

# Harman School

Student Handbook  
2021-2022



Dawn Kittle, Principal

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<http://boe.rand.k12.wv.us>

## **HARMAN FACULTY AND STAFF**

Dawn Kittle, Principal  
Cassie Atkins, Title I  
Charlotte Armentrout, First Grade  
Dave Armentrout, Business/Special Education  
Natalie Josimovich, Art  
Logan Mullenex, Music  
Roger Dillon Kelley, Gym  
Lacey Mullenex, Special Education  
Kelly Teter, English  
Rocky Nestor, History  
Ryan Sites, Second/Third Grade  
Jonnie Ann Lane Skidmore, Science  
Mike DiPasquale, Math  
Kristin Teter, Pre-K/Kindergarten  
Patty Teter, Fourth/Fifth Grade  
Wendy Thurston, Part-Time Vo-Ag  
Joelle Kenney, Part-Time Speech  
Rebecca Vance, Counselor

### Service Personnel

Drema Bender, Cafeteria Manager  
Jerry Catlett, Custodian  
Sara Gerot, Secretary  
Terry Currence, Custodian  
Nettie Ogden, Cook  
Melanie Paugh, Aide  
Melinda White, Aide  
Mike Bennett, Bus Driver  
Dana Pennington, Bus Driver  
Jerry Teter, Bus Driver  
Alan Goff, Bus Driver

## **RANDOLPH COUNTY MISSION STATEMENT**

“Purpose, Pride, Perspective in Preparation for Tomorrow’s Leaders”

### **HARMAN SCHOOL VISION STATEMENT**

Harman School’s vision is to provide an integrated educational opportunity for all students to acquire the knowledge, skill, understanding, attitude, and responsibility necessary for life-long success.

### **HARMAN SCHOOL**

Harman School will be a technologically equipped facility with an environment that is emotionally, mentally, and physically healthy. Both students and faculty will have high expectations which will ensure that our students are prepared for the 21<sup>st</sup> century, thus creating responsible, productive members of society.

### **ACADEMIC INTEGRITY**

In order for a teacher to assess the knowledge and progress of students, academic honesty is necessary. Therefore, it is the responsibility of both the student and the teacher to prevent situations where academic integrity has not been maintained. Failure to practice academic integrity is defined as follows:

- Viewing information dishonestly during any form of a formal evaluation. This includes cyber communication.
- Communicating in class with another student during a test, quiz, or at any time when completing independent work. This includes cyber communication.
- Copying or enabling the copying of independent work. This includes cyber communication.
- Providing information to another student about examinations in written or verbal form before or after an examination. This includes cyber communication.
- The removal of examination materials from the classroom before or after an exam. This includes sending through cyber space.

Plagiarism is defined as using ideas, words (written or oral), or artistic productions of another as one’s original effort or without giving due credit. Examples:

- Using materials for research papers and essays which have not been given due credit.
- Using other student’s work on a test, quiz, or homework as one’s own work.
- Using another student’s data disk or giving another student a data disk to copy files.

Any student who fails to practice academic integrity will receive one or more of the following penalties:

- Up to two days OSS.
- Consideration for loss of credit.
- A grade of zero for the work in question.
- Work reassigned at the convenience of the teacher to assure an honest evaluation of the student’s work. (A drop of a letter grade may be given.)
- Parent notification and/ or conference.
- Teacher arrangements for a different evaluation situation for any student.
- A student may be barred or removed from the National Honor Society.

## ATTENDANCE

Regular attendance is an important component to success in school. All students are expected to attend school regularly and be in class on time. There is a direct relationship between good attendance and success in school. In accordance with Randolph County Policy 5200 all students are expected to attend school each day that school is in session. This includes persons eighteen years of age or older that continue to be enrolled. Attendance laws, rules, and regulations shall be enforced for all students.

When absent, excuses must be provided to the school within three days of the student's return to school. Unless there are extenuating circumstances, if the excuse is not received within the three days, the absence will be considered an unexcused absence. The following are considered reason for excused absences under county policy:

- Illness or injury requiring physician's note
- Medical and/ or dental appointment, verified in writing by the doctor
- Illness not to exceed three consecutive or five total days per semester, verified in writing by a parent
- Illness or injury in family when physician verifies student's absence is essential
- Calamity or family emergency approved by principal
- Death in the family, limited to three days. (See county policy for definition of "family.")
- School approved activity
- Verified legal obligation
- Failure of bus to run or extremely hazardous conditions
- Absences covered under Policy 2419, Section 1.10 Home Hospital Instruction

Students leaving school after their initial arrival must have permission of the school and a written note from their parents.

## ACCELERATION AND TESTING OUT POLICY

According to Senate Bill 300, students will be given the opportunity to test out of any required course in which the student is not currently enrolled. A "Request to Test" form must be submitted at the county office. Testing is administered through RESA VII. Refer to County Policy.

## DRESS STANDARDS

Some attire can cause disruptions to the learning environment, and therefore, cannot be permitted. While guidelines are stated here, the issue of attire is so broad that individual situations may need to be interpreted by school administrators. Attire viewed as disruptive, lewd, discriminatory, rude, crude, vulgar, unsafe, or promoting illegal activities, are inappropriate.

**Prohibited** are any insignia, markings, or ornamentation that advocates discrimination against a racial, religious, minority, or gender group; attire with sexually implicit or explicit graphics, attire that advertises or encourages the use of alcohol, tobacco, or drug-related products, any accessory with spikes (raised or not); heavy chains; heavy bands around the neck; short shorts or short skirts (the length of shorts, skirts, and dresses are to be at the tip of the fingers, when arms are extended down the side.) No cuts, slits, holes, etc. will be higher than this standard; pants below normal waistline; underwear showing; spaghetti strap tops, shirts with revealing enlarged armholes. There should be no exposure between the top of the pants, shorts, etc. and the shirt. If normal movement (walking, bending, twisting, etc.) causes exposure, the attire is not appropriate. The "square rule" will be used to determine what shirt is appropriate. **SQUARE RULE: Tuck thumbs in the armpit and extend fingers upward-straps must come out this far. Tuck thumbs in armpit and extend fingers across the chest-the top must be at least as high as the index finger with no holes, slits, etc., lower than this. This would also extend to the back. Strap shirts are not permitted. All shirts must have sleeves that cover the peak of the shoulder.**

No underwear worn as outerwear. Leggings may be worn if used appropriately as pants. Long sweaters or shirts are required to come to or below the length rule. **Hats, caps or other head apparel are not to be worn in the building during the regular school day.** Hair bands, scrunchies, clips, barrettes are permissible. There are other forms of dress that are not permissible. Some examples would be: Facial painting, any t-shirt that is racially biased, piercings (P.E. teachers will require all participants to remove all body piercing before participation for the safety of the students.), desecration of the American flag, chains, studded bracelets or spikes. (State law considers these as weapons.)

