

POCAHONTAS COUNTY HIGH SCHOOL

2020-2021 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 _____

Mission

***At Pocahontas County High School, we are lifelong learners, global citizens,
and owners of our own educational experience***

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. 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. Lockers are school property and may be searched at any time with or without student notice.

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. Acceptations may be granted by the administration due to hardships.

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.

Teachers will provide instruction for electronic device usage in their individual classes. Teachers have the discretion to allow or prohibit usage in their classroom. When given permission to use electronic devices, for safety, only one earbud may be used at a time. Teachers have the right to hold electronic devices if they become an issue in their classroom or turn them over to the office. Any device that has questionable or prohibited material or is suspected of having such material can be confiscated.

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, firearms or gender.

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

All students must have shoulder straps on their upper garments. Tank tops and sleeveless shirts are not allowed to be cut down the sides.

Length of shorts, skirts and the holes in pants are to be low enough to not be revealing. This is at the discretion of the administration and will be final.

The following items of apparel are not allowed at school, low-cut tops/shirts, tube tops, chains or spikes.

Any clothing that is disruptive to the learning environment can be determined on a case by case basis. The rule by the administration is final.

Students will be checked by first block teachers for any clothing violation, however any teacher can report a concern on attire.

All students will remove hats, caps, hoods, scarves and other head coverings before entering the building and will only wear them where permitted (Example: Certain CTE or outside classes.) 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.

Blankets and other bedding is not allowed in the classroom.

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

Other than breakfast, 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. This is in accordance with the West Virginia State Code.

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 administration 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. Visitors should not be without an escort and should not disrupt classes in session.

POST-SECONDARY VISITATION

Juniors and seniors are encouraged to visit post-secondary institutions including universities, colleges and technical schools as well as the military and potential employers. Students are allowed up to five days per school year that are excused as school related absences each year for these visits. Arrangements must be made with the administration prior to the visit. Students must provide written documentation from the college as to the time and date of visit upon their return to school

CLASSROOM SIGN-IN AND SIGN-OUT

Any student in the hall while classes are in session must have a standard hall pass from the teacher who dismissed him/her. All students are required to fill out the sign out sheet in the classroom. 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.

Only one student should be out of any classroom at any time.

Being somewhere student is not supposed to be or failure to return to class will result in disciplinary action

SIGN-OUTS FROM SCHOOL

No student will be permitted to sign out of school with anyone other than an approved parent/guardian, sibling or individual designated by the parent/guardian. Student drivers must have written prior consent from an approved adult to leave. The student must have the signature of the Administrator in charge and the secretary 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 not enter prior to 7:45 and no later than the first bell.
4. Student must keep vehicle locked at all times.
5. The school is not responsible for vandalism or destruction of a student's vehicle. Transportation is provided by the system while driving is the individual students' choice
6. The school is not responsible for lost, damaged, or stolen items from the vehicles.
7. Students may not go to vehicle during the school day unless approved by an administrator.
8. Driver and passengers may not sign out of school without prior permission from parent and administration.
9. Hunting equipment of any type is strictly prohibited in the vehicle. Any violation of the Safe Schools Policy stipulating weapons will be an automatic 365 day expulsion.
10. Use of, or open display of, tobacco and/or alcoholic products in or on vehicle is not permitted.
11. Decals, signs, flags, or stickers may not appear on any vehicle that display or depict any offensive or vulgar image or message.
12. Only verified students may ride as passengers of a student driven vehicle.
13. Administration reserves the right to deny driving privileges at anytime. This decision will be final.
14. No students will be permitted to leave before the buses at the end of the school day.

Vehicles may be searched at any time on school grounds. 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 or their parking permit may be revoked.

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, and may have their driving privileges revoked at the discretion of the administration.

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 has passengers that are not approved.
- Student violates any of the rules regarding student drivers.
- Students may not leave the parking lot prior to the buses.

- *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.

Students who arrive late to school or leave early will fall under the same discipline procedures as tardy to class. Refer to this section for reference of disciplinary actions. If the problem persists driving privileges may be revoked.

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 expelled 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 WV 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 - Verbal warning
- 2nd offense – Parent contact/detention
- 3rd offense and beyond – Parent contact/noon detention

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 ISS

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/detention

2nd offense – Parent contact/ISS

3rd offense - Parent contact/ISS

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

Cheating on a formal assessment will result in 1 day ISS, 0 for assignment and parental contact.

