

POCAHONTAS COUNTY HIGH SCHOOL

2016-2017 STUDENT HANDBOOK



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Pocahontas County High School

The purpose of this book of policies and procedures is to provide students and parents with a written guide to help them become familiar with general school regulations and procedures that are needed to ensure the safety and well-being of all persons and facilities at Pocahontas County High School.

This handbook belongs to:

Name _____

Address _____

City/State _____

Zip _____

VISION

*Preparing Students for
Tomorrow's Challenges*

LOCKERS

Lockers are the property of the school and are subject to search at any time. Students are responsible for the care and protection of lockers and are liable for any damage to a locker, which includes writing on the outside or inside of the locker. A \$3.00 rental fee is charged for use of the locker. The school is not responsible for items lost or stolen from the top or inside the lockers. It is unsafe to keep valuables in lockers. Students should not give out their locker combination.

STUDENT BOOK-BAGS

Students are to place book-bags/purses in lockers immediately upon arrival at school. A student's book-bag or purse may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school.

PERSONAL BELONGINGS

For safety purposes, any personal belongings brought onto school property are subject to being searched at any time.

ELECTRONIC DEVICES

Personal technological devices are permitted on campus.

Phones and electronic devices solely for entertainment (i-pods, mp3 players, etc.) may be brought to campus and stored in lockers. All devices must be turned off before entering campus.

Teachers will provide instruction for electronic device usage in their individual classes.

The school shall not be responsible for damage, loss, or theft of any electronic device.

STUDENT DRESS AND APPEARANCE

Prohibited is any clothing promoting, displaying, or depicting alcohol, drugs, tobacco, sex, profanity, remarks regarding race, culture, religion, politics, or gender.

Revealing clothing is not allowed, and undergarments must not be seen.

Length of attire will be judged by the following rule: With the student standing with shoulders relaxed and the arms to the side, the bottom of the shorts, skirt, slits in skirt should be below the fingertips.

The following items of apparel are not allowed at school, low-cut tops/shirts, tube tops, chains, spikes, or any clothing that is disruptive to the learning environment determined on a case by case basis.

Students will be checked by first and second block teachers for any clothing violation.

All students will remove hats, caps, scarves and other head coverings before entering the building and place them immediately in the student's locker. These items are to remain in lockers until the student leaves the building. The only exception is for religious purposes.

Any article of clothing that violates the above guidelines will not be permitted and the student will need to either change the article of clothing or a family member will be called to come to the school to pick up the student.

MEDICATION

All medication, prescription or over the counter, must be brought to the office in its original container. A note from a parent/doctor as to how the medication should be given must accompany the medication. No medication (including aspirin) may be given from one student to another.

FOOD AND DRINKS

There will be no food or drinks in the classroom unless permission is granted by the teacher. Food and drinks, including water, are prohibited in the gym and computer labs at all times.

FIRE/CODE DRILL REGULATIONS

When the fire alarm sounds, all students are to proceed quietly and quickly to the assigned exit. There will be a minimum of one fire drill monthly and one code drill quarterly.

CLUBS

Clubs will meet during the activity period or after school. Membership criteria in clubs will be determined by each club, club sponsors, and school policy. The Faculty Senate must approve any new clubs before being added to the club schedule list.

VISITATION

All visitors must sign in at the office and secure permission to be on the premises. Visitors must wear name tags so that they can be easily recognized by the staff as a visitor. Regulations do not permit non-students to ride on a school bus.

POST-SECONDARY VISITATION

Juniors and seniors are encouraged to visit post-secondary institutions. Two days are excused as school related absences each year for these visits. Arrangements must be made with the high school PCHS administration prior to the visit. More time may be requested for visits to out-of-state colleges. Students must provide written documentation from the college as to the time and date of visit.

CLASSROOM SIGN-IN AND SIGN-OUT

Any student in the hall while classes are in session must have a hall pass from the teacher who dismissed him/her. Signing out to go to one location, but going to another location will result in disciplinary action. Loitering in the hallways during class time will not be permitted and is subject to immediate disciplinary action.

When moving through the halls, students must walk at all times. Individuals or groups moving through the halls while classes are in session are expected to do so quietly with a minimum amount of talking or disturbance. Individuals should not sit in hallways in a manner that blocks passing or causes a potentially dangerous situation. PCHS premises are electronically monitored.

SIGN-OUTS FROM SCHOOL

No student under the age of 18 will be permitted to sign out of school with anyone other than an approved parent/guardian or sibling. Student drivers must have written prior consent from an approved adult to leave. The student must have the signature of the Administrator in charge to leave school.

All students will be given a form at the beginning of the school year to be completed by parents or guardians listing who will be allowed to sign out their student from school grounds. Any changes during the school year must be done in writing with the school administration. Please read the form for complete details and procedures.

