturing Kids' Hearts school. This is not just a program, it is a culture-shifting, sustainable process that can be used in classrooms, during staff meetings, in athletic programs, in cafeterias, on school buses, and in homes. The process is designed to directly impact every aspect of our school community.

PARENTS/CAREGIVERS:

You are an important part of your student's education. Many studies have shown that a parent/guardian's involvement in his/her student's education increases the student's achievement level. Please take advantage of the many opportunities available to get involved with your student's education. You are always welcome to visit our school. Your input is greatly appreciated. To help us with your student's education, we encourage you to do the following:

1. Make sure your student comes to school regularly.
2. Make sure your student gets to school on time.
3. Schedule physician appointments outside of school hours when possible.
4. Attend as many school functions and meetings as possible.
5. Review all your student's school correspondence.
6. Keep track of your student's academic progress by checking Schoology regularly.
7. Work with teachers to maintain a productive relationship that focuses on your student.

DISCRIMINATION CLAUSE

In accordance with Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call 202-720-5964 (voice and TDD).

USDA is an equal opportunity provider and employer.

POLICY CHANGES

The administration reserves the right to revise all policies set forth in this handbook.

SECTION 2

ACADEMIC STANDARDS

PRIVILEGES & INCENTIVES

Privileges and incentives are provided to encourage and improve attendance, behavior, and academic performance. Students must first earn the privilege or incentive and maintain the criteria designated to it. The privilege or incentive may be removed at any time when the criteria is no longer met.

FINALS INCENTIVE

Students will have the opportunity to be excused from their final exams.

In order to earn this incentive students will need to meet the following criteria:

1. 10 or fewer absences per class regardless of excused or unexcused coding. The only exception will be extra-curricular activities or school functions.
2. 0 disciplinary referrals. There will be absolutely no exceptions for varying severity of offenses.
3. Must have an A or B average at the time of award notifications.
4. Must have no missing assignments or zeros

Additional Information:

1. Students may be eligible for exemptions in some courses and not others in regards to the grade and missing assignments criteria.
2. Students will not have the opportunity to earn exemption from Project/Performance based finals due to the extensive class time needed to complete the project.
3. Students who are exempt may still take the final to improve their grade. However, the scoring of the final cannot hurt their grade.

4. AP students will not be exempted and must take either the AP exam or teacher final exam.

SENIOR PRIVILEGES

Senior privileges allow students to advance to the front of the lunch line without having to wait. It also gives students the opportunity to leave school during lunch as long as they return before the start of their next class. Students must present their senior privilege card to enjoy these privileges.

Students cannot bring food back to the school to eat, bring back food for other students, nor transport any other student. Students may not at any time leave school and ride together.

To earn the Senior privilege incentive, students will need to meet the following cumulative requirements going into their senior year:

- 0 disciplinary referrals
- 3.0 GPA
- No more than 25 unexcused absences
- Signed contract with assistant principal

PRINCIPAL'S HONORS AWARDS

Principal's Honors Awards (PHA) are given to students who demonstrate academic excellence and character. Criteria for the PHA is to have a 3.5 GPA with no disciplinary referrals. The first year they are awarded they will receive their letter. Their 2nd and 3rd year they will receive their pins. If they receive the PHA all 4 years, they will receive the PHA plaque.

STUDENT PARKING PRIVILEGES

Bus transportation is provided for all students at BSHS. Allowing students to park on school property is a privilege. Parking spaces on school campus are limited. To obtain a parking permit, students must complete a parking application, have a valid driver's license, insurance, registration, and pay the required non-refundable \$50 fee. **Available parking will be given to seniors first and then juniors.** Students may lose their parking privileges due to grades, attendance, and/or behavior.

- ❖ Students are to park their vehicles and report immediately to the cafeteria or gym each morning.
- ❖ Students are not permitted to loiter in the parking lot or surrounding areas.
- ❖ Speeding or careless driving on school grounds or on streets bordering the school is not permitted and will call for an immediate loss of driving privileges.
- ❖ Sitting in cars during the school day is not permitted.
- ❖ Students may not lend their permits to other students.
- ❖ Students must park only in their assigned spot.
- ❖ Tardiness to school and unexcused absences will affect your right to drive and park on campus.

- ❖ Four or more unexcused absences for homeroom could result in the loss of your parking privileges.
- ❖ Cars not displaying a valid parking pass may be towed at the owner's expense.

SCHOOL TRIPS PRIVILEGES

Trip sponsors are responsible for notifying all staff of the date of the trip. Students who attend school-sponsored trips should remember that they are representing Berkeley Springs High School and should conduct themselves in accordance with the ideals and policies of the school while following all directions from the sponsor or chaperone. All items on school trips may be searched for safety purposes.

Participation in school trips may be denied due to grades, attendance, and/or behavior. Each student is responsible for completing their approval form having each classroom teacher and parent/caregiver sign and verify.

CAREER WORK SKILLS TRAINING (CWST) / INTERNSHIP / COLLEGE RELEASE

This curriculum focuses on job-seeking and job-keeping skills necessary for success in any career. Students will be expected to finish the 2-year program once admitted.

All students interested in CWST, internships, or college release will be expected to complete an application for admittance. Past attendance, grades and/or credits, and behavior will be considered before administrative approval. After students have been approved, they will be required to remain in good standing. Students who fail to do so will be removed from the program.

Program Expectations:

- Maintain 2.5 GPA
- Be on track to graduate
- Remain in college courses or job

GRADUATION REQUIREMENTS

24 credits are required to graduate: 18 prescribed and 6 personalized. The following courses in each area of study must be met:

Area of Study	Credits and Courses Required
English Language Arts	4 credits (English 9, 10, 11, 12)
Mathematics	4 credits (Algebra I, Geometry, Algebra II, fourth course option)
Science	3 credits (Earth & Space, Biology, 1 additional course)
Social Studies	4 credits (World, US, Cont. Studies, Civics)
Physical Education	1 credit

Health	1 credit
The Arts	1 credit
Personalized Education Plan	6 credits **5 credits for Class of 2028
Personal Finance	1 credit **required for the Class of 2028

PERSONALIZED EDUCATION PLAN (PEP)

Personalized student planning includes providing opportunities for students to discover their interest in emerging careers. Ongoing opportunities at all programmatic levels are provided during the school day for career exploration and self-discovery. Personalized planning allows students to develop academic skills, identify interests, maximize strengths, minimize weaknesses, set and reach personal/educational goals and realize their career aspirations. A (PEP) is developed collaboratively, involving students, parents/caregivers, and school staff.