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- 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 ISS

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/ 2 day ISS

3rd and subsequent offenses- Notify parent/ 3 days ISS

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 ISS

2nd offense – Parent contact/5 days ISS

3rd offense – Parent contact/10 days ISS

**** Days may vary depending on individual circumstances and degree of severity.

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 ISS

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 ISS and/or refer to law enforcement
- 2nd offense - Parent contact/5 days ISS and/or refer to law enforcement
- 3rd offense - Parent contact/10 days ISS and/or refer to law enforcement

2. Gambling on school property:

Disciplinary action:

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

3. Battery against a student:

Disciplinary action:

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

4. Stealing, vandalism, 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 ISS and refer to law enforcement / and or restitution as determined by administration, Pocahontas County Board of Education and or law enforcement.

2nd offense - Parent contact/5 days ISS and refer to law enforcement / and or restitution as determined by administration, Pocahontas County Board of Education and or law enforcement.

3rd offense - Parent contact/10 days ISS and refer to law enforcement / and or restitution as determined by administration, Pocahontas County Board of Education and or law enforcement. ****added for next year. Changed 12/11/19

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

Disciplinary action:

1st offense - Parent contact/5 days ISS / refer to law enforcement

2nd offense - Parent contact/10 days ISS / 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 ISS / refer to law enforcement /

2nd offense - Parent contact/10 days ISS / refer to law enforcement and/or restitution as determined by Pocahontas County School Board and/or law enforcement.

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).

10. Entering building without permission and consequences

It is a violation for a student to be on PCHS property when the school is closed and no school personnel are available. Violation/consequences will be at administrative discretion based on Policy 4373.

Level IV Violations

1. Possessing any alcoholic beverage or marijuana.

Disciplinary action: Parent contact/ 10 days OSS/ refer to law enforcement and or 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 365 day expulsion

4. The use, threatened use, or possession of any explosive device, fireworks, firecrackers, incendiary 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 and or recommend expulsion

6. A student in possession of a deadly weapon on school grounds (including in student vehicles).

Disciplinary action: Parent contact/10 days OSS / refer to law enforcement and recommendation for 365 day expulsion.

***The Pocahontas County Board of Education under the recommendation of the superintendent will carry out the recommendation of the 365 day expulsion without shortening the length of the expulsion.

*** After 4 lunch detentions per semester students will be given ISS for each infraction instead of noon detention.

SCHOOL SEARCH AND SEIZURE LAWS IN PUBLIC SCHOOLS

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

is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

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

The WV State Code provides educators with the right and the responsibility to search if conditions warrant. The staff of Pocahontas County High School, in order to provide a safe, drug free environment, will not hesitate to follow the law.

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.

Regulations do not permit non-students to ride on a school bus.

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.
- Up to five days of Educational Leave may be granted by the school administration if the trip falls under the guidelines of being educational. The secretary has the forms to request an educational trip. It is the responsibility of the student to get the forms and present them to the administration 10 days prior to the trip. Students will be responsible for all makeup work. The Makeup policy applies.

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.

Late Work

Students are expected to turn in school work on the due date. Teachers will except school work one day late but the grade will be dropped by one letter. After one day late work will not be graded.

MAKE-UP WORK

Students will take responsibility for make-up work.

Any student that is absent will have the number of days absent plus one day to make up their work. Example, a student misses 2 days therefore they have 3 days to make up their work.

FINAL EXAM POLICY

All students must take mid-term and 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.

Any student that is absent will have the number of days absent plus one day to make up their work. Example, a student misses 2 days therefore they have 3 days to make up their work.

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 or contacting Ronald Hall at the Pocahontas County Board of Education Office.

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, principal or vice principal, 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.

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

Pocahontas County High School Virtual School and Online Course Policy

- Approval to take a course must be obtained by the Virtual School Committee (VSC), consisting of the VS contact/facilitator, an administrator and the counselor.
- Student must have a 3.0 cumulative GPA, unless by special teacher recommendation with approval by the VSC. Prerequisites for virtual and online courses follow the PCHS course catalog prerequisites as well as those for the particular course. If not meeting this requirement, permission must be given by the committee.
- A virtual course may be considered for approval only if:
 - The course is unavailable at the high school, or
 - Student has need of a challenging course not offered, or
 - A scheduling conflict presents student from enrolling in the school course, or
 - Student needs the course to meet graduation requirements
- Student must complete the Acceptable Use Policy and the virtual school application.
- Juniors and seniors have first option of enrolling in a virtual class. All underclassmen must be referred to the VSC.
- If student requests a course for reasons of summer study/personal interest, the VST may approve if appropriate, but the student's family must pay for the course.
- The VSC has the right to limit the number of students taking courses or number of courses offered due to the inability to effectively monitor students.
- Once a course is approved and started, the student **may not drop** the course. The course must be reflected on the student transcript. If the student drops the course, he/she is obligated to reimburse WVDE the amount of the course (up to \$475.00).
- Students must use their WVDE school email accounts when communication involves virtual school.
- The VS contact will monitor student progress regularly and notify administrator, counselor and parents/guardians of any problems.
- All quizzes/tests must be taken during school and not outside of the scheduled class period.