STUDENT DRIVERS

Students may obtain a permit to drive. Students must get prior authorization from the administration in the form of a document that must be initialed and signed by the student and the student's guardian.

Students must adhere to the following rules and regulations or driving permit will be revoked.

1. Driver must follow speed limits on school property (15 mph in school zone and 5 mph in parking areas).
2. With an approved parking permit, driver must park in the student parking area in the approved manner.
3. Driver and passengers must enter the building immediately after parking (students may enter at 8:00 a.m.).
4. Student must keep vehicle locked at all times. The school is not responsible for lost, damaged, or stolen items or vehicles.
5. Student may not go to vehicle during the school day.
6. Driver and passengers may not sign out of school without prior permission from parent and administration.
7. Hunting equipment of any type is strictly prohibited in the vehicle.
8. Use of, or open display of, tobacco and/or alcoholic products in or on vehicle is not permitted.
9. Decals, signs, flags, or stickers may not appear on any vehicle that display or depict any offensive or vulgar image or message.

Vehicles may be searched at any time. By obtaining a permit the student and parent as well as the owner of any vehicle consents to any and all searches of such vehicle by the administration. Cooperation from the student is required by the administration in the event that a search is warranted.

PARKING PERMITS

REGULATIONS REGARDING STUDENT USE OF VEHICLES

The student driver will be in school on time.

The student will pay a \$50 annual fee for driving permit. Daily permits may be issued for \$2.

The student driver will adhere to all West Virginia driving laws.

Vehicles parked in the student parking lot may not be moved during the school day without administrative permission.

Students may not return to vehicles during the school day.

The student driver who violates traffic regulations off campus will be referred to law enforcement.

Student must provide valid registration and insurance information.

The student driver may lose their driving privileges if:

- There is a pattern of tardiness, absence, or discipline referrals.
- Student leaves campus without permission.
- Student parks in areas other than student parking.
- Student violates parking, driving, or traffic regulations on campus.
- Student violates any of the rules regarding student drivers.
 - *NOTE: The student driver shall be held responsible for any and all passengers in the student's vehicle for any violations of the listed infractions, as well as the safety and welfare of such passengers.

DISCIPLINE

Pocahontas County High School discipline will follow WVDE Policy 4373 Safe and Supportive Schools:

DISCIPLINARY ACTION SUMMARY

The following forms of behavior will lead to disciplinary action, suspension, or expulsion and shall be avoided by students at all times. Students who are serving an OSS are prohibited from participating in extracurricular activities that are concurrent to the disciplinary action (such as but not limited to dances, ball games, athletic practices). All disciplinary action is at the discretion of the principal and shall be determined on a case by case basis.

Below is a list of common violations and possible consequences. Any violation/consequences not listed below will be at administrative discretion based on Policy 4373 level of infraction(s).

Level I Violations

1. Refusing to comply with state and local attendance laws, including but not limited to tardy/truancy from specific classes and tardiness to school in general or to specific classes. If a student departs school, the student must have an official note by a doctor or parent in order to be readmitted into school that day.

Disciplinary action:

All disciplinary action shall follow parental notice.

- a. Leaving or attempting to leave school grounds without permission:
 - 1st offense - Parent contact/1 day ISS
 - 2nd offense – Parent contact /2 days ISS
 - 3rd offense – Parent contact /3 days ISS
- b. Tardy to school or class Disciplinary action:
 - 1st offense - Parent contact/verbal warning
 - 2nd offense – Parent contact/detention
 - 3rd offense through 4th offense – Parent contact/1 day ISS 5th or subsequent offenses - Parent contact/1 day ISS

2. Dressing or grooming in a manner that causes an interference with school work creating a classroom or school disruption. Refer to DRESS CODE paragraph in this handbook.

Disciplinary action: Parent contact. Student will correct the situation or be sent home. If the student cannot correct the action and parents cannot be reached, the student will stay at school in ISS. For second and subsequent offenses, parents will be contacted and student will be sent to ISS.

3. Placing, keeping or maintaining any article or material in a school owned locker which is of a non-school nature that could cause or tend to cause a disruptive activity on any school property or at any school function.

Disciplinary action:

- 1st offense – Parent contact/detention
- 2nd offense – Parent contact/ISS
- 3rd offense – Parent contact/1-10 days OSS

4. Loitering at any time in school buildings or on any school property. (Refer to AFTER SCHOOL ACTIVITY)

Disciplinary action: Student may be asked to leave. Law enforcement may be contacted.

5. Public displays of affection, hugging, inappropriate affection, and kissing in public are not approved. At the high school level hand holding only is allowed.