Students will be provided with an opportunity to comply with the dress code. Non-compliance with school rules will result in parent notification to bring clothes to school or (student will be sent home only if they refuse to comply). Time out of class will be an unexcused absence. Repeat violations of this Dress Code could result in 1 day of Lunch Detention.

## **ACTIVITIES AND ASSEMBLIES**

All students are expected to follow all school rules, policies and procedures when attending activities. All disciplines in place will be in effect including social probation. Misconduct will result in removal of the activity and being placed on social probation.

## **ADMISSION OF SUSPENDED OR EXPELLED STUDENTS IN WV PUBLIC SCHOOLS**

Prior to the admission of any student into any public school in the state, the student's parent/ guardian must affirm in writing whether the student is currently under suspension or expulsion from any public or private school in WV or any other state. Any student who has been suspended or expelled from another school, either public or private in WV or any other state, may not be admitted to any public school in WV until the period of suspension or expulsion has expired. Parents must sign an affidavit verifying that the new enrollee was not suspended from any other school.

## **ADVISOR/ADVISEE**

Advisors meet with the students on Friday every other week for the purpose of academic, career transition, and personal-social advising. Advisors have basic training in the school's guidance curriculum, limits of confidentiality, referral procedures, and active listening.

Advisory activities help students understand and follow the school-wide behavior plan, set goals and monitor their progress toward those goals, and give students a chance to develop a guidance relationship with a caring adult.

The Advisor/Advisee, will meet periodically. This period will be a graded period and students will need to complete required assignments and activities for remediation, extended study, tutoring, ACT/SAT review, clubs and any other activity assigned. The grade will be calculated as  $\frac{1}{4}$  credit to equal a 1 credit grade upon completion in the senior year.

The advisory period will help 6-12 grade students develop their portfolios.

Beginning with the class of 2019, students will earn 1 credit (.25 credits each year) for the Advisor/Advisee period.

**ANNUAL NOTICES**

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County Schools policies and procedures. These notices may be viewed on the Randolph County website at <http://boe.rand.k12.wv.us> under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

2260 - Nondiscrimination and Access to Equal Educational Opportunity	5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus
2260.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5611 - Disciple-Student Due Process Rights
2340.F2 - Parent Consent for Trip	5771 - Due Process Rights (Search and Seizure)
2416 - Student Privacy and Parental Access to Information	5771.F2 - Record of Student Search and Seizure
2431 - Interscholastic Athletics	5772 - Weapons
2431.F1 -Parent Acknowledgement of Risk and Release	5902 - Employee Code of Conduct (WVBE Policy)
2431.F2 -Student Acknowledgment of Risk and Release	6700 - Fair Labor Standards Act (FLSA)
2623D -Testing Code of Ethics	7211 - Appeals Procedures for Citizens
3122 - Nondiscrimination and Equal Employment Opportunity	5771 - Due Process Rights (Search and Seizure)
3122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5771.F2 - Record of Student Search and Seizure
3122.01.F2 - Certification Regarding Drug Free Workplace	5772 - Weapons
3122.01.F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention	5902 - Employee Code of Conduct (WVBE Policy)
3160.F1 - Emergency Medical Authorization Permit	6700 - Fair Labor Standards Act (FLSA)
3170 - Student Abuse and Neglect	7211 - Appeals Procedures for Citizens
3213 - Students Supervision and Welfare	7217 - Weapons
3217 – Weapons	7430.F1 - Physicians Certification for Use of a Respirator
3362 - Anti-Harassment and Violence	7430.F2 - Acknowledgment Training
3430.01 - FMLA Leave	7430.F3 - Parent Notification Authorization
	7440.01 - Video Surveillance and Electronic Monitoring
4122 - Nondiscrimination and Equal Employment Opportunity	8310 - Public Records
4122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	8330 - Student Records
4170 - Student Abuse and Neglect	7430.F3 - Parent Notification Authorization
	7440.01 - Video Surveillance and Electronic Monitoring
4217 – Weapons	8310 - Public Records
4362 - Anti-Harassment and Violence	8330 - Student Records
4372 - Student Rights and Responsibilities (WVBE Policy)	7430.F3 - Parent Notification Authorization
	7440.01 - Video Surveillance and Electronic Monitoring
4373 - Student Code of Conduct	8310 - Public Records
4430.01 - FMLA Leave	8330 - Student Records
5230 - Late Arrival and Early Dismissal	8330.F4 - Consent for Student Record Release
5310 - Health Services	8330.F9A - Parental Permission for Release of Publication of Students Photograph/Image
5341.F1 - Emergency Medial Authorization Permit	8431 - Asbestos in Schools
5517 - Anti-Harassment and Violence	8453.01.F2 - Training Record
5517.01 - Aggressive Behavior Towards Students	9130.F4 - Notification to Public Regarding Inspection of Instruction Materials
5530 - Substance Abuse Prevention	9150 - School Visitors

“In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call , toll free (866) 632-9992 (voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

### ATHLETIC ELIGIBILITY

Athletic eligibility will be computed on a standard 4.0 grading scale. Eligibility is computed on the last completed semester GPA. All rules and guidelines are followed from the West Virginia Secondary Schools Activities Commission.

### DISCIPLINE POLICY 4373

Behaviors	Definitions – Level 1	Interventions and Consequences
<b>LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.</b>		
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> <li>• Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.</li> <li>• Counseling referrals and conference to support staff or agencies</li> <li>• Daily/weekly progress reports</li> <li>• <a href="#">Behavioral contracts</a> <ul style="list-style-type: none"> <li>○ <a href="#">Sample Contract For Anger Management</a></li> <li>○ <a href="#">Sample General Behavior Contract</a></li> </ul> </li> <li>• Change in the student’s class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Detention (lunch, before and/or after school)</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</li> <li>• Voluntary weekend detention (<a href="#">Superintendent’s Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• *<a href="#">WV Code §18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class.</li> <li>• While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days.</li> <li>• Law enforcement notification if warranted. Absent a real and immediate threat to school or</li> </ul>
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.	
Disruptive/ Disrespectful Conduct	A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.	
Failure to Serve Detention	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.	
Falsifying Identity	A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.	
Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.	
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in	

	general context (not directed toward any individual or group).	public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.	
Skipping Class*	In accordance with <a href="#">WVBE Policy 4110 - Attendance</a> , a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.	
Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.	
Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.	