COMMENCEMENT ACTIVITIES

Commencement activities are a privilege and intended to be a culminating experience for graduating seniors. Participation is not automatically extended to all members of the senior class. Only those seniors who have completed **ALL** graduation requirements prior to the deadline for submission of senior grades will be permitted to participate in commencement exercises. All students are responsible for conferring with the senior advisor to ensure that all arrangements have been made. Only those students completing graduation requirements through BSHS will be granted a diploma.

Seniors must attend ALL commencement practice activities unless given prior authorization by the principal. Seniors are encouraged to attend all awards and baccalaureate activities. Seniors must wear the school-issued cap and gown during the commencement activities. Seniors are required to dress appropriately for the occasion. Failure to follow commencement rules could result in restriction or removal from graduation ceremonies. All student speakers must practice and gain approval of their graduation speeches from the principal. Seniors are reminded that all school rules are in effect while on the BSHS campus.

ASSIGNING OF GRADES

For each grading period, the student is expected to complete all required work in a given class before receiving a grade. Students will receive the grade earned at the end of each nine-week marking period. All students will take end of year exams unless they qualify for the final's incentive (see finals incentive).

BSHS LATE WORK POLICY

Completion of work is imperative for the success within the academic classroom. The following policy has been devised to address late work on the BSHS campus.

- 1 day late reduction of 10%
- 2 days late reduction of 20%
- 3 days late reduction of 30%

- 4 days late reduction of 40%
- 5 days late reduction of 50%

Any assignment more than 5 days late will be assigned a permanent ZERO (0) and will not be eligible for any credit.

GRADING ASSIGNMENTS

Grade Percent	Mark	Rating	Points
90-100%	A	Superior	4
80-89%	B	Above Average Work	3
70-79%	C	Average Work	2
60-69%	D	Below Average	1
0 – 59%	F	Unacceptable Performance	0

ACADEMIC INTEGRITY

BSHS Honor Philosophy – A successful school experience requires the highest standards of integrity on the part of all involved. **All students are expected to produce original work.**

Students are responsible for:

- Understanding the definition of cheating and the types of conduct that are deemed unacceptable.
- Refraining from any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
- Reporting every instance in which the student has knowledge that academic dishonesty has taken place.

Examples of cheating and/or plagiarism include, but are not limited to the following actions:

1. Copying from another student’s paper or test or receiving assistance from another person or artificial intelligence (AI) during an exam or other assessment in a manner not authorized by the teacher.
2. Providing assistance to another during an exam or other assignment in a way not authorized by the teacher.
3. Submitting material or work, in whole or in part, which has been prepared by another individual or commercial service.
4. Directly quoting from a source without the proper citation.
5. Paraphrasing or summarizing another person’s work without acknowledging the source.

ALTERNATE DIPLOMA FOR EXCEPTIONALLY IDENTIFIED STUDENTS

Awarded when a student, who has severe disabilities, satisfactorily completes alternative graduation requirements based upon the Alternate Standards Policy 2520.16. Students with disabilities are defined as those students with cognitive impairments so severe that instructional objectives for prescribed and

elective courses are not appropriate, even when delivered in altered form or through different strategies, i.e., changes in delivery, specially designed instructional objectives, teaching strategies, media/resources, and evaluation techniques.

The Individualized Education Program (IEP) Committee determines if the student is unable to meet the graduation requirements for a regular diploma. The alternative graduation requirements are recorded on the student’s IEP and Personalized Education Plan. - For additional information, please refer to West Virginia Department of Education, Policies and Compliance, Policy 2520.16.

SECTION 3

STUDENT SERVICES

STUDENT ARRIVAL TIMES

BSHS campus is open for parent and bus drop off at 7:00 am. Students will not be permitted to arrive early. Students who are eating breakfast will report to the cafeteria. **Students who are not eating breakfast will report to the gym.** The last hot breakfast is served at 7:30 am, from 7:30-7:35 am grab-and-go breakfast will be served. At 7:35 am students will be released to their first period. Students are not to loiter in cars or in the parking lot.

Class Schedule Times

7:30 AM	AM Rumsey Departure
7:35 AM	Students released from cafeteria/ gym
7:40 AM – 7:55 AM	Homeroom
8:00 AM – 8:50 AM	1 st Period
8:55 AM – 9:45 AM	2 nd Period
9:50 AM – 10:40 AM	3 rd Period
10:45 AM – 11:35 AM	4 th Period/ PM Rumsey and Alt. Ed School Lunch
11:35 AM – 12:05 PM	1 st Lunch then 5 th Period 12:10 PM – 1:00 PM
11:40 AM – 12:30 PM	5 th Period then 2 nd Lunch 12:30 PM – 1:00 PM
1:05 PM – 1:55 PM	6 th Period
2:00 PM – 2:50 PM	7 th Period
2:50 PM	PM Announcements
2:55 PM	1 st Bus run students dismissed
3:00 PM	2 nd Bus run students dismissed
3:05 PM	3 rd Bus run, drivers, athletes, and walkers dismissed

James Rumsey Students

7:30 AM	All day and AM Rumsey Departs BSHS
8:00 AM – 10:00 AM	At James Rumsey Technical Institute
10:00 AM	AM students depart JRTI

10:35 AM	PM Rumsey student's lunch
11:15 AM	PM Rumsey students depart BSHS
12:00 PM – 2:00 PM	At James Rumsey Technical Institute
2:00 PM	PM and all day Rumsey students depart JRTI
2:30 PM	PM and all day Rumsey students arrive at BSHS

All day and PM Rumsey drivers and walkers are allowed to depart BSHS upon arrival.

JRTI students who ride a bus home will report to the cafeteria until appropriate dismissal time.

All day Rumsey students are permitted to drive to JRTI. Before students are permitted to drive, they must complete and submit a JRTI driving waiver to the assistant principal.

CLASS AND ORGANIZATION ACTIVITIES

STUDENT CLUB DAYS

Club Days will be scheduled each month. These days are set aside for organizational, athletic, and club meetings. The teacher/sponsor must schedule all class or organizational activities including class meetings. All activities for the upcoming calendar month should be relayed by the sponsor to Ms. Remsburg by Monday of the designated week. All activities must be approved through this process. Failure to follow this procedure could result in the cancellation of a club or organization activity by the administration. In addition, club sponsors may schedule club meetings before or after school as they deem necessary.