Disciplinary action:

- 1st offense – Parent contact/verbal warning
- 2nd offense – Parent contact/ISS
- 3rd offense - Parent contact/OSS

6. Cheating.

Disciplinary action:

1st offense - Parent contact/Counselor, teacher and student conference with student's parent - zero given for assignment

2nd offense - Parent contact/1 day ISS

3rd offense - Parent contact/Failure for the semester in the course

7. Using cell phones, radios, personal televisions, tape players, CD/DVD/MP3 players, I-pods, cards, electronic games, or pagers during school time, other than emergency or classroom teacher approved use.

Disciplinary action:

1st offense- Parent contact/confiscation of equipment/property returned end of school day

2nd offense - Parent contact/1 day ISS/ confiscation of equipment/property returned to parent

3rd offense – Parent contact/considered insubordination (see consequences)/ confiscation of equipment/property returned to parent

8. Failure to attend or tardy to an assigned detention.

Disciplinary action:

1st offense through 4th offense- Parent contact/1 day ISS

5th offense or greater- Parent contact/1 day OSS

9. Knives and blades-

It is the policy of the Pocahontas County Board of Education and PCHS that knives nor blades of any kind are permitted on school property. This policy applies to a knife of any size, razor blades or razor knives, multi-purpose tools such as Leathermen, boxcutters, or any other implement with a cutting blade or point. No student shall be in possession of any of these items without specific permission by the principal or vice principal. Drivers are permitted to leave them in their cars.

Violations of this policy will be punished as follows:

1st offense- Notify parent/ 1 day ISS;

2nd offense- Notify parent/ 1 day OSS;

3rd and subsequent offenses- Notify parent/ 3 days OSS.

10. Teachers and administrators are authorized to direct a student to detention for infractions of any school rule and in order to maintain a proper educational environment at the school. For each such violation resulting in detention the parent shall be contacted prior to detention. After three violations and detentions, after notice to the parent the student shall serve ISS for one day upon the 4th or subsequent violations.

Level II Violations

1. Fighting.

Disciplinary action:

- 1st offense – Parent contact/3 days OSS
- 2nd offense – Parent contact/5 days OSS
- 3rd offense – Parent contact/10 days OSS

- 2. The act of falsely reporting incidents, making false accusations, giving false information to school personnel. The act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses, phone numbers, or other data on school forms or correspondence directed to the school.

Disciplinary action:

- 1st offense - Parent contact/detention
- 2nd offense - Parent contact/ISS
- 3rd offense – Parent contact/1-10 days OSS

- 3. Disorderly Conduct
A student will not harass another student or other person or misbehave in a manner that causes disruption or obstruction to the educational process.

Disciplinary action: Administrative discretion. *

- 4. Using or writing any profane, vulgar, or abusive language.

Disciplinary action: administrative discretion. *

*NOTE – PCHS administration considers the conduct prohibited by paragraphs 3 and 4 above to be very serious. As such, the severity of discipline will be determined by the severity of the violation.

Level III Violations

- 1. Use and/or possession of tobacco in any form on school premises and buses.

Disciplinary action:

- 1st offense - Parent contact/3 days OSS/refer to law enforcement
- 2nd offense - Parent contact/5 days OSS/refer to law enforcement
- 3rd offense - Parent contact/10 days OSS/refer to law enforcement

- 2. Gambling on school property:

Disciplinary action:

- 1st offense - Parent contact/3 days OSS/ refer to law enforcement
- 2nd offense - Parent contact/5 days OSS/ refer to law enforcement
- 3rd offense - Parent contact/10 days OSS/ refer to law enforcement

3. Battery against a student:

Disciplinary action:

- 1st offense - Parent contact/5 days OSS/ refer to law enforcement
- 2nd offense - Parent contact/10 days OSS/ refer to law enforcement
- 3rd offense - Parent contact/recommendation for expulsion/ refer to law enforcement

4. Stealing, causing damage to or destroying school property or private property if committed on school grounds, buses, or during a school function or event.

Disciplinary action:

- 1st offense - Parent contact/3 days OSS/restitution
- 2nd offense - Parent contact/5 days OSS/restitution
- 3rd offense - Parent contact/10 days OSS/restitution

5. Possessing any look-alike drug or drug paraphernalia.

Disciplinary action:

- 1st offense - Parent contact/5 days OSS/ refer to law enforcement
- 2nd offense - Parent contact/10 days OSS/ refer to law enforcement
- 3rd offense - Parent contact/recommendation for expulsion/ refer to law enforcement

6. Defacing, vandalism, causing damage to or destroying school property at any time.

Disciplinary action:

- 1st offense - Parent contact/5 days OSS/refer to law/restitution
- 2nd offense - Parent contact/10 days OSS/possible expulsion/refer to law/restitution

7. Failing to follow the school, local, state, or federal law governing the safe operation of motor vehicles while on school premises or on the way to or from school.