- If the student becomes behind, Mrs. Wilfong will notify the administration, counselor, parents/guardians and after school tutoring will then become required. If progress doesn't improve after various people have been notified, teacher will hold a meeting to determine continued eligibility or alternate placement options.
- It is up to the individual student to keep up with their weekly progress. Students are responsible for maintaining reliable, daily access to internet. Computer/internet problems/snow days/etc. will not be accepted as reasons for delays in meeting deadlines.
- If problems arise with course vendors, the VS contact will notify an administrator and the WVDE virtual school office.
- Student may be terminated at any time due to repeated behavior problems, excessive absences, unexcused inactivity or lack of progress. Termination decisions will be made by the VSC.
- **Student is required to complete the course within the scheduled semester.** A student who does not meet the deadline will receive a 0 for all uncompleted assignments. Semester 1=August-December; Semester 2=January-June. If course is not completed by dates, alternate placement will be determined.
- A student who does not complete the course or fails a class, will not be permitted to enroll in another course.
- If a student transfers from another school, the VSC will be contacted and the committee will meet to review records and determine eligibility.
- Each class is 0.5 credit. In order to receive the full credit, students must complete two classes. The first class must be complete by December 20 and the second class must be complete by May 24. (*Dates may change depending on snow days)
- Letter grades will be established by the WVDE Uniform Grading Policy, based on the grade percentage reported by the vendor. Grading is as follows:
 - A=100-90%
 - B=80-89%
 - C=70-79%
 - D=60-69%
 - F=59-0%

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

PCHS Counseling Program

The mission of the PCHS School Counselor is to assist students with their educational, career, and personal-social development to ensure success in all aspects of adult life.

The vision of the PCHS School Counselor—students will acquire the knowledge, skills, attitudes, and goals to maximize their full potential and successfully manage their lives as healthy, responsible, competent, and productive citizens.

PCHS School Counseling Philosophy—

- Counselor advocates for comprehensive and development guidance programs.
- Counselor advocates for safe schools and foster a nurturing school environment.

- Counselor serves as advocate for all students
- Counselor is knowledgeable about our school's resources and programs
- Counselor collaborates with other community resources to ensure all student's academic, career and personal/social needs are met.
- Counselor works collaboratively with others to support the mental health needs of our students.
- Counselor keeps up to date with new and changing programs, researched best practices, resources, curriculum, policy changes, and post- secondary and work place changes
- Counselor stays current with local, state, and national professional development opportunities to assure we remain highly qualified professionals.
- Counselor uses a data system to monitor and evaluate the Comprehensive School Counseling Program.
- Counselor follows ethical guidelines to assure the well-being of students, parents and school faculty and the integrity of our school counseling program.

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

Seniors are strongly encouraged 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 the assistance of the counselor.

TRANSCRIPTS

A student may obtain a transcript of his/her work by completing a transcript request from the Counselor's office. We do not give official transcripts to be hand carried. This year seniors will be trained in how to send their transcripts electronically through the Parchment system. Seniors must request all transcripts for scholarships/college applications at 5 days in advance of pending deadlines.

NCAA

ATHLETIC PARTICIPATION IN COLLEGE

Student-athletes and parents are strongly encouraged to become familiar with the current NCAA eligibility requirements. Information is available on the NCAA website at **www.ncaa.org**.

Student-athletes need to speak with their coaches in regards to competing at the intercollegiate level. Please note that academics is a primary concern when selecting a post-secondary experience and the college admissions process. It is important that the student work with the school counselor in making sure he/she is enrolled in the correct academic courses. This process should start as a freshman in high school.