HOMECOMING

The homecoming dance is open to all students in grades 9-12. The dance is usually held on the Saturday following the homecoming football game. All out-of-school guests must be approved by the school administration one week prior to the dance. The dance is sponsored by the Student Council. **Students below ninth grade may not attend. Students who have missed 8 days or more will not be allowed to attend the dance. This includes excused and unexcused absences.**

PROM

The prom is considered an activity for juniors and seniors and their guests. Ninth and tenth grade students may attend only as a date of a junior or senior. **Students below ninth grade may not attend.** All out of school guests must be approved by the school administration one week prior to the prom. **Students who have missed 18 or more days will not be allowed to attend the dance. This includes excused and unexcused absences.**

DANCE POLICY

*All non-school guests must be registered in advance and the list submitted to the principal or assistant principal for approval by 9:00 a.m. on the date announced by the administration.

*Individuals who appear to have been drinking or using drugs are to be removed with proper authorities called.

*Individuals who go outside the building or leave the premises will not be permitted to return to the dance.

*Individuals disrupting the dance in any way or vandalizing property will be removed with proper authorities called.

*No guest will be admitted except those on the approved list.

*Any student or guest may be removed from the dance for inappropriate conduct.

*Students or guests who do not abide by the rules may be banned from future dances.

*Students will not be permitted to bring anyone below 9th grade. **Students are not permitted to bring anyone who is 21 or older to the dance.**

*School administration reserves the right to deny permission to attend school dances or other school related activities.

STUDENTS WHO MAY NOT ATTEND DANCES

1. Students who have been expelled from school or are currently under suspension.
2. Students who have chosen to withdraw from school.
3. Students who have not met the attendance requirements.

EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS

The State of West Virginia requires students to maintain a 2.0 grade point average to participate in extracurricular activities. Any student not having a 2.0 grade point average the previous semester is not eligible to participate in such activities. This policy covers athletic teams, including managers and student assistants; student council; class officers; drama; cheerleading; and all other clubs or organizations not directly related to classes or curricular offerings. It also includes band competitions, choir concerts, plays, etc. Athletes are provided their own athletic handbook which addresses all WVSSAC requirements.

CLUBS AND ORGANIZATIONS

A list of clubs and sponsors will be issued once school has started. Students will be given prior notice during homeroom before the first club day.

TESTING INCENTIVES

For students who achieve proficiency on either of their 11th grade exams, the following incentives will be utilized for individuals.

- Automatic Senior privileges

For any 11th grader who scores proficient on both of their 11th grade exams, they will be exempt from their finals the following year.

NATIONAL HONOR SOCIETY (NHS)

The NHS constitution provides clear guidelines for selecting members. Selection is based on four criteria: scholarship, leadership, service, and character. In order to fulfill the scholarship requirement, students must have a cumulative scholastic average of 3.75 GPA. Qualified students in grades 11 and 12 with attendance at this school equivalent of one semester are selected for National Honor Society membership by a majority vote of the five-member council based on the four listed criteria of scholarship, leadership, service, and character. Students must apply for membership. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Any student who has been deemed to break the NHS Honor Code may be dismissed from the organization.

Procedure:

1. The faculty council of five members determines the selection procedure.
2. Students' academic records should be reviewed to determine scholastic eligibility.
3. Students eligible scholastically will be informed about further consideration for selection to the NHS chapter; they MUST complete a Student Activity Information Form. This form includes: 1. Administrative Information, 2. Curricular Activity, 3. Leadership Positions, 4. Community Activities, and 5. Work Experience, Recognition, and Awards.
4. When the forms are returned, the five appointed members of the faculty council make the actual selection.
5. Membership is classified as active and graduate. Active members shall become graduate members at graduation.
6. No one is guaranteed membership. New members shall be inducted at a special ceremony.
7. Any member found to be participating in any form of bullying or harrassment will be removed from the National Honor Society and all the rights and privileges that come along with membership.

SCHOOL COUNSELING SERVICES

Information on accessing your student's school counselor and school counseling services can be found on our school webpage under the "Counselor's Corner" or in Schoology Groups.

SOCIAL WORK SERVICES

Social Workers offer one on one check-ins with students and groups. One on one meetings are catered to students to fill whatever needs they may have during the school year. Groups provide students with

information on healthy coping skills and education specific to them. An example includes a grief and loss group. Students can receive these services by asking a school counselor for a referral or requesting to meet with a social worker during school hours. **Students who receive four discipline referrals will be referred to social work services.**

HEALTH SERVICES

The registered nurse is available on scheduled days of the week. Should any student appear to be critically ill and parents/caregivers cannot be reached, Emergency Medical Services will be contacted and the student will be transported, by ambulance, to the nearest appropriate medical center. A BSHS staff member will accompany the student to the hospital and remain there until a parent/caregiver arrives. It is extremely important that every student has up-to-date phone numbers.

THERAPY DOG

Our therapy dog will support students in crisis and be in the counseling suite. It is important to note that Skye is a trained service animal and not a pet. A trained handler must always accompany Skye. Students are not to give commands or feed Skye which can only be done by a handler.

PUBLIC RESOURCE OFFICER (PRO)

Our campus has a stationed PRO to help keep our school safe from violence, drugs, tobacco, and alcohol. The PRO will make regular security checks of our campus and parking lots.

MEDICATIONS

Medical conditions/Medication: If your student requires any of the following Specialized Health Care Services, Medications, Medical Treatments, or has any health equipment needs during the school day, to include bus transportation, i.e. crutches, walkers, wheelchairs, casting devices and/or interim medical testing devices i.e. cardiac monitors/EEG/etc., please contact your school nurse prior to return to school so that a plan of care and staff education can be put in place for your students safety and well-being.

Physician and parent approval are required for all medications both over the counter as well as prescribed. ALL medications must be brought to the school by the parent or guardian with the forms completed by both the parent and physician. Medications must be provided in the original container with a current prescription label and not be expired. Over the counter medication should be provided in the original container and within the dates before expiration. All Scheduled drugs (ADHD, Pain, anxiety, etc) must be presented, counted, and documented with the parent, nurse, and administrative designee. Medications must be picked up at the end of every school year.

Forms for medication and health conditions are located on the county website under the school nurse and health tab as needed. Please call the school nurse to discuss your students' needs so that assistance in completion of needed forms can be provided.