Disciplinary action: Parent contact/Revoke driving privileges/refer to law enforcement

8. Standing guard as a lookout for "inappropriate behavior"

Disciplinary action: Same discipline as the "behavior"

9. Bus behavior will be followed according to board policy. (See Bus Transportation section of this handbook).

Level IV Violations

1. Possessing any alcoholic beverage or marijuana.

Disciplinary action: Parent contact/ 10 days OSS/refer to law enforcement/recommend expulsion

2. Possessing, using, buying, selling, transmitting, or secreting any narcotic, or hallucinogenic drug, barbiturate, amphetamine, intoxicant or look-alike drug.

Disciplinary action: Parent contact/ 10 days OSS/refer to law enforcement/recommend expulsion

3. Conduct on school premises or during a school function or event which violates local, state, or federal law where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers, or other employees or visitors.

Disciplinary action: Parent contact/10 days OSS/refer to law enforcement/recommend expulsion

4. The use, threatened use, or possession of any explosive device, deadly, perceived or lookalike weapon, or dangerous ordinance onto or on any school property, or to any activity under the auspices of a school.

Disciplinary action: Parent contact/10 days OSS/Refer to law enforcement

5. A student will not commit a battery by unlawfully and intentionally making physical contact with a school employee.

Disciplinary action: Parent contact/10 days OSS/refer to law enforcement/recommend expulsion

SCHOOL BUS CONDUCT

In accordance with the West Virginia Law 18A-5-1, a school bus operator has the right to suspend a student from riding a school bus for disorderly, refractory, indecent or immoral conduct. The suspension of a student from one bus means that the student is suspended from all buses.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be re-admitted until payment in full has been made for such damage or until his re-admittance is directed by the superintendent.

STUDENT RULES FOR RIDING BUSES

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.

While on the bus, students must keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult.

Disruptive behavior is not permitted around or on the school bus.

1. Students should never tamper with the bus.
2. Do not leave books, lunches, or other articles on the bus.
3. Do not throw anything out of the window.

4. Students are not permitted to leave their seats while the bus is in motion.
5. Students are expected to be courteous to fellow pupils and to the bus driver.
6. Be absolutely quiet when approaching a railroad crossing.
7. Students are not allowed to exit buses other than at school or arriving at home at the end of the day. (This does not include routes that require students to switch buses).

ATTENDANCE POLICY

Information pertaining to the Pocahontas County Attendance Policy can be obtained at Pocahontas County High School or the Pocahontas County Board of Education Office. Also, please refer to the following website for more detailed specifics regarding the Pocahontas County Attendance Policy - <https://sites.google.com/site/pocahontasboe/policy-manual-students>.

Student Attendance

- Students are allowed a maximum of 5 Parent notes, due to illness, per semester for excused absences.
- Students missing more than 3 consecutive days must present a valid Doctor's excuse for excused absences.
- Doctor's excuses are due no later than the morning of the 3rd day back in school for excused absences.
- Faxed or emailed excuses will not be accepted.
- Out of School Suspension is counted as an unexcused absence ➤ Students signing in after 8:20a.m. will be counted tardy.
- Students signing in, without a valid excuse, between the hours of 10:12 a.m. to 1:38 p.m., will be considered absent ½ day unexcused. Students signing out between the hours of 12:00 p.m. and 2:00 p.m. will be considered absent ½ day. Students signing in after 2:00 p.m. will be considered absent 1 full day
- After 5 days unexcused absences a letter will be sent home from the school and also, Certified Letters of Notice of Unexcused Absences from school, (CA2 Letter), will be sent from the Attendance Director, requesting parent to meet with the Attendance Director, school administrator, and guidance counselor, warning parents of Legal Action for failing to send their child to school.
- After 10 days unexcused absences a letter will be sent home from the school and also, Certified Letters of Notice of Unexcused Absences from school, (CA2 Letter), will be sent from the Attendance Director, requesting parent to meet with the Attendance Director, school administrator, and guidance counselor, warning parents of Legal Action for failing to send their child to school.
- Additional unexcused absences will result in an MDT meeting with CPS/DHHR, the school administration, and the Attendance Director and/or Court action.

Student Driver's License/Learner's Permit

Students are not eligible for a Learner's Permit or Driver's license, if any of the following apply:

- Student has missed 10 consecutive days of unexcused absences or 15 days total unexcused absences per year
- Student has failed two or more core classes (Math, Science, English, Social Studies)
- Students who currently hold licenses will have them revoked if any of the above occur
- Each student has the right to appeal to the Appeals Board
- One full semester or 18 school weeks must pass, with no more than two (2) unexcused absences within this time period, before a driver's license, which has been revoked, can be reinstated
- Students who drop out of school at the age of 17 (Freshmen and Sophomore class), will not be eligible to get a WV Learner's Permit or Driver's License until they reach the age of 18, or be enrolled and making satisfactory progress towards getting a TASC/GED. Students who currently hold a WV Learner's Permit or Driver's License, and drop out of school at the age of 17, (Freshman and Sophomore Class), will have that privilege revoked until they reach the age of 18, or are enrolled and making satisfactory progress towards getting a TASC/GED.