NCAA Eligibility Center

Student-athletes must have eligibility for practice and competition in the freshman year of college, certified by the NCAA Eligibility Center. Student-athletes may register with the Eligibility Center online at www.eligibilitycenter.org

The NCAA Eligibility Center has been established for a review of core courses and high school transcripts for all prospective **Division I and Division II** student-athletes. NCAA recommends that a student-athlete registers with the Eligibility Center during his/her sophomore year of high school.

Please contact the NCAA web site <http://www.ncaa.org/student-athletes/future> for more information.

Warrior Advisor-Advisee Program (Links)

LINKS is a research-based and standards-based grade 5-12 West Virginia Student Advisement Model that provides implementation tools, curriculum maps and web-based, standards-based lesson plans designed to enhance academic, career and personal-social development for all West Virginia middle and high school students.

The purpose of LINKS is to advance student learning, success, and development in a proactive, deliberate, developmental manner by establishing a personal relationship with at least one consistent adult who serves as an advocate for the student. LINKS provides a vehicle for schools to 'link' to other school and community initiatives and support the development of the whole child through a system of individualized support for each student.

The LINKS curriculum is designed to bridge the gap between what is taught in the core curriculum and the skills necessary for success in school, post-secondary education and the work place by addressing six major skills areas:

- Academic Development
- Self-Knowledge
- School Success Skills
- Career and Post-Secondary Planning
- Life Skills
- Work Ethic

The Warrior Advisor-Advisee Program at PCHS is built around Advisor/Advisee groups, which means students have the same advisor during their four years of high school. This provides consistency and allows a greater chance of building a relationship around the educational goals of every student.

GRADUATION REQUIREMENTS

Chart IV: Foundations for High-Quality Developmentally Appropriate High School Programming (Grades 9-12)

22 credits required: 18 prescribed and 4 personalized

Chart IV High School Programming (9-10, 11-12) The minimum graduation requirements are 22 credits. (see Section 5.4.f.3)

Graduation requirements are effective for the 2018-2019 freshman cohort, and thereafter or as otherwise specified. Courses needed for graduation require mastery of approved content standards. Students should consult with their chosen postsecondary educational/training program when choosing course options and electives. The required courses outlined below are designed to build strong content knowledge across disciplines by engaging students in work of quality and substance. In grades 9 and 10, students build foundational knowledge and skills. In grades 11 and 12, students enter into a personalized aspect of their PEP, focusing carefully on selected coursework that leads to successful completion of their personal and academic goals. Each student's coursework will be designed to lead directly to placement in entry-level, credit-bearing academic college courses, an industry-recognized certificate or license, or workforce training programs. Students who do not demonstrate mastery of the approved content standards shall be provided extra assistance and time through personalized learning and support.

Graduation Requirements (18 prescribed)

English Language Arts*	4 credits English 9 English 10 English 11 English 12 or English 12 CR or Transition English Language Arts for Seniors* An Advanced Placement (AP®) English course may be substituted for any of the above courses.
Mathematics*	4 credits Math I or Algebra I Math II or Geometry Math III STEM, or Math III LA or Math III TR or Algebra II Math IV - Trigonometry/Pre-calculus or Math IV TR or Transition Mathematics for Seniors* or any other fourth course option (see Chart V and 5.4.c.4) An AP® Mathematics course may be substituted for an equivalent course or any fourth course option.
Science*	3 credits Earth and Space Science (Grade 9) Biology or AP® Biology (Grade 10) One additional science course or AP® science course (see Chart V)
Social Studies*	4 credits 1 credit from World Studies or an AP® Social Studies course (see Chart V)

	<p>choose up to 14 personalized credits on a block schedule and up to 10 on a traditional schedule. When choosing electives, students should consult with their chosen postsecondary educational programs to make sure the electives are acceptable. Best practices encourage students to take at least one computer science course.</p>
<p>Community Readiness Program of Study</p>	<p>Students with disabilities may earn 4 credits in Community Readiness Training recommended through an IEP Team as a personalized program of study.</p>
<p>Career and Technical Education (CTE)*</p>	<p>The high school must offer students in grades 9-12 engaging and empowering career development learning opportunities that include: Structured, on-going CTE experiences for career awareness, exploration, decision-making, and career preparation exposing students to all 16 career clusters within a Simulated Workplace/project-based hands-on environment.</p> <p>A CTE program of study is aligned with the approved 16 career clusters and consists of 4 courses identified for WVDE approved career and technical programs of study. (Refer to W. Va. 126CSR44M, Policy 2520.13, West Virginia College- and Career-Readiness Programs of Study/Standards for Career and Technical Education (Policy 2520.13) and current WVEIS course code manual.) Each career and technical program of study in a school shall provide students the opportunity to obtain an industry recognized credential as part of the instructional program when applicable.</p> <p>Multi-County Centers, County CTE Centers, and Comprehensive High Schools must provide students with access to program of study in a minimum of 6 of the 16 approved WV Career Clusters.</p> <p>Eighty percent of students in grades 9 and 10 must have access to at least one career and technical foundations course.</p> <p>Thirty percent of students in grades 11 and 12 must have access to four units in a career and technical program of study and two career and technical electives.</p> <p>A CTE completer is identified by successful completion of the four required courses outlined within the WVDE approved career and technical programs of study. (Refer to Policy 2520.13 and current WVEIS course code manual.)</p> <p>Approved WV Career Clusters</p>