Immunization/Health check/Dental check:

Vaccination requirements are as follows:

https://oeps.wv.gov/immunizations/Documents/school/New_School_Entry.pdf

https://oeps.wv.gov/immunizations/Documents/school/7-12_School_Entry.pdf

Health and Dental checks are required for all pre-k and kindergarten students. They should be provided within 45 days of the start of school for all 2nd, 7th, and 12th grades.

**Homeschool/VTRL students who participate in WVSSAC sanctioned sports must provide a copy of requirements to the school nurse prior to 1st practice/season start.

INTERNET USE POLICY

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use could result in revocation or suspension of that privilege. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. No temporary IDs will be issued, nor will a student use an Internet account not specifically created for him/her. Based upon the acceptable use guidelines outlined in this document, Morgan County Schools, the West Virginia Department of Education and the West Virginia Network for Educational Tele computing system, administrators will determine what appropriate use is, and their decision is final. Local administrators and/or teachers may deny user access at any time. Additionally, Morgan County Schools and the State of West Virginia may pursue legal action to recover damages as a result of inappropriate use of the network.

CYBER SAFETY

Throughout the school year we will promote cyber safety by teaching the following topics both in and out of the classroom.

- Cyber Character: Social Networking
- Cyber Security
- Online Communications: Email, Apps, Gaming
- Cyber Predators
- Intellectual Property and Fair Use

CELL PHONE POLICY (PERSONAL ELECTRONIC DEVICES)

The BSHS administration and faculty are dedicated to maximizing instructional time and student engagement while removing the desire to use electronics inappropriately. BSHS is a 1 to 1 school that provides every student a Chromebook removing the need for other electronics during class time. To comply with recent State of WV policy, HB 2003, Berkeley Springs High School will be implementing an **“off and out-of-sight”** rule. Cell phones will be powered off and completely out of sight during the “Instructional Day” as defined in policy as - “the period of time from the start of the first instructional period to the end of the last instructional period including transition times between classes.” Any student with a visible cell phone during the instructional school day will receive the following consequences:

1st Offense – Student will receive disciplinary referral. Student brings phone to the office and phone remains there for the remainder of the day, phone call home.

2nd Offense - Student will receive disciplinary referral. Student brings phone to the office and phone remains there for the remainder of the day, phone call home.

3rd Offense – Student will receive disciplinary referral. Student brings phone to main office, administration calls home, phone will be turned into the office upon arrival to school for 1 week.

4+ Offenses – Student will receive disciplinary referral with after school detention, parent must pick up phone from office, cell phone will no longer be allowed on campus for the remainder of the semester.

LOCKERS

The administration will make locker assignments upon requests. Only school locks may be used on lockers. Students are to use the locker assigned to them and keep it locked at all times. Non-school locks will be removed. Sharing lockers with persons other than those assigned is prohibited. Your locker combination is held secure from everyone except school officials who have the right to search lockers at any time.

MEDIA CENTER/LIBRARY POLICY

Mission: The mission of the Library/Media Center is to provide services and materials to extend and enrich student learning in the classroom and to develop library skills for lifelong learning. The hours of operation are from 7:45 AM until 3:00 PM daily, unless otherwise noted.

BEHAVIOR EXPECTATIONS

1. Quiet, courteous, respectful behavior is expected in the Media Center/Library.
2. Proper use of equipment and furniture is expected at all times.
3. Visit the Media Center with a constructive purpose.
4. Return all materials to their correct places. If unsure, ask the media specialist or place in the book return before leaving.
5. All materials are the responsibility of the student checking them out or using them while in the Media Center.
6. All school rules apply in the Media Center.

CIRCULATION OF MATERIALS

- All materials must be checked out before leaving the Media Center unless permission is granted by the media specialist.
- All books may be checked out for 21 days.
- If a book needs to be renewed, it needs to be brought to the Media Center to be scanned.
- Return all materials to the book return at the Circulation Center.
- There are NO FINES for overdue materials; however, check-out privileges are not permitted until unreturned materials have been paid for or returned.

ORGANIZATIONAL SALES

Candy and/or food items are not to be sold during school hours. Organizations desiring to sell anything in the school should complete a written request for approval by the administration. Forms for this purpose are available **in the financial secretary's office**. Organizational sales should not begin until written approval is received. The sponsor must sign this form before the administration will consider

the request. Bake sales are prohibited as fundraising activities. Candy sales will not be allowed on school time. Final approval for fundraising activities must come from the administration.

SCHOOL INSURANCE

As a service to students, the school may make available information on student insurance. The details of plans are given in brochures that are available at the beginning of each school year. Students are not covered until they submit the completed application forms and the necessary fees, which may vary from year to year. This is only a service provided for student's convenience; the school accepts no responsibility for payment or nonpayment or specific claims.

SPECIAL EDUCATION SERVICES

Morgan County Schools provides special education services to all eligible students. Referrals can be made to the School Assistance Team. For more information or questions about eligibility, contact our Assistant Principal at ext. 105.

TEXTBOOK DISTRIBUTION

We will provide textbooks to all students in the classroom. If a student checks out a textbook, they are responsible for the care of the books issued to them. If a book is damaged, lost, or stolen, the student to whom the book was issued will be charged a reasonable fee for its repair or replacement. Established fees are as follows:

1. Major damage (spines broken, pages torn, covers missing, profanity in permanent ink) – full price
2. Minor damage (permanent ink or marker (not on content), torn covers, binding damage) – half price
3. Excessive wear (pages folded unnecessarily, unintentional water damage) = \$25.00

STUDENT ASSISTANCE/ TUTORING

Tutor WV is a free online resource available to students which offers vetted, trained and qualified educators. During the chat-based tutoring sessions, Tutors ask guiding questions to help students understand their homework. The MC After 3 service provides students with an opportunity to work with a content specific tutor after school hours. MC After 3 is available on Mondays and Tuesdays starting September 15.

VIRTUAL SCHOOL

Students may apply to the Morgan County Schools virtual program. Curriculum is provided through Edmentum. Students must have and maintain a 3.0 to be eligible. Applications are due by June 1st for the following school year. Visit the Morgan County Schools website for more information.

PARENT INFORMATION

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC)

LSIC operates on a regular basis throughout the school year to review school policy, programs, and procedures. If you would like to be a part of the council, which helps to decide the future of our school programs and focus, please contact the school at 304-258-2871. The first meeting will be held in late September. All the above are in accordance with West Virginia State Law 18-5A-2.

