

SPRING VALLEY HIGH SCHOOL



2025 - 2026

Student-Parent Handbook Attendance, Grading and Student Rights and Responsibilities Policies

**Grades
9th – 12th**

The policies, procedures, and guidelines contained in this handbook are intended to provide clarity and consistency for students, parents/guardians, and staff. The principal reserves the right to review, revise, or update these policies as necessary to address the needs of the school community, changes in law or regulation, or other circumstances that may arise.

Any revisions will be communicated to students and families through Remind, our website, and social media, and a minimum of [10] school days' notice will be provided before changes take effect, unless an immediate change is required by law or the safety and welfare of our students and staff.

Our handbook is made available online only. Families and students are responsible for accessing the most current version through our schools website: <https://svhs.wayn.k12.wv.us/>. The online version will always serve as the official and most up-to-date record of school policies and procedures.

Administrative Staff

<u>Administrator</u>	<u>Responsibilities</u>
John Hayes	Principal
Nikkia Gardner	9 th
Shayne Carey	10 th and 11 th A-L
Will Totten	12 th and 11 th M-Z

<u>Secretary</u>	<u>Responsibilities</u>
Mindy Mullens	Attendance & CTE
Cary Rogers	Nutrition & Counseling
Millie Watts	Finance

<u>Counselors</u>	<u>Students with last names beginning with:</u>
Debbie Asbury	A-F
Stacy Stroud	G-N
Lindsey Ellis	O-Z

<u>Student Support</u>	<u>Responsibilities</u>
Morgan Henderson	Social Worker A-M
Lora Stevens	Social Worker N-Z
Cassie Snyder	Communities in School Coordinator

MISSION STATEMENT

The mission of Spring Valley High School is to equip all students for a career, enlistment, or to continue their education after graduation.

EDUCATIONAL PROGRAM

Goals

- Through high academic expectations, students will be prepared for enrollment, employment, or enlistment.
- Students will demonstrate respect for a safe and supportive school environment.

Key Practices

High Schools That Work (HSTW) has identified a set of Key Practices that impact student achievement through development of multiple programs of study that prepare students for postsecondary studies and careers. These Key Practices are what provide Spring Valley High School direction and meaning to comprehensive school improvement:

- **High expectations:** Motivate more students to meet higher standards by integrating high expectations into classroom practices and providing frequent feedback.
- **Program of study:** Require each student to complete an upgraded academic core and a concentration.
- **Academic studies:** Teach more students the essential concepts of the collegepreparatory curriculum by encouraging them to apply academic content and skills to real-world problems and projects.
- **Career/technical studies:** Provide more students access to intellectually challenging career/technical studies in high-demand fields that emphasize the higher-level academic and problem-solving skills needed in the workplace and in further education.
- **Work-based learning:** Enable students and their parents to choose from programs that integrate challenging high school studies and work-based learning and are planned by educators, employers and students.
- **Teachers working together:** Provide cross-disciplinary teams of teachers time and support to work together to help students succeed in challenging academic and career/technical studies.
- **Students actively engaged:** Engage students in academic and career/technical classrooms in rigorous and challenging proficient-level assignments using research-based instructional strategies and technology.
- **Guidance:** Involve students and their parents in a guidance and advisement system that develops positive relationships and ensures completion of an accelerated program of study with an academic or career/technical concentration.
- **Extra help:** Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.
- **Culture of continuous improvement:** Use data continually to improve school culture, organization, management, curriculum and instruction to advance student learning

Informing Students of Expectations

Each student at Spring Valley High School shall receive annually an electronic copy of current policies, rules, regulations and procedures commonly known as a student/parent handbook. The student/parent handbook shall contain, among other information, the Student Code of Conduct

which is a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined.

Closed Campus

We have a closed campus for students—this means that students remain at school during school hours, including their lunch periods. Parents who want to take their student out of school during regular hours must report to the office to sign out their student.

Visitors/Parents must follow WVDE Policy 4321.1, which states that only parent, guardian, or family member may deliver outside food/beverages for their own student only. Any outside food delivery services are prohibited. SVHS lunch runs from 11:05 to 11:35 and from 12:00 to 12:30.

No student may leave with another student without confirming the consent of both parents. Only parents, legal guardians, and people listed on the emergency card will be allowed to check students out.

Outside groups checking out students must have approval from the principal before they are allowed to leave school grounds. Outside groups must submit a written description of the event and a list of students attending the event, IN ADVANCE, for approval. Parental consent must be included.