MAKE-UP WORK

Students will take responsibility for make-up work.

Students will be allowed one day to make up the work, plus one day for each day they were absent.

FINAL EXAM POLICY

All students must take final exams. Any students requesting to take their final exams on any day other than the regularly scheduled day must make a written request at least 10 school days in advance to the principal and the curriculum committee stating the purpose for requesting early examination. Valid reasons would include military obligations, upward bound participation, catastrophic illness or death in the family. Dates of exams will be determined with consideration of the number of instructional days required by the state.

STUDENT MAKE-UP AND HOMEWORK REQUEST PROCEDURE

Students who know they will be absent or leaving early, must get their homework in advance. If they are leaving during the day, the early dismissal form must be completed before leaving the building.

HOMEBOUND/HOSPITAL INSTRUCTION

Homebound/Hospital Instruction provides educational services to a student who cannot attend school for a period that has lasted or will last more than three weeks, because of a temporary or serious health problem and/or health-related problem, as certified by a licensed physician. Applications can be obtained from the Guidance Department.

GUIDANCE DEPARTMENT

The guidance counselor assists all students in the areas of academic achievement, personal/social development, interpersonal counseling, career development, test preparation and interpretation, consultation, program planning, and scheduling. All student referrals to various agencies must be through the guidance office.

The counselor is available for assistance in the areas of educational, career technical and interpersonal counseling, program planning, test preparation and interpretation, consultations and scheduling.

Students and parents must assume responsibility for knowing graduation requirements. Parents are encouraged to contact the guidance office when questions arise regarding their sons/daughter's performance or progress toward graduation requirements.

Seniors are strongly encouraged by the guidance counselor and administration to periodically check transcripts to ensure graduation requirements are being met. It is the student's responsibility to obtain and complete scholarships and college applications with assistance from the guidance counselor.

TRANSCRIPTS

A student may obtain a transcript of his/her work by completing a transcript request form from the Guidance Office. We do not give official transcripts to be hand carried. Seniors must request all transcripts for scholarships/college applications at least 5 days in advance of pending deadlines.

RELEASE OF STUDENT DIRECTORY INFORMATION

Under the No Child Left Behind Act of 2001 (NCLB), high schools are required to disclose the names, addresses, and telephone numbers of all high school students upon request by military recruiters and institutions of higher learning unless individual students 18 or older or their parents request that the information not be released. Students and/or parents can sign the "opt-out" form obtained from the guidance office.

SCHEDULES

Schedules will be completed before the beginning of the upcoming school year. Schedule changes will be permitted only for the most valid reasons, and no changes in schedules are to be made without permission from the counselor, homeroom teacher, course instructor, and parent/guardian. Students desiring to drop a subject must do so before the fifth meeting of the course, pending availability of another course. All courses dropped after this day will be recorded as withdraw failing. Year-long courses cannot be dropped in January.

*Academic courses with low enrollment may be excluded from the schedule. This does not include vocational or distance learning courses.

DISTANCE LEARNING-COLLEGE COURSES

Enrollment and Criteria:

The distance learning/college class offerings may vary from one year to the next. The offerings will depend on interest, scheduling, cost and personnel.

1. Students interested in participating in the distance learning courses must complete an application process prior to enrolling in the course.
2. The students must meet at least the minimum standards established by the following criteria:

- a. Highly motivated and able to work independently.
 - b. GPA of 3.0 with a minimum of a B in all prerequisite courses.
 - c. Score at Mastery or Above Mastery in subject area of the WESTEST and meet the minimum ACT/SAT requirements.
 - d. Only juniors and seniors are eligible.
 - e. Teacher recommendations must be secured.
 - f. Curriculum Committee approval is required for enrollment.
3. Students are responsible for any tuition and fees including textbooks.

VIRTUAL COURSES

Virtual classes are a way to take accelerated curriculum while working independently with an online teacher.

For a student to be eligible to take these courses, he or she must have a 3.2 G.P.A. and must also demonstrate mastery or above on the state assessment in Reading Language Arts. If a student is taking a mathematics course, the student must have mastery or above in mathematics. The exception is if a student needs a course for graduation and no other options are available, then the student must have two teacher letters of recommendation to enroll in a virtual course.

They must have an acceptable use form on file with the school.

They also must apply for an access email account and abide by the expectations outlined in that document according to WV policy 2450.

The student must schedule a meeting with the school counselor at which time the expectations will be explained and signed off on by the parent, student, and the counselor.

The student, the mentor teacher and the guidance counselor will review the syllabi with the student within the first 72 hours of access to the course. All three will sign off that they are aware of the course expectations and pacing guide.

Students must know that many of the providers of virtual classes are in other states. The grading policy for the State of WV is policy 2515. This states that all courses must be on the following grading scale.