PARENT VOLUNTEERS

Berkeley Springs High School is always in need of parents who are willing and able to volunteer their valuable time to help operate our school. If interested, please contact the school at 304-258-2871.

CHANGE OF ADDRESS & CONTACT INFO

You must notify the main office if you change your address or telephone number. BSHS faculty are not responsible for lack of communication if our records are inaccurate.

PERMISSION FOR NEWS RELEASE/VIDEO COVERAGE

There will be several occasions when the local media will be covering news events and several times when teachers feel videotape would provide beneficial feedback for oral presentations and other educational purposes. If you would prefer your student not to be videotaped or would not release permission for news coverage, you are to provide written documentation to administration.

EMERGENCY CLOSING OF SCHOOL

An announcement will be made when school is closed, delayed, or dismissed early from the Morgan County Public Schools calling system. Accurate information will be made available to parents and staff members through the following radio and television stations: Radio: WDHC-92.9 Television: WHAG-TV Please do not call the school offices, radio, or TV stations. Calls at these times tie up the telephone lines that may be needed in order to address emergencies.

PARENT/CAREGIVER COMMUNICATION

Parent/caregiver communication and involvement in the education process is important to the administration and faculty. Preferred communication is done through Schoology. You may also call or email any staff member at any time. We provide an opportunity for all parents and guardians to view their student's academic progress on Schoology. If you have trouble accessing student's grades and current assignments please contact Teresa Yost at ext. 114.

PARENT/CAREGIVER CONFERENCES

We hold two official parent-teacher conferences a year, one at the beginning of the year, and one at the before Thanksgiving break. These dates will be released on the Thrillshare app and other social media platforms. Parents may make appointments for conferences with teachers, counselors, or administrators by calling the school office 24 hours in advance.

LUNCH INFORMATION

Students may not leave campus during lunch except for those with senior privileges. Meals eaten in the cafeteria must be provided either from the school or brought from home. Students are expected to remain in the cafeteria for the entire lunch period. No balls or sports equipment are permitted during the lunch period.

BREAKFAST & LUNCH PROCEDURES

Students who are not eating breakfast will report to the gym. Students in the cafeteria must find a seat and remain seated unless they are returning their tray.

There will also be Grab n' Go breakfast at 7:35 AM until 7:40 AM. Students who do not eat in the cafeteria before the bell may grab breakfast from the carts positioned in the hall/cafeteria and take to their homeroom before the tardy bell rings.

FOOD IN SCHOOL

Policy 4321.1 Standards for School Nutrition – Any outside food delivered to the school by an outside entity or parent violates this policy. Examples include: DoorDash, pizza, restaurants, etc.

§126-86-5. Nutrition Standards for Competitive Foods and Beverages. 5.4. Food and beverages may not be sold, served, or distributed in competition with federal student nutrition programs in school campus food service areas during the meal service periods.

TRANSFER FROM SCHOOL

If you are moving or withdrawing from school, you need to follow this procedure:

1. Consult a school counselor.
2. Have the proper withdrawal forms filled out by teachers. Return all textbooks and library books, school issued electronic devices, and make sure that no debts are owed to the school, sports or organizations.
3. Take completed forms to the office for final clearance by the administration.

RELEASE OF DIRECTORY INFORMATION

Morgan County Schools, in compliance with the Family Rights and Privacy Act, may release the following student data as "Directory Information" without the permission of the parents or student. "Directory Information" includes the following information relating to a student: student's name, address, telephone number, date and 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, degree and awards received, the most recent previous educational agency or institution attended by the student, honor rolls, and other similar information. If any parent or student 18 years of age or older objects to the releasing of directory information, please notify your school principal or counselor in writing during the first week of the school year. Non-directory information will not be released without the written consent of a legal guardian or student, 18 years of age or older.

It is the policy of Berkeley Springs High School that the names and addresses will not be released to any individual or organization that is not considered to have a legitimate educational interest in such information. A senior list will be made available to Armed Forces Recruiters unless a parent or student

submits a written request that the name of the student involved will not be included in such a list. This request should be submitted during the first week of school.

CITIZENS APPEALS PROCEDURE

It is recognized from time to time a member of the public may have a legitimate complaint or justifiable grievance for which he/she seeks redress. Solutions for complaints should be brought first at the lowest possible decision-making level in the school system. Thus, a citizen who has a complaint with a teacher should first seek to resolve the dispute with the teacher. If this does not solve the problem, the complainant then should seek redress from the principal. If this does not solve the problem, the complainant then should use the citizens appeal procedure. Additional information concerning the appeals procedure may be obtained from the school's administrative office.

SECTION 5

OFFICE PROCEDURES

STUDENT CHECK-OUT/CHECK-IN

A sign in/sign out sheet is provided for use by parents/guardians when a student checks in or out of school.

BUS NOTES

All bus notes must be turned into the main office by 11:00 AM each day. Students will have their approved bus notes delivered to them during their lunch shift.

SIGN-IN: All students entering BSHS after their normal arrival time must check in at the front desk. Students must check in when entering the campus.

SIGN-OUT: Once a student enters the campus grounds of BSHS or picked up by a Morgan County bus, they are considered ON CAMPUS. To leave they must be signed out by a parent or guardian in person. Students are not permitted to leave school grounds with another student during the school day for any reason.

DEPARTURE FROM SCHOOL CAMPUS

Students who ride a bus home will be dismissed on 3 bus runs. Students are expected to leave 7th period on the appropriate bell. **All student-athletes will be dismissed on 3rd bus run.**

Any student who remains on campus must be participating in a school-sponsored and adult supervised activity. This would include but is not limited to athletic practice, clubs, tutoring, and after school detention.

Internship students and students taking approved college courses must sign out in the office before they leave campus. James Rumsey students must have a permission form on file in the main office to leave campus on days when the bus does not run to James Rumsey or on days when there are no classes scheduled at James Rumsey. Half-day James Rumsey students are not allowed to drive to James Rumsey

unless he/she is using a vehicle for auto mechanic's class. This must first be approved by James Rumsey and BSHS administrations.

VISITORS (All visitors must be approved by administration)

All visitors must report to the main office to obtain a visitor's pass and must show a valid ID. Visitors will not be permitted to loiter on school grounds or inside the school building, nor will they be allowed to interrupt or go to classes or lunch with friends or relatives for the day.

WHEN CAN A STUDENT REPORT TO THE OFFICE/COUNSELING DEPARTMENT?