Behaviors	Definitions – Level 2	Interventions and Consequences
<b>LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.</b>		
Gang Related Activity	<p>A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes:</p> <ul style="list-style-type: none"> <li>• Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.</li> <li>• Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.</li> <li>• Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</li> <li>• Recruiting student(s) for gangs.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher- parent/guardian conference</li> <li>• Referral to support staff or agencies for counseling or other therapeutic services</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</li> <li>• Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in <a href="#">Chapter 6, Section 2</a>)<a href="#">WV Code §18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class.</li> </ul>
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.	
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an	

	assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.	<ul style="list-style-type: none"> <li>• The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.</li> <li>• Expulsion</li> <li>• Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.</li> </ul>
Leaving School Without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.	
Physical Fight Without Injury	A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.	
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.	
Possession of Knife not meeting Dangerous Weapon Definition ( <a href="#">WV Code §61-7-2</a> )	A student will not possess a knife or knife-like implement under 3½ inches in length. <a href="#">WV Code §61-7-2</a> clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.	
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	
Technology Misuse	A student will not violate the terms of <a href="#">WVBE Policy 2460</a> , Safety and Acceptable Use of the Internet by Students and Educators.	

Behaviors	Definitions – Level 3	Interventions and Consequences
<b>LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.</b> The principal shall address these inappropriate behaviors in accordance with <a href="#">WVCode §18A-5-1a, subsections (b) through (h)</a>		
Battery Against a Student	A student will not unlawfully and intentionally injure another student.	Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.  In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.	
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.	
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of	

	another person in order to obtain anything of value or defraud authorities.	
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	
Hazing	A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.	
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.	
Larceny	A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with <a href="#">WV Code §61-3-13</a> .	
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.	
Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in <a href="#">WV Code §61-2-15</a> .	
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.	
Harassment/ Bullying/ Intimidation	<p>A student will not bully/intimidate/harass another student. According to <a href="#">WV Code §18-2C-2</a>, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> <li>• A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;</li> <li>• Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> <li>• Referral to support staff or agencies for counseling or other therapeutic services</li> <li>• Notification of appropriate Health and Human Resources</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item(s)</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</li> <li>• Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• Out-of-school suspension for up to ten (10) days (See guidelines in <a href="#">Chapter 6, Section 2</a>)</li> <li>• The principal and/or superintendent may recommend placement in an Alternative Education program as described in <a href="#">Section 5</a> of this chapter.</li> <li>• Expulsion</li> </ul>
		<p>Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services.</p>

- Disrupts or interferes with the orderly operation of the school.
- An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.
- Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/disability; or other characteristic.
- When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:
  - **Sexual harassment** consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
    - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or
    - Creating an intimidating, hostile or offensive employment or educational environment.
  - **Amorous relationships** between county board employees and students are prohibited.
  - **Sexual harassment** may include but is not limited to:
    - Verbal harassment of a sexual nature or abuse;

- Pressure for sexual activity;
  - Inappropriate or unwelcome patting, pinching or physical contact;
  - Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;
  - Behavior, verbal or written words or symbols directed at an individual because of gender; or
  - The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.
- **Racial harassment** consists of physical, verbal or written conduct relating to an individual's race when the conduct:
    - Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - Otherwise adversely affects an individual's employment or academic opportunities.
  - **Religious/ethnic harassment** consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:
    - Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - Otherwise adversely affects an individual's employment or academic opportunities.
  - **Sexual violence** is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
    - Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

	<ul style="list-style-type: none"> <li>▪ Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;</li> <li>▪ Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or</li> <li>▪ Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.</li> <li>▪ Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Racial violence</b> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</li> <li>○ <b>Religious/ethnic violence</b> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.</li> </ul>	
<p>Imitation Drugs: Possession, Use, Distribution or Sale</p>	<p>A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.</p>	<p>The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.</p>
<p>Inhalant Abuse</p>	<p>A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of “getting high”. The action may be referred to as huffing, sniffing, dusting and/or bagging.</p>	
<p>Possession/Use of Substance Containing Tobacco and/or Nicotine</p>	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the of a county school system, including all activities or events sponsored by the county school district.</p> <p><u>Special considerations</u> according to <a href="#">WV Code §16-9A-3</a> and <a href="#">WV Code §16-9A-4</a>.</p> <p>control</p> <ul style="list-style-type: none"> <li>• No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events.</li> <li>• Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.</li> <li>• An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco</li> </ul>	

	<p>cessation. <a href="#">WVBE Policy 2422.8 - Medication Administration</a> must be followed in order for students to use such products on school property or at school sponsored events.</p>	
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<b>Behaviors</b>	<b>Definitions – Level 4</b>
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**LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Codes §18A-5-1a(a) and (b).** The following Level 4 behavior definitions are aligned with West Virginia Codes §61-6-17, 61-6-24, and 18A-5-1, and in the [Gun-Free Schools Act of 1994](#). These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in [WV Code §18A-5-1a](#) and paraphrased in [Chapter 3, Section 4](#) and [Section 5](#) of this manual.

Battery Against a School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in <a href="#">WV Code §61-2-15(b)</a> .
Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in <a href="#">WV Code §18A-5-1a(b)(i)</a> . Such acts that would constitute a felony include, but are not limited to, arson ( <a href="#">WV Code §61-3-1</a> ), malicious wounding and unlawful wounding ( <a href="#">WV Code §61-2-9</a> ), bomb threat ( <a href="#">WV Code §61-6-17</a> ), sexual assault ( <a href="#">WV Code §61-8B-3</a> ), terrorist act or false information about a terrorist act, hoax terrorist act ( <a href="#">WV Code §61-6-24</a> ) and grand larceny ( <a href="#">WV Code §61-3-13</a> ).
Illegal Substance Related Behaviors	A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the <a href="#">Uniform Controlled Substances Act</a> as described in <a href="#">WV Code §60A-1-101, et seq.</a> or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of <a href="#">WVBE Policy 2422.8 - Medication Administration</a> and instances of prescription drug abuse.
Possession and/or Use of Dangerous Weapon	<p>According to <a href="#">WV Code §18A-5-1a(a)</a>, a student will not possess a firearm or deadly weapon as defined in <a href="#">WV Code §61-7-2</a>, on any school bus, on school property or at any school-sponsored function as defined in <a href="#">WV Code §61-7-11a</a>.</p> <p>As defined in <a href="#">WV Code §61-7-2</a>, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, <a href="#">nunchaku</a>, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.</p>

**Level 4 Behaviors are Used in the Identification and Classification of Persistently Dangerous Schools**

As required by [20USC7912 Title IX, Part E, Section 9532 \(No Child Left Behind\)](#), the following criteria is set forth to determine whether a school will be classified as a Persistently Dangerous School. Data indicating the number of substantiated inappropriate behaviors will be collected using the WVEIS in order to identify and classify a school as persistently dangerous. **A West Virginia public school will be classified as a Persistently Dangerous School on or before August 1 of each year if the school has, for two consecutive years, substantiated Level 4 behaviors that exceed five percent (5%) of the total number of students enrolled in the school based on the school’s second month enrollment:**

- Battery on a school employee as defined in [WV Code §61-2-15](#).
- Commission of an act that would constitute a felony under the laws of the state on the premises of an educational facility, at a school sponsored function or on a school bus.
- Possession of a firearm or deadly weapon as defined in [WV Code §61-7-2](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

Sale of a narcotic drug as defined in [WV Code §60A-1-101](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

County School System Requirements Related to Persistently Dangerous Schools:

Provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3% of the total number of students enrolled in the school, based on the school's second month enrollment;

Develop a corrective action plan for any school identified as persistently dangerous, submit it to the WVDE, and implement the plan in a timely manner; and

Conduct a timely notification process to inform parents of each student attending a school identified as persistently dangerous of this; provide the opportunity for students to transfer to a safe public school within the county school district; and complete the transfer process for all students wishing to transfer.