Any course taken for high school credit, regardless of the grade level of the student at the time the course is taken, must use the following non-weighted course grading scale:

Average	Grade Quality Points
93-100	A 4.0
85-92	B 3.0
75-84	C 2.0
65-74	D 1.0
0-64	F 0

A virtual class can be dropped within the first 20 days after the date of registration. A “WNG” grade will be entered on the student’s transcript which means “withdraw no grade”. It does not compute against the student in the cumulative GPA.

However if the student requests to drop after the first 20 days, the student will receive a grade of “WF”. This means withdraw failing and it will be placed on the cumulative transcript and calculated as an “F” in the cumulative GPA.

All other grades will be calculated according to the grading scale listed above.

Regardless of the letter grade issued by the virtual course institution, we (PCHS) are compelled to issue grades on the WV Universal Grading Scale and will issue the grades accordingly.

GRADUATION REQUIREMENTS

A pathway is the designation of a student’s intended post-secondary goal within the five-year education plan and the level and sequence of courses needed to achieve that goal.

PATHWAYS

Professional - Baccalaureate degree or above
(Four Year College)

CTE (Skilled) - Associate degree or post-secondary certificate
(Two Year College or Vocational Training)

CLASS OF 2014 AND THEREAFTER

Professional Pathway

• Language Arts 9, 10, 11, and 12	4
Social Studies	4
• Math (Three of the four credits will be Math I and above)	4
• Science (Physical Science, Biology and (two higher level)	4
• Credits in one Foreign Language	2
<input type="checkbox"/> Fine Arts (Art, Music, Drama, Dance)	1
<input type="checkbox"/> Physical Education	1
<input type="checkbox"/> Health	1
<input type="checkbox"/> Experiential Learning Experience	
(Work Based – Senior Mentorship)	.5
• Elective Courses (Recommendations based on intended major)	6.5
Units Required	<u>28</u>

CTE (Skilled) Pathway

• Language Arts 9, 10, 11, and 12	4
• Social Studies (World History, American Studies to 1900, Contemporary Studies, Civics)	4
• Math (Three of the four credits will be Math I and above)	4
• Science (Physical Science, Biology and one higher level)	3
• Core Classes in Career Cluster/Major	4
<input type="checkbox"/> Fine Arts (Art, Music, Drama, Dance)	1
<input type="checkbox"/> Physical Education	1
• Health	1
• Experiential Learning Experience	
(Work Based – Senior Mentorship) <input type="checkbox"/>	.5
Elective Courses	
(Recommendations based on major)	<u>5.5</u>
Total Units Required	28

GRADE CLASSIFICATION

Credits required for grade classification:

Sophomore- 6 credits

Junior- 12 credits

Senior- 19.5 credits

PCHS EXPERIENTIAL LEARNING EXPERIENCES (SENIOR MENTORSHIP)

Procedures and Guidelines

Purpose: In accordance with West Virginia Department of Education Policy 2510, Pocahontas County High students in grades 9-12 will be provided Experiential Learning (formerly work-based learning) experiences. All students approved to participate in experiential learning experiences must complete a minimum of 72 hours to fulfill the ½ credit graduation requirement. Please refer to Transfer Students: Students transferring to PCHS from other schools may be eligible to waive specific requirements when conditions warrant.

REQUIREMENTS FOR RECEIVING CREDIT:

- Must complete the Placement and Application Information forms prior to placement.
- Complete the 72 hours requirement by the end of the first term of the senior year. Students may choose to work with a mentor during the summer prior to the senior year or during the first term of the senior year. The final presentation date will be the scheduled ISE day in February.
- A minimum of 40 hours must be spent at the assigned worksite with a mentor. Student may work up to 57 hours.
- Fifteen hours are credited for record-keeping, development of the portfolio, and preparation for the senior presentation.
- Up to 17 hours may be earned by participating in scheduled career-related, community-based, service-based, and/or research-based learning activities. These hours must be documented in the portfolio.
- Complete all the activities according to the directions and requirements outlined in the Worksite and Presentation and Portfolio packets made available to students on the network.
- Complete a Senior Project Portfolio and be prepared to present the Portfolio and what was learned from the experience to a three-member career committee on one of the scheduled presentation dates.
- Complete all requirements with a satisfactory evaluation. The final grade will be based on completion of 72 hours, portfolio that meets the criteria outlined in the Information packet, and an acceptable presentation before the student's career committee. The final grade will be a pass or fail grade.

TRANSFER STUDENTS

Students transferring to PCHS from other schools that may have different requirements for Experiential Learning may petition the curriculum committee to waive specific requirements when conditions warrant. All waivers will be considered on an individual basis.

CLASS FUNDRAISING

1. Each class will be allowed to conduct one in-school fundraising activity per school year and may conduct approved out of school fundraisers.