Students are not to be out of class without their appropriate teacher's permission.

Students are not allowed to hang out in any staff office during class time or lunchtime. Students should not be sent to either office complex by a teacher unless the teacher calls the individual they want to see. Students should not be sent to the office or counseling suite without a phone call unless an emergency arises. Students are to request a meeting with their School Counselor and wait for them to call them to their office.

Students waiting to be picked up by a parent to check out will not be released from class until the parent's arrival.

eHALL PASS

Students are expected to use eHALL pass when requesting to leave the classroom during instructional time. Students will also carry the appropriate lanyard while in the hallway. Students are also expected to carry the building door pass when changing buildings.

EDUCATIONAL LEAVE

Students who wish to apply for educational leave must have the Educational Leave form completed prior to their expected absences. The form can be obtained from the front office and once completed turned into the Front Desk Clerk for approval.

SECTION 6

STUDENT RESPONSIBILITIES

ASSEMBLIES

Unless a student is given permission in advance, the student is expected to attend all school assemblies or programs. Conduct at such affairs is to be courteous and appropriate for the occasion. Behavior that

is rude, disruptive, or otherwise inappropriate will be addressed accordingly. Students will be accompanied by their teacher for all assemblies.

CAFETERIA RULES & PROCEDURES

Students are expected to adhere to the following rules and procedures when in the cafeteria:

- Students must remain seated at all times except when disposing of garbage and returning their tray.
- Students may not play audio through device speakers or Bluetooth speakers. (must use headphones or earbuds)
- Students are expected to keep noise levels to a conversational volume.
- Students are expected to keep their table and area clean.
- Students will stay inside the cafeteria and not loiter in the hallway.
- Throwing of food and/or objects is prohibited and will result in disciplinary action.
- Students are encouraged to have their school ID to scan during the lunch line.
- Students should only be in the cafeteria during their assigned lunch period.

CHROMEBOOKS

All students are issued a MCS Chromebook. Students are expected to have their Chromebook fully charged at the start of the day. Students will be responsible for damage to a Chromebook from intentional damage or neglect.

SAFETY DRILLS

Emergency drills are necessary for the safety of the students and faculty. Fire drill and exit information is posted in each classroom. General rules include:

- Students will follow designated exit instructions, walk single file without talking to their designated area reviewed by their teacher.
- Stay with their class for roll call.
- Teachers shall be the last to leave the room; they will take roll and keys with them and call roll when the group is safely away from the building.
- No one is to return to the building until the principal gives a signal.
- Pulling of a fire alarm without just cause will result in suspension and possible expulsion from school.

NOTE: Emergency drills are serious exercises that can save lives. Please act in an appropriate manner. Emergency drills such as fire drills, tornado drills, campus/bus evacuations, and lockdowns will be performed throughout the year to enhance student knowledge for safety.

VALUABLES

Students are encouraged not to bring large amounts of money or expensive items to school. Each student is responsible for his/her property, not the school. All students will be given the opportunity to have a locker and gym locker.

SECTION 7

STUDENT ATTENDANCE

The Morgan County Board of Education recognizes that a direct relationship exists between daily school attendance and student performance. Daily attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed. While students and parents/caregivers have the ultimate responsibility for daily school attendance, the laws of West Virginia require school administrators to enforce compulsory school attendance. **Student must turn in an absence note within 3 days of the absence. Morgan County Schools policy will allow a maximum of 10 parent notes per school year.**

Attendance Incentive

Must have no more than 8 absences (excused or unexcused) to attend the Homecoming Dance.

Must have no more than 18 absences (excused or unexcused) to attend prom or any other school related events. (Field days, other dances, staff vs student games).

COMPULSORY ATTENDANCE

Pursuant to the State statutes, compulsory school attendance shall begin with the school year in which the student's sixth birthday is reached prior to September 1 of such year and continue to the seventeenth birthday or as long as the student shall continue to be enrolled in the school system. Exemption from attending the public schools during these years shall be for certain causes or conditions. The Superintendent shall give final approval for exemption. For more information see WV State Policy 4110

MAKE-UP WORK RESULTING FROM ABSENCES

- Requesting make-up work for absences will be the responsibility of the student. Students should be checking Schoology to monitor communication and assignments.
- Upon returning to school, the student and teacher will determine a schedule for making up work that has been missed. The teacher will allow not less than one day, per day of absences for students to complete make-up work.
- If the student has not completed make-up work at the end of the agreed scheduled time, the teacher has the option of granting additional time or recording a zero for the work missed.
- Prolonged assignments, given to students over a set period of time, will be considered late if not turned in on time due to absence, unless prior arrangements have been made with the teacher.

SECTION 8

DISCIPLINE POLICIES

The provisions of this section are in effect during both the regular school day and extracurricular activities sponsored by the school.

CLASSROOM BEHAVIOR EXPECTATIONS

Teachers are in charge of their classrooms and classroom discipline. Each teacher will distribute classroom rules and expectations to students at the beginning of the year. Students are expected to follow all classroom rules and expectations. The classroom management model should include the following features before a discipline referral or student is sent to the office:

- Group discussion about class rules at the beginning of the term.
- Social contracts developed via Capturing Kid's Hearts program.
- Warning level(s) giving the student the ability to correct his/her behavior.
- Private conversation with student to discuss misbehavior and expectations.
- Parent/caregiver phone call **MUST** be made to inform the parent of the misbehavior.
- After the previous steps have been taken by the teacher, and a student continues the misconduct in question, a referral will be written and sent to the administrator.

SEARCH AND SEIZURE

To promote a safe learning environment, and to protect the safety and welfare of all students and school personnel as well as maintain order and discipline in the schools, authorized school personnel are permitted to conduct searches of students, their belongings and personal effects, motor vehicles, lockers, and desks whenever there is a reasonable suspicion of wrongdoing based on all the circumstances. All student searches shall be conducted in conformity with applicable state and federal laws and Morgan County School Board Policy. Searches must balance the student's expectation of privacy against the need to maintain a safe learning environment. Any packages delivered to the school may be searched for school safety purposes (book bags, paper/plastic bags, gym bags etc.).

SUBSTANCE CONTROL

Berkeley Springs High School is a "substance free" campus. No person may distribute or use any substances, including electronic cigarettes and vaping devices in school buildings or on school grounds. Students under 21 may not possess any illegal substances as outlined by WV State Code §16-9a-1 through §16-9a-4. Students found using or in possession of tobacco products, electronic cigarettes, vaping devices, or other illegal substances will be disciplined per Morgan County Schools policy. Students who are in violation of this policy will be required to complete a tobacco/ vaping prevention program and may be given a citation from the local/state law enforcement for use of or possession of tobacco products on school property.