Visitors

ALL visitors must report to the main office to obtain a visitor's pass. ***Social visits by outside students are prohibited, including lunch.*** Anyone coming on the campus to pick-up students for early dismissal or after the regular school day should use the parking lot on the far side of the gymnasium, next to the student lot. Additional Parent parking is located on the hill side of the student parking lot. These spots will remain open until the spaces are needed for student parking. Only Parents, Legal Guardians, and adults listed on the emergency green card will be allowed to check out students. Students are not allowed to leave school with another student or adult not listed. Identification will be needed when picking up a student from SVHS.

Trespassing

Spring Valley High School maintains a closed campus for the safety and security of all students and staff. Anyone on the campus without legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agency.

School Cancellation

If schools are delayed or closed due to inclement weather, the following procedures should be followed to stay informed:

- Students and parents should look for Remind messages and social media posts

- Individual bus run cancellations or adjustments are posted on the Board Office website: boe.wayn.k12.wv.us.

During this time, an announcement will be made if classes are canceled. School will continue the following day unless otherwise noted.

Change of Address

The school requires an accurate mailing address. Parents are required to keep the school informed during the school year of changes in telephone numbers, mailing addresses, and/or persons to contact in case of an emergency. **It is absolutely necessary to have telephone numbers available to reach parents.** Please contact the main office to make any changes to your child's records.

Technology Usage Including Cell Phones, Smart Watches, and Personal Electronic Devices

CELL PHONE UTILIZATION

Purpose: To ensure an optimal learning environment and culture by minimizing disruptions and distractions caused by cell phones and other electronic equipment during instructional time.

Policy Statement: Students are prohibited from possessing cell phones, headphones, earbuds, AirPods, and any other personal electronic equipment unless explicitly permitted by a teacher for educational purposes.

Guidelines:

Cell Phone Storage:

- A. Upon entering the classroom, students must store their cell phones and other personal electronic equipment in designated areas.
- B. Cell phones must be turned off or set to silent mode before being stored.

Permitted Use:

- A. Teachers may allow cell phone and other personal electronic equipment use for specific educational activities. The educational activities shall be outlined in the teacher's lesson plans. In such cases, students must follow the teacher's instructions regarding phone usage.
- B. Students may use their cell phones in case of an emergency in the main office with permission or under the supervision of school staff.

Communication with Parents/Guardians:

- A. The school will communicate this policy to parents/guardians at the beginning of the school year and provide reminders, as necessary.
- B. Parents/guardians are encouraged to support the policy by discussing appropriate cell phone use with their children.
- **Cellphones are to be off and out of sight from 7:50 AM to 3:15 PM.**
 - **First Offense:**
 - 1 day of In-School Suspension (ISS)
 - Phone must be turned into the main office each morning and picked up at the end of the day for 3 school days
 - **Second Offense:**
 - 2 days of In-School Suspension (ISS)
 - Phone must be turned into the main office each morning and picked up at the end of the day for 5 school days
 - **Third Offense:**
 - 1 day of Out-of-School Suspension (OSS)
 - Phone must be turned into the main office each morning and picked up at the end of the day for 10 school days
 - **Fourth Offense or more:**
 - 2 days of Out-of-School Suspension (OSS)
 - Phone must be turned into the main office each morning and picked up at the end of the day for 15 school days

Additional offenses may result in further disciplinary action in accordance with the school's code of conduct.

Valuables

The school is **NOT** responsible for any lost or stolen items brought to school. This includes personal electronic devices, portable game systems, laptop computers, thumb drives, headphones/ear buds, cell phones, etc. If these items are brought to school, it is the responsibility of the student to keep these items safe.

STUDENT SERVICES

School Counseling

Counseling services are available for every student in the school. These services include:
1) Educational planning; 2) interpretation of scores; 3) occupational information; 3) study tips;

4) help with home, school, and/or social concerns; or 4) any questions the student may want to discuss with the counselors. Students who want to visit a counselor should contact the counselor in the guidance office to arrange an appointment.

Parents are always welcome to call or to make an appointment to visit.

Student Health Center

A student who becomes ill or injured during the day can report to the school nurse located in the Counseling Suite. It is important that parents/guardians maintain accurate contact information if the school needs to reach you in an emergency. Parents/guardians should also inform the school nurse of any changes in a student's health status which occur during the school year.