CLASS OFFICERS

Any student is eligible to be a class officer if he/she meets the following guidelines:

- a. 2.0 average during the preceding term.
- b. A student at Pocahontas County High School the preceding year, excluding freshmen.

- c. Exhibits exemplary conduct – no out-of-school suspensions in previous/current term nor more than 3 ISS days in previous/current term.
- d. Delivers campaign speech to his/her class.
- e. Must be nominated during designated class meeting for nominations.

NOMINATION OF CLASS OFFICERS

All nominations are to be made only during the class meeting, following this procedure:

1. The floor is opened for nominations.
2. Any class member may nominate another class member.
3. Any member may nominate himself/herself.
4. Class members may make a nomination of themselves or any other class member in writing prior to the class meeting. The nomination will be presented at the meeting by a sponsor.
5. Write-in campaign must be declared in writing prior to the class meeting for the presentation of the candidate speech and will be presented at the meeting by a sponsor.

HOMECOMING ELIGIBILITY

The following rules and procedures apply for the selection of the Homecoming King and Queen and Class Attendants and Escorts:

1. Any student in each class is eligible to represent that class. All nominees must have attended PCHS the preceding year, excluding freshmen. The candidates must exhibit exemplary conduct – no out-of-school suspensions in previous/current term or more than 3 ISS days in previous/current term.
2. Each class director will be responsible for elections for that class. During class meetings nominations will be made. Unlimited nominations will be taken from the senior class; the top three girls will vie for queen and the top three boys will vie for king, to be voted on by the entire student body. Fourth place candidates will represent the senior class as attendant and escort. Unlimited nominations will be taken for each position of attendant and escort from each of the other classes.
3. Ballots will then be distributed by class directors during homeroom and students will vote for one girl for attendant and one boy for escort to represent their class during homecoming activities. All class ballots will be given to their class director to be counted and results reported to the homecoming director.
4. The student body will then vote in homeroom by secret ballot for king and queen. The ballots will be given to the homecoming director to be counted. Results will be announced during halftime at the homecoming football game.

NATIONAL HONOR SOCIETY SELECTION PROCESS

- 1) A list of academically eligible students shall be compiled by the guidance office using the following guidelines:
 - a) Cumulative average for each student shall be based on the grades of the student at the end of the sophomore year for juniors and at the end of the junior year for seniors.
 - b) Cumulative grade point average for each student must be 3.305.
 - c) Only juniors and seniors are eligible for membership.

- d) Each student must have attended Pocahontas County High School the equivalent of one semester to be eligible for membership.
- 2) The National Honor Society advisors shall meet with the eligible candidates and present them with a letter explaining the basis for selection to the Honor Society. Each student must sign a form when receiving and returning their NHS Packets. The completion of the activity form is the first step in the selection process. A student must complete the form and return it to the advisor/advisors by the predetermined date in order to be considered for membership.
- 3) After the activity forms are returned to the Honor Society advisor/advisors (Predetermined date included in the letter to the candidates) a list of eligible candidates shall be completed and presented to the entire faculty. The faculty will be asked for input on character, leadership and service qualities of each student.
- 4) All identifying information is removed and the packets are anonymous. A summary sheet with the results of the faculty input is attached to the front of each individual packet. A random number is assigned to each packet.
- 5) Two members of the Faculty Council evaluate each applicant individually using a scoring rubric. Each area of evaluation is worth a maximum of five points. A minimum of two points is required in any area of evaluation. A maximum of twenty-five points are possible and a minimum of twenty points are required for selection to The National Honor Society.
- 6) The advisors tabulate the results and generate a list of students meeting the guidelines for selection. The final list is reviewed by the Faculty Council and any questionable results are resolved.
- 7) Students are notified by letter of acceptance or denial into the National Honor Society.
- 8) Any student transferring into Pocahontas County High School may transfer National Honor Society membership at the senior level from previous school. The student must provide evidence of membership.

HONOR GRADUATE POLICY

Honor graduates and class rank will be determined by calculating the overall cumulative GPA of 3.8 at the end of the 3rd nine weeks. Class rank and honor graduates will be calculated by rounding to the nearest hundredth decimal place at the end of the third nine weeks.

The person(s) who have the highest grade point average computed at the end of the third nine weeks of the senior year will be named "Valedictorian". The person(s) having the second highest grade point average in the nineteen courses will be named "Salutatorian". The average will be determined by rounding to the 10th place. Class rankings shall continue to be computed on the overall GPA.

JUNIOR MARSHALS

The student(s) with the highest class ranking at the end of the first term of the junior year will serve as marshal(s) at graduation ceremonies. The ranking will be computed on the overall GPA. Marshal(s) must be present for practice and the graduation ceremony.

AP TESTING

Students enrolled in AP courses are encouraged to participate in the national testing program. If a student decides to take the national exam, he/she is responsible for paying the fee set by AP Services.