DISPLAY OF AFFECTION

Handholding is the only display of affection permitted on the campus of Berkeley Springs High School.

STANDARDS OF DRESS

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distracting, revealing, or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.

The following are prohibited:

Any Clothing/Apparel which:

- Is deemed inappropriate for the educational setting by the administration;
- Is considered a health hazard (e.g. dangling straps, key chains and spiked jewelry, animal collars, chokers that resemble animal collars, or locks) (no spikes of any kind – collars, wristbands, etc.);
- Is considered unsafe or represents a possibility of danger (e.g. trench coats, oversized parkas, or overcoats);
- Contains offensive or obscene symbols, signs, slogans, or words degrading any gender, orientation, cultural, religious, or ethnic values;
- May be deemed to represent gang affiliation, real or implied;
- Contains language or symbols oriented toward violence, sex, drugs, alcohol, or tobacco;
- Covers the head or face. Hats, masks, bandanas, etc. are not allowed at any time. Repeated offenses will require a parent or guardian to pick up the item.

Administration will ultimately determine appropriateness of attire.

PHYSICAL EDUCATION CLASS ATTIRE

All physical education and weightlifting students must wear appropriate gym attire that includes a T-Shirt, shorts, socks, and gym shoes. **This attire must follow school dress code rules.** Failure to participate and dress in these classes can result in poor grades.

BULLYING, HARASSMENT, and INTIMIDATION

It is the policy of Morgan County Board to prohibit any form of racial, sexual, religious/ethnic harassment, bullying, or violence on Board of Education property, or any school sponsored event regardless of where such event might occur.

It shall be a violation of this policy for any student, volunteer, outside group or third-party using school facilities, or employee of the Morgan County School District to harass a student, any person, or an employee through conduct or communication of a sexual nature as defined by this policy. All employees are responsible for promoting and maintaining an environment free of harassment and violence.

The Morgan County School District will act promptly and confidentially to investigate all harassment or violence complaints, formal or informal, verbal or written, and will take appropriate disciplinary action based on the investigation's results.

Bullying means when one or more students tease, threaten, spread rumors about, hit, shove, or hurt another student repeatedly. **Sexual harassment** means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. **Electronic aggression**, sometimes called **cyber-bullying**, is a type of bullying or sexual harassment that occurs when students use a cell phone, the Internet, or other electronic communication devices to send or post text, pictures, or videos intended to threaten, harass, humiliate, or intimidate other students.

Any student who believes he or she has been the victim of any form of bullying, harassment or intimidation shall report the alleged acts immediately to the principal or assistant principal. Upon receipt of a report or complaint, the principal or designee shall immediately undertake or authorize a thorough investigation and contact the Human Rights Officer. The investigation shall be completed within ten working days of receiving the complaint. The investigation's findings shall be set forth in a written report including whether the allegations have been substantiated or if the actions are violations of the policy.

SPRIGEO – Report bullying and school safety threats

Students may also report any instance of bullying anonymously on SPRIGEO at www.sprigeo.com

FOOD AND DRINKS

Students are not permitted to have food, snacks, or drinks (except water in a clear water bottle) of any kind in the classrooms or hallways before and during regular school hours. NO glass bottles, energy drinks, coffee, and NO deliveries from food vendors (McDonalds, DQ, pizza, etc.). Students may not bring any of these items to school.

PHYSICAL ALTERCATIONS

Fighting and physical attacks on other students will not be tolerated. Any altercations that involve assault or battery will result in suspension and may call for an expulsion hearing at the county level. Students involved in physical altercations may be required to meet with administration and counselors for conflict management upon returning to school.

Counseling sessions with school officials may also be required for students suspended from school for fighting. Two or more fights in a school year will result in immediate consideration for alternative education.

TARDY TO SCHOOL

A student who arrives at school after the 7:45 a.m. bell is considered tardy to school. Tardiness to school will be excused if the student presents a note from a doctor indicating a morning appointment. Appointments for court will also be counted as an excused tardy. Any student participating in extracurricular activities (sports, band, theater, etc.) must be in school for 4 class periods or not be allowed to play or practice if they are involved with it.

Your first three (3) unexcused tardies will be considered a warning. All additional tardies will result in a disciplinary referral. At the start of a new semester all students will start fresh with zero tardies.

UNEXCUSED TARDY TO CLASS

The following actions will occur for every student late to class with an unexcused tardy. All detentions and suspensions must be served before students can resume extracurricular activities.

1st and 2nd Tardies: Student Warning

3rd Tardy: teacher to contact the parent/caregiver to develop a plan to improve the student's tardiness to class.

4th Tardy: disciplinary referral

VIDEOTAPING

Videotaping occurs 24 hours a day inside and outside the buildings so that we may monitor and ensure the safety of the students and staff.

LOITERING

Students are not permitted to loiter or be in an unsupervised area or at any time. Students may not be on school campus after hours unless attending a supervised school activity.

BATHROOMS

Loitering within lavatories is strictly prohibited. Students are expected to follow the guidelines posted outside each lavatory for the maximum number of students allowed at one time. Any student found within a lavatory stall with another student will result in disciplinary measures. Any student found to be vandalizing or destroying property within the bathroom will result in disciplinary measures. Destruction or vandalism of a bathroom may result in the bathroom having to be closed.

CARE OF SCHOOL PROPERTY AND GROUNDS

We have a zero-tolerance policy for vandalism. Students should take pride in the appearance of their school and school grounds and are encouraged to help maintain and improve the beauty and cleanliness of our high school.

DISCIPLINE OF STUDENT BEHAVIOR BY THE ADMINISTRATION

All necessary referrals for disciplinary action shall go to the school administration, and they will assign the disciplinary action. The administration will use the progression of steps for repeated offenses.

The administration may adjust disciplinary consequences depending on severity and frequency of the action but will do so in accordance with State Policy 4373.

LEVELS OF CONSEQUENCES

The following is a list of infractions and placements in the levels of consequences. This list does not attempt to cover all of the possible acts of misconduct. The administration has a duty and an obligation to take action when necessary to maintain a safe learning environment. The administration may offer an alternative at any step if deemed appropriate.