WVDE Requirements Related to Persistently Dangerous Schools:

Provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3.75% of the total number of students enrolled in the school, based on the school's second month enrollment.

A student attending a school identified as persistently dangerous or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public school that the student attends, shall be allowed to attend an alternate safe public school within the county school district.

The staff of Harman School believes in the importance of ensuring an orderly, healthy, and safe environment conducive to learning. In order to maintain this learning environment, unfortunately, sometimes it becomes necessary to administer consequences for violation of school rules.

Under the guidelines established by the Randolph County discipline plan, each teacher must read to his/her students and post in his/her room a classroom discipline plan. No discipline plan can or should account for every possible contingency. Inevitably there will be breaches of conduct not specifically covered in our discipline policies. These omissions do not relieve the student of dealing with the consequences of his/her actions. The administration will usually abide by the discipline plan format but reserves the right to make decisions regarding any discipline problem in keeping with their own judgment.

WVDE Policy 4373 "Expected Behavior in Safe and Supportive Schools" may be viewed at <http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html>.

### **DISCIPLINE - TERMS TO BE DEFINED**

*Lunch Detention (noted as LD)* -- The student will serve one hour in a restricted environment. He/she will eat lunch during this time and in this restricted environment.

*In-School-Suspension (noted as ISS)* --The student who receives ISS shall be placed in a self-contained environment in our school for the school day. The student will be provided all classroom assignments to complete.

*Out-of-School Suspension (noted as OSS)* -- The student must not come to school or to any school-related events during the time period designated as OSS. These days count as unexcused absences. Ten days of cumulative OSS will be considered as "habitual rule violation" and could result in expulsion.

*Contraband-* Any object that is illegal, against school policy, or inappropriate for school. This also includes any item that might interfere with instruction. Objects such as, but not limited to, the following are examples of contraband: paint balls, spray cans, lighters, squirt guns, laser pointers, tobacco or tobacco like substances including E-cigarettes and VAPES, drugs, alcohol, and weapons.

*Restricted Area-*Students may not be in areas where there is no assigned supervision. Any area not used by students during the normal school day or that a student is not scheduled to be in, including, but not limited to: parking lots, any stairwells or hallways with no supervision, outside of the school building, staff work areas, unassigned classrooms, locker rooms.

*After School Intervention (ASI)-*Students must come with work. They will be given a form to fill out from the office with list of assignments, signed by each teacher. No phone calls, testing, socializing, working together, or sleeping allowed. Misbehavior in ASI will result in removal from designated area, and student will be required to serve a day of OSS.

*Social Probation--* Social probation is the exclusion of a student from attending school assemblies, dances, and athletic events during or after the normal school day. Administration can, at its discretion, place a student under social probation. Major infractions will

result in extended social probation. Social probation will last for a period of nine weeks to a year from issuance. Any student dropping out of school, and having a disciplinary action in force at the time of leaving, will not be permitted to attend or participate in extra-curricular school activities during the time-frame that the discipline action would have covered.

*Level I infractions* -- rules, when violated, which result in Level I consequences. These infractions are not considered as serious as Level II infractions or those mentioned in the WVDE Policy 4373.

*Level II infractions* - rules, when violated, that result in Level II consequences. These are serious infractions that may result in the expulsion of the student.

*Level III infractions*--Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.

*Level IV infraction*—Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Codes [§18A-5-1a\(a\) and \(b\)](#).

### **ATTENDANCE INCENTIVE PROGRAM**

Harman School has an attendance incentive program consisting of rewards, prizes, certificates, and privileges for students with good attendance.

### **BUS TRANSPORTATION**

WV Code provides students the privilege of transportation to and from school when student conduct is appropriate. Any change of a student's bus, pickup site, or unloading site must have a note from the parent and the schools' approval on a daily basis. School approval will be granted prior to first period. If a student loses the privilege of bus transportation, it becomes the responsibility of the parent to provide the transportation. Disruptive behavior, disrespect for the rights of others, or failure to correct poor behavior will result in the loss of bus privileges. Parents will be notified of suspension of these privileges, and a conference will be scheduled if necessary. All students are to enter the school upon arrival. No bus student is permitted to go to the parking lot for any reason.

### **CLASS ASSIGNMENT**

Students are classified as freshmen, sophomores, juniors and seniors depending upon the total number of high school credits the student has earned by the first day of the school year.

- Freshmen will have less than seven credits.
- Sophomores—**6-13.5 credits**
- Juniors—**14-19.5 credits**
- Seniors— **20 or above**

### **CLOSED CAMPUS**

**Harman School is a closed campus.** Students are required to remain on campus from the time they arrive in the morning until they leave at the end of the school day. **All parking lots are off limits during the school day.** Students violating this policy may lose parking privileges and restricted area consequences will apply. **Being 18 years of age and older does not change this policy.** All students must comply. **A parent/ guardian must sign students out if student is leaving during the day.** **Students 18 and older, signing themselves out during the day, are not permitted to return to school during that school day.**

### **FOOD DELIVERIES**

Being a closed campus students are not allowed to have food delivered to them by parents or others during the school day. If students do not want to eat school lunch the other option is to pack a lunch.

### **DRIVER'S LICENSE ATTENDANCE VERIFICATION**

Attendance Verification Forms must be completed at the school level during the school year. **The student is responsible** for following the proper procedure, as explained on the application form. During summer months, only the signature of the Attendance

Director with the RCS Seal is required. Forms are available in the Office of Attendance at the Board of Education building at 40 Eleventh Street. Please call ahead to make sure the Attendance Director is available - - 304-636-9150, ext. 154. Directions for completion are on the form.

A student who has more than 10 consecutive or 15 accumulated unexcused absences during a school year **shall not be verified for a license or an instruction permit**. The Department of Motor Vehicles shall be notified of excessive absences, or lack of academic progress toward graduation, and the license or instruction permit of such student shall be revoked. Suspension or expulsion from school or imprisonment is not a circumstance beyond the control of the student, and therefore, will count as an unexcused absence. To reinstate a license/permit, a student must complete one semester with no unexcused absences and must meet any academic standards set by WV Code

### **DRUG TESTING POLICY**

This policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, those who wish to drive and park on school property, and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanctions imposed for violations of this policy, include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in interscholastic extra-curricular activities or drive to school. This policy supplements and complements all other policies, rules, and regulations of Randolph County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Randolph County Schools campus are privileges. These students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

Each activity student, driving student, and opt in participant, along with their parent/guardian, must attend an orientation session prior to becoming a participating student at which they will receive and review a copy of the student drug testing policy. The Randolph County Student Drug Testing Policy can be viewed in its entirety on the county website at <http://boe.rand.k12.wv.us>.