<p>CTE Accommodations for Students with Disabilities</p>	<p>Agriculture, Food and Natural Resources Architecture and Construction Arts, A/V Technology and Communication Business Management and Administration Education and Training Finance Government and Public Administration Health Sciences Hospitality and Tourism Human Services Information Technology Law, Public Safety, Correction and Security Manufacturing Marketing Science, Technology, Engineering and Mathematics Transportation, Distribution and Logistics</p> <p>Two options exist for students with IEPs to complete a CTE program of study:</p> <ol style="list-style-type: none"> 1. The typical completion of a CTE program of study with/without accommodations and supports if a student is capable of passing 100% of the safety exam for the respective program of study. 2. Individual Work Ready Competencies (see Section 11.36).
<p>Practices for Global Competence</p>	
<p>Diversity and Multicultural Education</p> <p>World Languages</p>	<p>Global competence includes the use of knowledge and skills to investigate the world beyond our immediate environment, recognize our own and others' perspectives, communicate ideas effectively with diverse audiences, and translate ideas into appropriate actions. Diversity and Multicultural education programs must be developed and implemented to foster an environment of respect of individuals from a variety of cultural, ethnic, racial, and religious backgrounds.</p> <p>Communicating in a global society requires students to apply appropriate language strategies through embedded opportunities to explore and gain an understanding of the world around them. Undergraduate admission to some four-year colleges and universities includes the completion of two units of the same world language. Students need to consult with their postsecondary educational programs concerning world language requirements.</p>
<p>Practices for Student Success and Career Readiness</p>	

<p>Career Development</p>	<p>All students in grades 9-12 will be provided structured, on-going opportunities for career exploration, decision-making, and career preparation. Career development shall use an integrated approach, where all staff assist students to explore the 16 career clusters during the instructional day. Career exploration will include opportunities for students to discover their interests in emerging careers including STEM careers in science, oil & gas, technology, computer science, engineering, and mathematics. Student advisors will use each student's career awareness activities to develop the PEP. Advisors will assist students and their parents to utilize their various interests, learning styles, and career and academic assessments to guide educational planning and career choices. Career development requirements include:</p> <ol style="list-style-type: none"> 1) Offering WVDE CTE approved Programs of Study with required four courses for completion and Simulated Workplace environments; and/or 2) Provide an integrated curriculum approach that engages all faculty members in instructional CTE practices that permit all students instruction to explore the 16 career clusters; and/or 3) Students will utilize career exploration and learning activities to guide high school, postsecondary education, and career planning opportunities while documenting a personalized career portfolio that is transportable throughout the student's high school career; and/or 4) Career exploration will include opportunities for students to explore their career interests and personal strengths in emerging and labor market demand occupations. Emerging and high demand occupation areas shall be continuously identified through the collaborative efforts of the WVDE Division of Technical Education, the Governor's Economic Initiative, and the West Virginia Department of Commerce.
<p>Comprehensive School Counseling Program</p>	<p>A standards-focused, integrated school counseling program will assist students with the acquisition of school success and career readiness skills to prepare for high school and postsecondary success. School counselors will work collaboratively with other school staff to assist students with academic and postsecondary planning that leads to seamless transitions to the identified postsecondary options. Refer to</p>