GRADING AND REPORTING SYSTEM

Course grades will be a product of all work completed and scored during the course.

Parents or students may check grades, assignments and activities on Live Grades.

All students will take final examinations. The final examination grade will count 20% of the course grade. At the beginning of each term, the teacher will explain how the evaluation of the student's work in the course will be weighted when calculating the course grade. A participation grade may be averaged in each class.

A school-wide progress report will be generated every nine-weeks. In addition, the guidance counselor will schedule an appointment with the at-risk student(s) and parent/guardians.

WEIGHTED GRADES

State code allows for the weighting of classes of higher academic standards. The following courses are weighted:

- Honors Physics
- Honors Chemistry
- Spanish III through V
- AP Courses
- College Algebra
- Calculus
- College English
- College Speech
- College Psychology
- Criminal Justice

The curriculum committee will review and determine which courses will receive weighted grades.

WEIGHTED GRADES (GRADUATES OF THE 2017 CLASS)

- Honors Physics
- Honors Chemistry
- Spanish III through V
- AP Courses
- Math 3 STEM
- Pre-Calculus
- Trigonometry
- Calculus
- College English
- College Speech □ College Psychology
- Criminal Justice (college level)

TRANSFERRING AND WITHDRAWAL

The student must notify the Guidance Department prior to transferring and withdrawal. An exit interview must be held by appointment with the Attendance Director or the Principal or his designee before withdrawing.

SCHOOL TRIPS / ATHLETIC TRIPS

Students that require disciplinary action while on a trip may be denied the opportunity to participate in future trips.

Any transportation other than by school bus must be approved in advance by the administration.

Students must be present in school the entire day before the scheduled trip. For an afternoon, evening trip or home event the student must be present for the entire day of the event. The only exemptions will be granted for doctor/dental excuses or death in the family.

ATHLETIC ELIGIBILITY

To be eligible to participate in athletics, each student must meet all Series II provisions of the WVSSAC. These include age, residence, transfer and scholarship (c-rule) requirements.

PROM TICKETS

All Junior and Senior class members will be eligible to purchase two tickets to the prom. Price of tickets will be determined by the Junior Committee. Advanced tickets may be offered at a reduced cost. Any student not dressed appropriately will not be allowed to attend and will not receive a refund for purchased tickets.

Prom guests must be approved by the administration two weeks prior to the prom and must be at least a freshman in high school. Any junior or senior who is married will be allowed to invite his or her spouse. Please Note: Any student that is on homebound instruction, active out-of-school suspension or alternative instruction will not be allowed to attend the prom.

POCAHONTAS COUNTY SCHOOLS STUDENT MEALS

File: EEA-F/JGH

Pocahontas County Schools recognize the important role nutrition plays in a child's educational accomplishments and complies with all State and Federal regulations in providing a healthy breakfast and lunch to all children daily.

Students will be billed for meals at the beginning of a calendar month. Failure to pay bills may result in loss of charging privileges. A staff member will be in the cafeteria before school each day to collect money if students prefer to pay for their breakfast/lunch on a daily basis.

LIBRARY MEDIA CENTER

Hours: 8:00 a.m. - 3:15 p.m.

Checkouts: Up to 5 Books

Checkout Period: 10 school days

Fines: .05 per school day for over dues

Library Policies:

Students in Library during class must bring a note from the teacher. Students must work in a manner that does not cause disruption to other students in Library.

ACCEPTABLE USE POLICY

All students must sign an Acceptable Use Policy before they will be allowed to use technology at Pocahontas County High School. Violations of the rules described in the *AUP* will be dealt with seriously; violators will lose computer privileges and be disciplined according to the Respect & Protect Policy. Law Enforcement agencies will be contacted when a criminal violation occurs. The precise statement of these rules can be found on the school website: <http://pocahontas-k12.wvnet.edu/boe/acceptable-use-student/>

Use of technologies and social websites (Facebook, Twitter Etc.) which interfere with the educational process of ANY student will not be tolerated and appropriate discipline will be enforced.

DISCRIMINATION PROHIBITED: As required by federal laws and regulations, the Pocahontas County Board of education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status or national origin in employment or in its education programs and activities. Inquiries may be referred to the Director of Special Education/Student Services, Title IX Coordinator, Pocahontas County Board of Education, 926 Fifth Avenue, Marlinton, West Virginia 24954, 304-799-4505, or to the Associate Superintendent, Section 504 Coordinator, Pocahontas County Board of Education, 926 Fifth Avenue, Marlinton, West Virginia 24954, 304-799-4505, or to the Department of Education's Director of the Office for Civil Rights.

NOTE: State and Federal laws include Title IX, Education Amendments of 1972, Title VII, Civil Rights Act of 1964, Rehabilitation Act of 1973, Section 504, and other State or Federal laws and regulations governing students and employees.