### **DRIVING AND PARKING PROCEDURES**

Randolph County Schools provide bus service for most students. This is the safest, most dependable way to get to school. We would prefer all students be transported by bus. Being authorized to drive a private vehicle on school grounds is a privilege. In order to maintain such privileges, students must abide by stipulations outlined in the parking agreement, signed by both the student and the parent. Unauthorized driving, reckless driving, and excessive speed will not be permitted.

To obtain a parking pass, students **must** have/maintain the following:

- Valid drivers' license
- Valid registration for primary vehicle
- Valid insurance statement for primary vehicle
- GPA of at least 2.0 for the most recent completed semester. Report card verification must accompany the application.

To **obtain and maintain** a parking pass, students must comply with the following school regulations:

- Permits must be **visible**.
- Students given authorization to park at school will not go to the parking area until the designated time to leave school grounds without permission from the school administration.
- If a vehicle is used to leave school for a reason that is not authorized by the school administration, the student will forfeit their parking privilege.
- Students in vehicles on school property are subject to the same behavior expectations as outlined for students in the building.
- **Students with 6 or more unexcused absences in a semester or more than 6 tardies to 1<sup>st</sup> period will have their parking privileges revoked for the remainder of the semester.**
- Students demonstrating unsafe driving practices on school property will lose parking privileges. (1<sup>st</sup> offense-5 days; 2<sup>nd</sup> offense-20 days; 3<sup>rd</sup> offense- permanent.)

Noncompliance of parking rules or safety violations **will result in the towing of the vehicle at the owner's expense** and confiscation of the parking tag without prior warning.

\*\*\*As per WV Code 18-2-7b, WV State Board of Education Policy 2422.5, driving to school is considered an extracurricular activity, and as such, it falls under the requirement of the random drug testing policy in place for Randolph County Schools.

## EMERGENCY CARE FORMS

The possibility exists that a student may become quite ill during the course of the school day. In order to facilitate the handling of these health problems, it is necessary that each parent fill out completely the Emergency Care Form provided for each student to take home to his parents. The Emergency Care Form gives us information as to how parents can be reached in an emergency, alerts us to any specific health problems that students may have, and also lets us know who the family doctor is and how he can be reached. **No student will be dismissed with an adult that is not listed on the emergency care form without notification to the school.** **Harman School administration reserves the right to prohibit attendance at Harman School events if Emergency Care forms are not returned.**

## EMERGENCY OPERATION PLAN

### *Code Orange (Evacuation Onsite/Offsite)*

- No students will be released to parents/guardians without permission from administration
- No use of cell phones

### *Code Yellow (Precautionary Lockdown)*

- lock doors
- cover windows
- Classroom instruction continues
- stay alert for an announcement indicating a full lockdown
- All doors locked

### *Code Blue (Medical Emergency)*

- Code Blue Team Members will report immediately to designated area
- 911 will be called if necessary
- Students will be kept in classrooms
- No use of cell phones

### *Code Purple (Student at Risk)*

- Alert Code Purple Team Members and report immediately to designated area
- Students remain in classrooms
- No use of cell phones

### *Code Red (Lockdown)*

- All doors and windows will be locked
- All window blinds will be closed, all door glass will be covered
- If necessary, students will move away from windows
- Lights will be turned off
- Silence will be maintained
- No one may leave or enter any classroom
- No use of cell phones
- Building will be evacuated if necessary

### *Code White (Weather Emergency)*

- All doors and windows are closed
- Students will be evacuated from classrooms to designated areas inside school that are against inside walls
- Students will assume a kneeling position, head down with hands covering their heads (duck and cover position)
- No use of cell phones
- Silence must be maintained

### *Code Green (All Clear)*

- Doors unlocked
- Coverings removed from windows
- Normal classroom activities resume

## EARLY DISMISSALS

**Dismissals are unexcused truancies** UNLESS all of the following apply:

- The dismissal must be for a legally defined absence.
- In all situations, before a student leaves, he/she must get permission from the school's central office staff and have written permission from home.
- For early dismissals that are known in advance, a note from home with the parent/ guardian signature and phone number must be presented to the designated recorder by the student for verification before first block the day the student is to leave early.
- Documentation of dismissal will be presented to the teacher of the class the student is leaving. We also require that the students sign out in the office as they are leaving.
- The note from home becomes the student's off-campus pass.
- Blocks missed will appear on the announcements that are emailed to teachers.

## EARLY DISMISSALS THAT ARE NOT KNOWN IN ADVANCE

- Contact with the approval from the parent/ guardian must be obtained before the school can release a student.
- The student must sign out in the office.
- The student has **3 days** upon returning to school to present a written note from home to the appropriate person for verification. Notes will be collected in the main office at Harman School.

## **ELECTRONIC EQUIPMENT**

**5136.01 - ELECTRONIC EQUIPMENT** While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal and/or the classroom teacher.

Examples of prohibited devices include, but are not limited to

- A. cameras (photographic and/or video),
- B. laptops,
- C. personal digital assistants (PDAs),
- D. lasers,
- E. laser pens or pointers,
- F. radios,
- G. "boom-boxes",
- H. headphones,
- I. portable CD/MP3 players,
- J. portable TV's,
- K. electronic games/toys,

- L. pagers/beepers, other paging devices-
- M. cellular phones.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision:

- A. cameras (photographic and/or video)
- B. laptops
- C. personal digital assistants (PDAs)
- D. portable CD/MP3 players

Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach:

- A. cameras (photographic and/or video)
- B. laptops
- C. personal digital assistants (PDAs)
- D. portable CD/MP3 players with headphones

Distracting behavior that creates an unsafe environment will not be tolerated.

However, the use of any communication functionality that is a part of or attached to the above-approved electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks.

In no circumstances shall the device be allowed to connect to the County's network

The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs, or authorized assistive technology devices.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Harassment, Intimidation or Bullying. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is prohibited.

**Public Events Exception:** Photography and video recordings shall be permitted at scheduled public events where the same have been traditionally allowed. This public events exception shall apply, for example, to sporting events. A notice shall be posted at all events which qualify for this exception.

**Official School Photography and Videography:** Photography and video recordings shall be permitted where student are acting in an official school-related capacity. This exception would include, for example, school yearbook photographs, school newspapers, sports team game filming, etc. The faculty sponsor for each official school-related activity that qualifies for this exception will be notified in writing by the building principal.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian only.