	Policy 2315 to ensure alignment with policy requirements.
Simulated Workplace	<p>All state-approved CTE programs of study require a classroom shift to a workplace environment for students enrolled in the 3rd and 4th required program of study courses. All Simulated Workplace protocols must be implemented:</p> <ul style="list-style-type: none"> • Student Led Companies • Application/Interview Structure • Formal Attendance System • Drug Free Work Zone • 5S Environments • Safe Work Areas • Work Place Teams • Project-Based Learning/Student Engagement • Company Name and Handbook • Company Meetings • Onsite Business Reviews • Accountability (data review, report, and technical assessments)
Student Advocate/Advisor/Mentor	<p>High schools will implement an advisory system that provides students with meaningful supportive relations and maximizes each student's personalized learning experience. An adult advocate, advisor, or mentor will take an assessment of the student's interest, learning, goal setting, career planning, and personal growth. The advisory system will be evidence- and standards-based to systemically address Policy 2520.19 and include the development of each student's PEP, career portfolios, social/emotional learning, and the teaching of other skills that enhance schools success and build competent global citizens.</p>
Formative Assessment	<p>Teachers employ formative assessment processes to guide daily instruction in high school programming. Appropriate formative assessment processes provide data to inform classroom instruction. Various forms of evidence demonstrating students' progressions of learning across content areas are utilized to personalize learning.</p>
Physical Activity	<p>High schools should recognize that healthy lifestyles and academic success are tightly interwoven. Therefore, schools should promote wellness activities that extend beyond the course requirements for physical education and health. This may be accomplished through programs that focus on skill development, sportsmanship, and teamwork. Opportunities should be provided for 30 minutes of moderate to vigorous integrated physical activity daily to keep high school students physically active throughout the school year. Wellness</p>

	education should target the widespread behaviors that undermine the health and resulting capacity for personal success during adolescence.
Technology and Computer Science	<p>Students in grades 9-12 will be provided regular opportunities within the context of normal course work to master the standards set forth in Policy 2520.14. The infrastructure of classrooms should infuse technology and pedagogy into instruction, thus leading to improved student engagement. It is recommended that all students complete a computer science course and an online learning experience during grades 9-12. Students must be provided opportunities for advanced technology learning.</p> <p>It is important that students understand the difference between being a user of technology and a creator of technology, and have the opportunity to do both.</p>

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. (This will increase to 3.5 for the 2020-2021 school year and following years.)
 - 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.
 - e) Discipline records will also be considered prior to the issuing of invitations.
- 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) A majority of the members of the selection committee will 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 selection committee 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.

PCHS Valedictorian and Salutatorian Qualifications

Valedictorian is the academic title awarded upon the highest ranked student among those graduating from Pocahontas County High School, based upon the highest grade point average of the **nineteen (19)** required core courses. Determination will be made at the end of the third nine weeks in their senior year.

Salutatorian is the academic title awarded upon the second highest ranking student in the class based on the average of the **nineteen (19)** required core courses. Determination will be made at the end of the third nine weeks in their senior year.

The candidate(s) will immediately be dropped from consideration if there are any occurrences of academic dishonesty during their high school career. (ex. cheating, plagiarism)

HONOR GRADUATE POLICY

Honor graduates will need to have an overall cumulative GPA of 3.8 at the end of the 3rd nine weeks in their senior year. Grades will be rounded to the tenth place.

The candidate(s) will immediately be dropped from consideration if there are any occurrences of academic dishonesty during their high school career. (ex. cheating, plagiarism)

Class Ranking

Class ranking for scholarship and graduation purposes will be determined based on the overall cumulative GPA at the end of the 3rd nine weeks of the senior year. The final class ranking that will be placed on the students' permanent record will be based on the overall GPA at the end of the senior year.

JUNIOR MARSHALS

The student(s) with the highest GPA in the 15 core classes at the end of the third nine weeks of the junior year will serve as marshal(s) at graduation ceremonies. Marshal(s) must be present for practice and the graduation ceremony.

The candidate(s) will immediately be dropped from consideration if there are any occurrences of academic dishonesty during their high school career. (ex. cheating, plagiarism)

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. Commitment to taking the test will be made in the fall and students are expected to pay and take the test in the spring.

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 mid-term and final examinations. The mid-term and 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.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
Below a 59	F

WEIGHTED GRADES

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

- Spanish III through V
- All AP Courses
- College Algebra
- Math III STEM
- Math IV STEM
- Precalculus
- Calculus
- College English
- College Psychology
- Criminal Justice
- All Classes offering College Credit

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

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.

All students are provided with free meals in Pocahontas County Schools.

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.

TITLE 126

Pocahontas County High School

School-To-Work Transition Program For 2019-2020 Seniors

Empowering students today for the opportunities of tomorrow!