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

Behaviors	Consequences
<ul style="list-style-type: none"> • Cheating • Deceit • Disruptive/Disrespectful Conduct • Failure to Serve Detention • Falsifying Identity • Inappropriate Appearance • Inappropriate Display of Affection • Inappropriate Language • Possession of Inappropriate Personal Property • Skipping Class • Tardiness • Vehicle Parking Violation 	<ul style="list-style-type: none"> • Administrator/student conference or reprimand • Administrator and teacher parent/guardian conference • Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced • Confiscation of inappropriate item • Revocation of Privileges • 1-5 Days of After School Detention • 1-5 Days In-School Suspension • Teen Court • Denial of participation in class and/or school activities

LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

Behaviors	Consequences
<ul style="list-style-type: none"> • Gang Related Activity • Habitual Violation of School Rules or Policies • Insubordination • Leaving School without Permission 	<ul style="list-style-type: none"> • Confiscation of inappropriate item • Revocation of Privileges • 1-5 Days of After School Detention • 1-5 Days In-School Suspension • 1-5 Days of Out of School Suspension

<ul style="list-style-type: none"> • Physical Fight without Injury • Possession of Imitation Weapon • Possession of Knife not Meeting Dangerous Weapon Definition • Profane Language/Obscene Gesture/Indecent Act toward an Employee or a Student • Technology Misuse 	<ul style="list-style-type: none"> • Teen Court • Denial of participation in class and/or school activities • 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.
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LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with W. Va. Code §18A-5-1a, subsections (b) through (h)

Behaviors	Consequences
<ul style="list-style-type: none"> • Battery Against a Student • Defacing School Property/Vandalism • False Fire Alarm • Fraud/Forgery • Gambling • Hazing • Improper or Negligent Operation of a Motor Vehicle • Larceny • Sexual Misconduct • Threat of Injury/Assault Against an Employee or a Student • Trespassing • Harassment/Bullying/Intimidation • Imitation Drugs: Possession, Use, Distribution or Sale 	<ul style="list-style-type: none"> • Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest. • Referral to support staff or agencies for counseling or other therapeutic services • Confiscation of inappropriate item(s) • Revocation of Privileges • 1-5 Days of After School Detention • 1-10 Days of In-School Suspension • 1-10 Days of Out of School Suspension • Teen Court • Denial of participation in class and/or school activities

<ul style="list-style-type: none"> • Alcohol • Inhalant Abuse • Possession/Use of Substance Containing Tobacco and/or Nicotine 	<ul style="list-style-type: none"> • The principal and/or superintendent may recommend placement in an Alternative Education program • 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.
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LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a(a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17, 61-6-24, and 18A-5-1, and in the Gun Free Schools Act of 1994. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a.

Behaviors	Consequences
<ul style="list-style-type: none"> • Battery Against a School Employee • Felony • Illegal Substance Related Behaviors • Possession and/or Use of Dangerous Weapon 	<ul style="list-style-type: none"> • 10 Day Out of School Suspension • Recommend for Expulsion • Placed in Alternative Education • Teen Court

CONSEQUENCES

AFTER SCHOOL DETENTION

- The administration assigns after school detention.
- After school detention will be served either the night of the infraction or the next night upon notification of the parents of the students.
- If the student does not attend ASD on the night(s) assigned to him/her, a conference with the parent will take place while additional consequences may ensue.
- Upon completing a suspension for not attending ASD, the student will then be assigned a new night to complete the missed ASD.
- ASD will not be substituted with an Out of School Suspension.
- After school detention will be an organized activity. All students in detention will be given work to complete before the end of detention. Failure to complete this work will result in a non-credit for that evening.
- After school detention will run from 3:05 pm-5:00 pm on assigned days.

- No one can leave early. No food or drink is permitted.
- Students may not use a cell phone in ASD.

In School Suspension

- The administration assigns In-School Suspension.
- If the student is absent the day, they are assigned ISS, the student will serve ISS the next day they are present.
- Students will not be permitted to have cell phones or earbuds in ISS and will turn in all personal electronic devices at the beginning of the school day.
- Students will not be allowed to have food or drink in ISS.
- All students will be given work from their teachers to complete during the course of the day.

OUT OF SCHOOL SUSPENSIONS

- The administration suspends students from school.
- Students suspended from school may not be present at school during the days of suspension; unless he/she is attending a discipline conference with his/her parents.
- Parent Conferences may be required prior to the student's return to school.
- Students may not participate in extra-curricular activities during suspensions.
- Out of School Suspensions could cause a student to lose his/her parking privileges.
- School work missed during a suspension can be made up, but the student is responsible for obtaining the work from his/her teachers. Students will have a set time to make up work on return to school.
- Students are responsible for checking Schoology and communicating with teachers during a suspension.

ALTERNATIVE SCHOOL & DROPOUT PREVENTION PROGRAMS

- Alternative Education and Dropout Prevention Programs are used in the academic and discipline process when a student is deemed to be a disruption to the overall education process in the school.
- The Alternative Education Program is a 5 day a week program.
- If a student cannot or will not participate in Alternative Education or Dropout Prevention and continues to disrupt the education process of other students, the administration will request an expulsion hearing with the Morgan County Board of Education.
- Once a student is placed in an alternative setting he/she has the ability to return to regular school based on completion of the individualized student plan.
- Students who attend the Alternative School or Dropout Prevention program will not walk during the regular graduation ceremony. The Alternative Education / Dropout Prevention Graduation Ceremony is set the night before the regular graduation ceremony.

MOUNTAINEER CHALLENGE ACADEMY

Mountaineer ChalleNGe Academy is another alternative program where you can still receive a Berkeley Springs High School Diploma. This residential program provides Cadets with a safe, secure and structured learning environment as well as hands-on career training programs. So, if you strive to earn your diploma, improve your life and enhance your future, then the ChalleNGe experience is for you.

You can find additional information by visiting their website at: <http://wvchallenge.org>

EXPULSIONS

Students that are in violation of Level 4 offenses will be presented to the Morgan County Board of education for expulsion. During an expulsion, the student will meet with Board Office directors to receive services and continue to work towards graduation. They will be removed from the regular education setting for a set period of time as determined by the Morgan County Board of Education.

SCHOOL BUSINESS PARTNER

We would like to recognize the CNB Bank for being our dedicated business partner for many years now. They have supported our educational efforts in many areas: academic recognition, attendance recognition, leadership recognition, etc. We hope to continue our partnership with many years of service to our community and state.