Any electronic equipment/device confiscated by County staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in County custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Adopted 9/7/10  
Revised 3/7/11  
Revised 1/17/12

## **ELECTRONIC EQUIPMENT**

### **WIRELESS COMMUNICATION DEVICES Administrative Guidelines**

#### **5136 - WIRELESS COMMUNICATION DEVICES**

Students may possess wireless communication devices (WCDs) during school hours, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured.

A "wireless communication device" is a device that is capable of sending and/or receiving communication by electronic means may be capable of emitting an audible tone or tones, vibrating, displaying a message, or otherwise summoning or delivering a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants with communication functionality (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops with communication functionality, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. At no time may students use WCDs on school property or at a school-sponsored activity for the

purpose of accessing and/or viewing Internet web sites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

However, during after-school activities when directed to do so, by a school employee, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior written approval from the building principal or his/her designee, as limited therein:

<b>A.</b>	<b>The student is a member of a volunteer fire company/department, ambulance or rescue squad.</b>
<b>B.</b>	The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
<b>C.</b>	The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture where authorized, writing papers) upon the teacher's recommendation and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. "Communication functionality" includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the County's network. Board-owned and issued laptops with communication functionality, PDAs with communication functionality or authorized assistive technology devices may connect to the County's network.

Except as otherwise permitted herein, students are prohibited from using WCDs to capture, record or transmit the sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent may be an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated. If a WCD is confiscated, it will be released/returned only to the student's parent/guardian.

Public Events Exception: Photography and video recordings shall be permitted at scheduled public events where the same have been traditionally allowed. This public events exception shall apply, for example, to sporting events. A notice shall be posted at all events which qualify for this exception.

Official School Photography and Videography: Photography and video records shall be permitted where students are acting in an official school-related capacity. This exception would include, for example, school yearbook photographs, school newspapers, sports team game filming, etc. The faculty sponsored for each official school-related activity that qualifies for this exception will be notified in writing by the building principal.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pools.

Students are prohibited from using a WCD in any way that might reasonably be interpreted by others as an attempt to threaten, humiliate, bully, harass, embarrass or intimidate another person. See Policy 5517.01 – Harassment, Intimidation or Bullying.

Students are also prohibited from using a WCD to capture, receive and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Possession of a WCD on school property or during a school-sponsored event by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned **only** to the student's parent/guardian. Any WCD confiscated by County staff will be marked in a manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parents/guardians. WCDs in County custody will not be searched or otherwise tampered with unless reasonable suspicion exists that warrants the same. Any search will be conducted in accordance with Policy [5771](#) - Search and Seizure. If a student violates the terms of this policy more than two (2) times in a single school year, she/he may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis, as the circumstances may warrant.

An employee who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal or his/her designee.

By bringing WCDs onto the property of the Board or to a school-sponsored event or activity, students assume sole responsibility for safety and care of the WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

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

Students may use school phones to contact parents/guardians during the school day.

Revised 6/21/11

Revised 1/17/12

### **HARMAN SCHOOL CELL PHONE POLICY**

Students will be permitted to use their phones appropriately as outlined in the previous section from 7:30-7:40 before period one begins and during lunch. Cell phones may be permitted at the discretion of the teacher for instructional purposes. Staff members may ask students to refrain from cell phone usage at any time as needed.

Cell phone use will **NOT** be permitted during class changes or end of day dismissal. Inappropriate use of cell phones will result in the following consequences.

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Lunch detention

3<sup>rd</sup> offense: Office Referral

**\*Habitual offenders** may lose cell phone privileges for an extended period.

We are aware that there are special circumstances when students need to be contacted, please make every effort to do so through the school secretary and principal.

### **EXAMINATION PROCEDURE**

## **RANDOLPH COUNTY SCHOOLS**

### **Administrative Guideline**

#### **5421D – END OF COURSE EXAMS AND GRADING (Secondary Schools)**

The West Virginia Board of Education and the Randolph County Board of Education believe that regular attendance is a requirement for the delivery of formal education to West Virginia public school students. It is further noted that regular attendance is necessary in order for an individual to be successful upon entrance to College and the World of Work. The basic intent of Administrative Guideline 5421D-End of Course Exams and Grading is to promote school attendance so that the individual needs of students are met in preparation for College and Career success.

All students are expected to attend school regularly and to be on time for classes.

Students have the opportunity to demonstrate evidence of mastery of content standards on a daily basis in lieu of completion of end of course exam(s) by attending school regularly.

**GUIDELINES FOR COURSE FOLLOWING TRADITIONAL (PERIODS) SCHEDULE  
FORMAT – GRADES 9-12**

**NINE WEEKS TESTS**

All students will complete a nine weeks test at the conclusion of the first, second, and third nine weeks.

**END OF COURSE EXAMS**

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

- Ten or fewer absences during the school year according to the individual teacher's records as recorded in Live Grades
- And a passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on that exam will count twenty (20) percent of the student's final grade for the class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the final exam will not lower the final grade in the course.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

Quarterly and/or semester grades will be determined by using the following:

**A. First, Second and Third Nine Weeks:**

The nine weeks grade average will be based on the following assessments:

- Tests
- Quizzes
- Homework
- Class Work
- Participation
- Portfolios
- Projects
- Research Papers
- Other—to be determined by the teacher

\*The above bullets are recorded in Live Grades as either formal 64%, informal 16%, or 9 weeks test 20%

The grade representative of those assessments will be computed as follows:

**(9 weeks grade x 4 + 9 weeks exam grade \5 = the 9 weeks grade)**

**B. Semester grades will be computed as follows:**

1. **First Semester –**

- The average of the first and second nine weeks will equal the semester grade.

2. **Second Semester –**
  - For students not taking the end of course exam---the average of the third and fourth nine weeks will equal the second semester grade.
  - For students who have to take the end of course exam: The average of the two nine weeks grades x 4 + end of course exam grade divided by 5 will equal the semester grade.

**C. Final grades will be determined by averaging the two semester grades.**

**GUIDELINES FOR END OF COURSE EXAMS FOR COURSES FOLLOWING A BLOCK SCHEDULE FORMAT**

Mid-term exams will be administered to all students. Students who have missed four (4) or fewer days in a class and have a passing grade in that class may elect not to take the end of course exam for the course.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course exam.

Students missing five (5) or more days during the course term will be required to take an end of course exam. The end of course exam will count twenty (20) percent of the final grade.

Quarterly and/or semester grades will be determined by using the following:

**Mid-term and/or final grades will be determined using the following:**

- A. Mid-term and end of course examinations are to be counted twenty (20) percent of the respective grade.
- B. Mid-term grades will be computed as follows:  
 **$(9 \text{ weeks grade} \times 4 + \text{mid-term exam grade}) \div 5 = \text{mid-term grade}$**
- C. Final grades will be computed as follows:  
 **$(\text{Average of two nine Weeks grades} \times 4 + \text{final exam}) \div 5 = \text{final grade}$**
- D. Final grades for those students not taking the end of course exam will be determined by the average of the two mid-term grades.