The School-To-Work Transition Program is an earned privilege available to seniors only. This program is an extension of the CTE curriculum and gives students a chance to get some hands-on-career training. Rising seniors who are CTE Completers and are in good standing to graduate their senior year are eligible to participate in this program. With parent/guardian permission, administrative, and the CTE committee approval, the student will be released from school daily so they can gain real employment experience.

Program Criteria

The student must meet the following criteria:

- Must be a CTE Completer by the end of his/her junior year
- Must present to the CTE committee/administration with all documentation (transcript, letters of recommendation (CTE teacher/academic teacher), resume, and/ or any other required forms).
- Must acquire employment in his/her CTE Completion Field or related Field.
- Student and parent/guardian must read and sign Early Release Request form
- Must be a senior with a minimum (GPA) grade point average of 2.0 or higher previous semester.
- Must be on track and eligible to graduate at the end of the school year
- Must have completed all state mandated assessments
- Must have no excessive violations of the State Code of Conduct
- Must have no excessive tardiness and maintain a 90% attendance rate
- Must interview with the PCHS CTE committee to ensure all criteria has been met.
(Parent/Guardian(s) are encouraged to meet with the committee also to gain information about program).
- Must pass all Simulated Workplace Drug Tests if chosen in the random pool.
- Must provide a written letter from employer confirming supervised experience
- Must provide a weekly work schedule and a copy of each pay stub from his/her employer to the program supervisor at PCHS when asked.
- Student must complete the Exit interview with CTE committee if program is discontinued for any reason.

Program Continuation Requirements

- School comes first.
- Student is responsible for his/her transportation. If driving to and from school, must have vehicle registered in office and pay all permit fees.
- Students leave and return from the school campus without disrupting the rest of the students and class.
- Work release students must attend the required courses needed for graduation.
- Maintain 90 % attendance
- If student is unable to attend school because of illness, the student should not be at work.
- It is the student's responsibility to inform employment supervisor of absence due to illness or other reasons from work.
- It is the student's responsibility to inform school office of absence due to illness or reasons as to why he/she will not be at place of employment that day.
- Students will receive a grade of "Pass" or "Fail" for participating in program
- Students will receive one (1) credit if they successfully complete the program.
- Work release will be revoked for failing a class.
- Workers Compensation and Insurance needs to be provided by the employer.
- **Exceptions to these requirements may be granted by the CTE Committee and administration.**

Revoking/Suspending Privileges:

- Student accumulates excessive absences or tardies will result in suspension from program. No unexcused during working year
- Student is suspended or receives excessive discipline referrals
- Student receives an “F” in any class for the previous nine weeks of the current school year
- Student fails to turn in required proof of work
- Student helps other students to leave school property illegally
- Seniors must abide by the school’s rules and procedures and meet academics responsibilities.
- Student refuses to participate in the simulated workplace drug testing program
- Student fails to pass all Simulated Workplace Drug Test(s).
- **Administration and the CTE committee retains the right to revoke early release privileges at any time.**

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 for Operations, 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.

PROCEDURAL RULE BOARD OF EDUCATION

SERIES 188 CONFLICT RESOLUTION PROCESS FOR CITIZENS (7211)

§126-188-1. General.

1.1. Scope. - The purpose of this conflicts resolution process is to provide a way for citizens to work with county school district administrative officials in seeking solutions to problems when there is a failure to provide a high quality education that resources permit the school district to provide or for violation of any other legal duty. Both the schools and the citizenry of the community are better served when a sincere effort is made to find constructive solutions to problems that arise. It is the intent of this process to provide a simple, straightforward, and easily understood method for resolving problems at the lowest possible administrative level, as fairly and as quickly as possible. The procedures set forth herein are not deemed to be a pre-condition to seeking relief in some other forum.

1.2. Authority. - W. Va. Constitution, Article XII, §2 and W. Va. Code §18-2-5.

1.3. Filing Date. - July 11, 2014

1.4. Effective Date. - August 11, 2014

1.5. Repeal of Former Rule. - This procedural rule repeals and replaces W. Va. 126CSR188 West Virginia Board of Education Policy 7211, Appeals Procedure for Citizens, filed September 8, 1987, and effective October 9, 1987.

§126-188-2. Definitions.

2.1. Days. - Days shall mean the days the business office of the county board of education is open. Such offices are generally closed on Saturdays, Sundays, and official holidays. Claims appropriately brought to the school principal at Level 1 must be made at least ten days before the end of the school year. If this deadline cannot be met, a claim may be brought at the beginning of next school year.