**EXEMPTION GUIDELINES FOR ALL SCHOOLS**

The following absences may be claimed by any student upon proper verification for an exemption and shall not count towards the total number of absences for end of course exams purposes as defined in this administrative guideline. ***The procedure does not exempt any student from taking a required end of course examination at the Randolph Technical Center and/or at their home school.***

Exemptions will be made based solely on the following criteria:

- A. School sponsored activities which have prior administrative approval (NOTE: Upon return to the next class meeting, the student must be prepared for that day.) Documented injuries incurred through participation in a school activity shall not penalize the student.
- B. Failure of a bus to run.

- C. Mandatory Military Duty for Students who are actively enlisted in the Armed Services. Appropriate documentation must be provided to the school prior to absences.

**NOTE: This Administrative Guideline is effective at the beginning of the 1<sup>st</sup> Nine Weeks---School year 2013-2014.**

Randolph County Board of Education – 12/16/69, 02/3/70, 09/15/70, 02/4/75, 03/15/77, 05/16/83, 02/20/84, 04/13/87, 08/7/89, 08/27/90, 08/16/93, 06/6/96, 11/15/99, 08/21/06, 09/15/08, 04/30/13

### **FIELD TRIPS**

All school rules and regulations apply to students who are on a school-related trip. These trips are considered to be part of a regular school day. A short information form must be completed with a parent or guardian's signature and returned to the trip sponsor before the trip is taken. This also includes any activities/ events at another school sponsored by the schools to enhance the school experience as well as teach discipline, good manners, responsibility and citizenship. Experiences outside the school day or environment are opportunities for maturing and carry the same expectations as events/ activities held during the school day or on the home school site. For all information pertaining to field trips please refer to county policy 2340, located on the Randolph County School webpage.

### **FIRE DRILLS**

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the teacher's directions promptly and clears the building by the prescribed route as quickly as possible. Students should not talk or run. Noise and panic can be killers.

### **CHILD NUTRITION**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) FAX: (202) 690-7442; or
- (3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

This institution is an equal opportunity provider.

### **GRADING AND REPORTING SECONDARY PROGRESS**

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. The Board directs the establishment of a system of reporting student progress which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents which:

<b>A.</b>	<b>ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;</b>
<b>B.</b>	enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
<b>C.</b>	specify the issuance of report cards at intervals of not more than nine (9) weeks;
<b>D.</b>	ensure a continual review and improvement of methods of reporting student progress to parents.

The county policy entitled "Final Examinations and Grading Policy" will be used on a basis for grade determination for all Randolph County students. A grade point average (GPA) will be used in reporting student progress in Randolph County. The letter grade A earns 4.0, a B earns 3.0, a C earns 2.0, a D earns 1.0 and an F earns 0 points. For juniors and seniors grades received for college courses for high school credit shall be designated as honors courses and will have the weighted value. Specified offerings in some programs of study will be recognized as honors courses appropriate for weighting and will have the weighted values. The purpose of the higher weighting is to encourage students to take more difficult courses and to be able to maintain a high class ranking even though their grade may be less than an A. The weighted grade point system applies to both class rank and honor roll eligibility. The regular 4.0 scale will be used for weighted courses to determine eligibility for extracurricular activities. To convert the currently used numerical grading system into a grade point average configuration the following equivalencies will be used:

To determine an overall GPA, each class grade shall be equated to a GPA. The subject GPA grades are to be averaged by adding them and dividing by the total number of subjects, thereby giving the student's GPA for purposes of this policy. In order to be eligible for participation in extracurricular activities, a student must maintain a 2.0 non-weighted average. A student who has not achieved a 2.0 GPA for the previous semester or course term may have his/ her eligibility reinstated at mid-semester or midterm if the student has attained at least a 2.0 GPA for the most recent grading period. In the case of special needs students, if grades are given, all grades received from placements in regular classrooms shall be included when computing the GPA. Handicapped students placed in ungraded programs will be eligible if their records indicate that they are making satisfactory progress in meeting the objectives of their IEP. In order to participate in interscholastic activities, students must also meet the requirements of the West Virginia Secondary Schools Activities Commission and Randolph County Board of Education policies.

### **GRADUATION REQUIREMENTS**

Twenty-six credits are required for graduation. Check with guidance for your graduating class requirements.

### **HARASSMENT, INTIMIDATION, OR BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

**Harassment, intimidation or bullying, including cyber-bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.** The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all school activities in the County, including school activities on and off of school property at any school-sponsored, school-approved or school-related activity or function, such as a field trip or athletic event where students are under the school's control, or where an employee is engaged in school business in monitoring student activity. This policy shall also apply to students while on a school bus and at a school bus stop.

This policy has been developed in consultation with parents/guardians, school employees, school volunteers, students, and community members as prescribed in WV Code 18-2C-3.

Any student or student's parent/guardian who believes the student has been or is the victim of harassment, intimidation or bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher, counselor or staff member with whom the student feels comfortable who will be responsible for notifying the appropriate administrator or Board official. To see this Harassment, Intimidation, and Bullying policy in its entirety please visit:

<http://www.neola.com/randolph-wv/>

### **INTERNET USE**

Access to the Internet at Harman School and the receipt of a k12.access, e-mail account is a PRIVILEGE, not a RIGHT. Access is given to any Harman High student with a student identification number. Each user, as well as a minor's parents or guardian, voluntarily agrees to release, hold harmless, defend and indemnify, Harman High School, its principal, teachers and staff and agents,

for and against all claims, actions, charges, losses or damages which arise out of the user's use of the Internet from Harman School, including but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, no-deliveries, mis-deliveries of date, or service interruptions. Each user acknowledges that the information available from other web sites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. Harman School makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy or validity of the data on the Internet.

- All Harman School Students and Staff must sign an Acceptable Use Form in order to use the Internet and computers while at Harman School. No student or staff is permitted to use a computer or the Internet until the form is on file at Harman School.

### **INTERNET USE - CONSEQUENCES OF UNACCEPTABLE USE**

Violations of the school use policies may result in a loss of access to electronic resources for the remainder of the student's career in Harman School and Randolph County Schools. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes and CSOs.

### **LUNCH DETENTION**

Lunch detentions are a result of students not following school policies/procedures/guidelines. Students who do not report to Lunch Detention on time are considered absent from Lunch Detention. Failure to attend a re-scheduled Lunch Detention will **result** in 2 lunch detentions being assigned. If a student misses Lunch Detention due to illness, absences, school closing, etc., the lunch detention must be served the first day the student returns. Students assigned multiple lunch detentions on a single day must serve Lunch Detention on consecutive days until all lunch detentions have been served. For every 5 lunch detentions served, a student will be required to serve an after school detention with the principal.

### **MAKE-UP WORK**

It is recognized that not all learning experiences that occur in a classroom can be made up. For example, discussions and interactions, group activities, laboratory experiences, guided practice, and other participatory learning opportunities usually cannot be recovered. Therefore, the student's absences may be reflected in class participation grade. **Students must request work upon return from an absence to receive make-up work. Students of school sponsored events are expected to follow the same rules if missing a class is required. THIS IS A STUDENT RESPONSIBILITY.** Habitual/repeated failure to complete the makeup work in the allotted time will result in lunch detention to complete the work. Failure to complete the make-up assignments in the school lunch detention will result in a grade of zero. Randolph County Policy 5200 states, "Students will be provided the opportunity to make up work missed as a result of any absence. The make-up work shall be completed within twice the number of days as the absence." Make-up work will be arranged with the individuals.

### **INCOMPLETE WORK/LATE WORK**

Assignments turned in after the due date will result in a letter grade loss each day up to three days. On the 4<sup>th</sup> day late, a student/teacher conference will be held to determine the reasons for the incomplete/late work. Assignments will **NOT** be accepted outside of the current grading period.

\*Students failing to hand in class work and habitually turning assignments in late are subject to lunch detentions and/or social probation.

### **MEDICAL TRANSPORTATION**

It is the **responsibility of parents** to provide transportation and further care of the student if the student becomes ill or injured on school property. **Students under 21 years of age may not leave early or be sent home without parent/ family consent.** If we cannot reach the parent, and if it is deemed necessary, we will call the emergency squad to transport a student to the emergency room at the expense of the parent/ guardian.

### **MEDICATION**

**Students are not to carry medication on their person** without permission from the administration and a note from their parents. If it is necessary for a student to take medication while at school, the student must present a note and the medication to the office of the school nurse. The note must contain the student's name, ID number, name of medication, when and how the medication is to be taken and the parent/ guardian signature. All prescribed medication must be in properly labeled pharmacy containers and nonprescription medication must be in the original labeled container. If a student is to take a prescription that must be administered during school hours for an extended period of time (e.g., more than two weeks), they must fill out a Physician Order Form. This form is available in

our school office. This also refers to Epi-Pen, glucagon, etc. \*Any misuse or overuse of prescription medications will be treated in the same manner as a controlled substance.

### **NATIONAL HONOR SOCIETY**

The National Honor Society of Secondary Schools is an organization that recognizes and encourages academic achievement. It is open to juniors and seniors and sophomores (at the end of the year) who have a cumulative GPA of 3.4 or higher. Attendance is an important component of society eligibility. Unexcused absences will be looked upon unfavorably in the selection process. Selection in NHS is both an honor and a commitment. Membership is voted on by a faculty council of five teachers selected by the principal who evaluates students based on their evidence of leadership, scholarship, service, and character.

### **OUT OF SCHOOL SUSPENSION (OSS)**

When on **OSS**, **students are not permitted on school property.** Students are placed on Social Probation at the discretion of the administrator on a case-by-case situation the length of Social Probation can vary depending on the incident, and are denied bus privileges and **cannot attend or participate in any extra-curricular or social activities for a period of time that may extend beyond the number of OSS days. Typically 1 semester.** Consequence may result in additional OSS and/ or trespassing charges.

### **PHYSICAL EDUCATION**

Students enrolled in a Physical Education class are required to sign a form outlining the expectations for the class. Parents must also sign this form. In order to ensure the safety and health of the students, the wearing of jewelry of any kind is not allowed during Physical Education classes. All students must comply or not participate in class activities. Non participation will result in a zero for the day.

### **POLICE (USE OF)**

It is the belief of the Harman School staff that the responsibility for dealing with students discipline violations rests with us. Thus, we will make every effort to handle such problems with school administrators, according to policies and procedures established by the county and school. However, when violations of state law, federal law, or municipal ordinances occur, or when students or parents refuse to work within the established policies, or where the security of person or property appears in jeopardy, we will not hesitate to initiate arrest and prosecution proceedings.

### **POSITIVE BEHAVIOR INTERVENTION/SUPPORT**

School-wide Positive Behavior Interventions and Support (PBIS) is a program put in place to guide and monitor behavioral practices for improving important academic and behavior outcomes for all students. All students are taught appropriate behaviors in advisor/advisee and are expected to exhibit these behaviors throughout the school year to maximize academic engagement and achievement to create a more engaging, responsive, and productive learning environment.

### **SCHOOL DANCES AND ACTIVITIES**

- All dances are “closed” unless designated otherwise.
- No student will be re-admitted to a dance once he/ she leaves the site.
- The club or class will be responsible for all damages to property or equipment.
- No students are permitted to sit in cars in the parking lot.
- Alcohol or drugs of any type will not be brought on school property, nor will any person be admitted who seems to be under the influence or in possession of any controlled substance.
- All dances must have sponsors in attendance.
- Out of school guests are welcome provided they have a school approved pass from the sponsors of the activity and if the dance is “open.” No guest under the age of 15 or over the age of 20 (this does not apply to parents/guardians, that have the permission of administration to attend the activity), will be permitted to attend a Harman High School dance. No middle school students will be permitted to attend high school dances.
- Students who are suspended for disciplinary reasons may not attend any activities during or after school for the dates of suspension.
- Students on social probation cannot attend dances, activities, or sporting events.

## SEARCH AND SEIZURE LAWS IN PUBLIC SCHOOLS

### 5771 - SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students as to their person and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched in an unreasonable manner or without reasonable suspicion.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles located on school property, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to accurately determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the principal has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### 5780 - STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the County. The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree

of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies. Those rights may be exercised consistent with the provisions of West Virginia Board of Education Policy 4350 and other pertinent State and Federal law and regulation.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act.

20 U.S.C. 1232h

West Virginia Board of Education Policy 4350

#### **SCHOOL TELEPHONE**

Student use of the office telephones is restricted to **emergency use only. A student will not be called from class except in the event of an emergency.**

#### **TITLE IX AND SECTION 504**

The Randolph County Board of Education does not, on the basis of race, color, religion, national origin, sex, handicap, age, or marital status, deny benefits of employment or discriminate in any educational program or activity. Inquiries may be referred to Pamela Hewitt County Title 9 Coordinator (636-9150 ext. 105), 40 Eleventh St., Elkins, WV 26241, or Donna Simmons Section 504 Coordinator, (636-9150 ext. 163).

#### **VISITORS**

Visitors on school business are welcome at Harman School. We require all visitors to register in the office and properly display a visitor's pass. Only employed personnel and students are to be in the halls without visitor's passes. All other persons, including school alumni, must obtain a visitor's pass from the office.