2.2. Dispute Resolution Process. - The dispute resolution process is the method by which one or more citizens presents a claim of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education ("WVBE"). The written claim must identify the specific state law or WVBE policy, rule or regulation which is alleged to be violated, and shall include as much information as possible to describe the violation. Copies of the policies, rules and regulations of the WVBE are to be available for public review at each county board of education office or at a link to <http://wvde.state.wv.us/policies/> on the county board of education website.

2.2.a. The dispute resolution process shall not apply to any situation where the school district is without authority to act, or where a remedy is specifically established by law, such as for the placement of exceptional children. Neither shall the term apply when a citizen has a personal complaint about a school employee. Each county board of education shall establish its own specific procedures to handle complaints about school employees and for other citizen complaints not governed by this policy.

2.3. State Law. - State law shall mean the constitution, statutes, judicial law, and administrative law of the State of West Virginia.

§126-188-3. Procedure.

3.1. Distribution of Conflict Resolution Process. - Copies of this policy will be readily accessible to citizens at the office of the State Superintendent of Schools ("State Superintendent"), the West Virginia Department of Education website, the office of each county board of education, the website for each county board of education and at each public school.

3.1.a. Each county shall notify parents annually of this policy and its contents. Notification may be accomplished by use of a student handbook, inclusion on the county website or other reasonable means.

3.2. Claim Forms. - The State Superintendent shall prepare and make available appropriate forms for each claim level. Such forms shall be available on the West Virginia Department of Education website, at the office of the State Superintendent, at the office of each county board of education, and at each public school.

3.3. Filing of Claims. - The citizen claimant making the written claim shall provide as much information as possible when the claim is filed; however, additional supportive information may be presented at any level.

3.4. Time Limits. - Since it is important that a claim be processed as rapidly as possible, the number of days indicated at each level should be considered the maximum. A time limit may, however, be extended by mutual agreement or by the unavailability of the citizen claimant.

3.5. Privacy of Conferences and Hearings. - All conferences and hearings held during the conflict resolution process shall be conducted in private.

3.6. Representation. - The citizen claimant may have the assistance of a representative at any level.

3.7. Written Decisions. - All decisions rendered shall be in writing, setting forth the decision and the reasons therefor. The decision shall be transmitted promptly to all parties.

§126-188-4. Processing of Claims.

4.1. Level 1. - A written claim shall be filed with the principal by the citizen or by a group of citizens. The claim shall be on the prescribed form and be signed by all persons making the claim. The principal or his/her designee ("Level 1 administrator") shall meet with the citizen claimant for an informal conference within ten (10) days of receipt of the claim. A written decision by the Level 1 administrator shall be made within fifteen (15) days after the informal conference. A copy of the Level 2 claim form shall be included with the decision.

4.2. Level 2. - Within fifteen (15) days after receiving the decision of the Level 1 administrator, an aggrieved citizen claimant may request in writing a conference or a hearing with the county superintendent on the prescribed form. The county superintendent or his/her designee ("Level 2 administrator") shall, within fifteen (15) days, conduct a conference or a hearing with the citizen claimant in an attempt to resolve the claim. In the event that the citizen claimant requests a hearing, he/she may present witnesses to testify under oath, and the Level 2 administrator may also take testimony from staff members deemed necessary to render a decision. Hearings shall be recorded. The Level 2 administrator shall issue a written decision within fifteen (15) days following a conference and twenty-five (25) days following a hearing. A copy of the Level 3 claim form shall be included with the decision.

4.3. Level 3. - If the citizen claimant is not satisfied with the decision of the Level 2 administrator, he or she may request in writing on the prescribed form a review by the State Superintendent within thirty (30) days of receipt of the decision. A copy of the Level 1 and 2 decisions and any supporting documents shall accompany the request for a review. In the event a Level 2 hearing was conducted, the Level 2 administrator shall forward a transcript of the hearing to the State Superintendent.

4.3.a. The State Superintendent or designee ("Level 3 administrator") shall conduct a review of the claim, which will, at a minimum, consist of reviewing the record from Levels 1 and 2. He/she may also conduct an additional inquiry if necessary for resolution of the claim by contacting the citizen claimant, the county superintendent or any other individual who may be of assistance and by requesting additional documents from any source.

4.3.b. Upon completion of the review, the Level 3 administrator shall render a written decision within thirty (30) days. The decision shall set out any information that the Level 3 administrator obtained during his/her additional inquiry and relied upon in making the decision. The decision by the Level 3 administrator shall be final.

§126-188-5. Severability.

5.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