Medications / Non-Prescription Medication

Students taking medications during the school day must obtain school permission forms. Prescription medication must be submitted to the main office.

- Medication must be in the original labeled container stating name of student, name of medication, amount, time to be taken, prescriber's name and current date.
- The parent/guardian must provide a written request that the school complies with the physician's order to give the medication.
- A physician must sign the medication form.
- It is the student's responsibility to come to the nurse's office at the proper time to take the medication.

Any undocumented medication found in the possession of a student will be confiscated and may result in disciplinary action.

Valley Health Systems

Services provided by Valley Health will be billed to the parent's insurance when available. Students who do not have insurance or have lower incomes may qualify for discount or some free services. In general, students who qualify for the Free/Reduced Lunch Program are not billed for most services.

Valley Health will be open according to a regular, published schedule during school hours. During evenings, weekends, and vacations, students enrolled in health center who need to speak to a health care provider may do so by calling (304) 529-0645.

Computer Network/Internet and School Provided Devices

Students are responsible for appropriate behavior on computers and the network. The network and computers are provided as a privilege for students to conduct research, complete classroom tasks, and to work on technology-enhanced collaborative projects. Students are responsible for their behavior and their communications over the network and computers.

Network storage areas and computers will be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are using the network and equipment appropriately. Failure to comply with district and school rules may result in a loss of use of technical devices and network access, disciplinary action by school administration, and referral to law enforcement agencies.

Students must have a signed Acceptable Use Agreement and 1:1 Agreement before they will be allowed access to the network and issued a device.

If a school-issued device is damaged, the student is responsible for paying the repair costs.

Screen Replacement: \$67

Charger Replacement: \$15

Full Replacement Cost for Device: \$650

Textbooks

Textbooks are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student will be charged for the damages. Fees for lost or damaged books must be paid before the end of each semester. **All fines and fees are to be paid before students graduate to be allowed to participate in the graduation ceremony.**

Lockers

The high school owns and maintains hall lockers, which are rented to students on a yearly basis for five (\$5) dollars per year. The lockers are for storing books, coats, and other items during the school year. Since they are school property, the school reserves the right to search lockers at any time. Students are to only use the locker assigned to them and are responsible for safeguarding the combination to that locker.

Students are responsible for keeping their lockers clean and free of debris and graffiti. Additionally, they are to report needed repairs to the principal's office. Vandalism to a locker will result in the student having to pay for repairs or losing the privilege of being loaned out a locker for the next semester or school year.

Student in Good Standing

Students will be in "good standing" if:

- In attendance overall and for each class 90% of the time (students who are absent more than 10% of the time are defined by WVDE as "chronically absent")

- They do not have more than 12 incidents of tardiness per semester
- They do not have any outstanding debts to the school (e.g., parking permit fees, damaged textbooks, damaged property, missing or damaged laptop, etc)
- Students have a D or above for all classes

Spring Valley High School Attendance Procedures

Regular attendance is crucial to academic success. Students need to make every effort to attend every class every day and on-time. A “Student in Good Standing,” in part, is having attendance at least 90% of the days/periods that school is in session. A student is “Chronically Absent” if they miss more than 10% of the number of days/periods that school has been in session. The following procedures have been established to support this expectation at SVHS:

1. To report an absence, the parent/guardian should call the school before 8:00 AM at 304-429-1699, press option 1, and leave detailed information including student and parents' names, reason for absence, and a call back number in the event we need more information or to confirm the absence.
2. For Absences: Students are expected to submit a written note to the main office on the day of the student's return. The student's absence will always be considered unexcused without a written note from the parent/guardian. Doctors' excuses may be verified.
3. An excessive number of absences may result in revocation of driving privileges and attendance at special school functions.
4. All students arriving late or returning from an appointment must sign-in immediately in the main office.
5. Tardiness or absence from class beyond fifteen minutes constitutes an official absence from that class.
6. Sign-Outs: All students must sign out in the office before leaving the school premises. The parent/guardian and/or student must sign out and check with the secretary before leaving. Any student leaving his/her assigned area of the school without properly signing out will be considered insubordinate and will be issued consequences accordingly.
7. For Requests to Leave School:
 - a. A written request from the parent/guardian must be presented to the secretary before the start of the instructional day.
 - b. The following information must be included:
 - i. Time of departure, contact number of parent/guardians,
 - ii. reason for dismissal,
 - iii. name of doctor (if applicable), and
 - iv. student's means of transportation.
 - c. Students will not be called from class until parent/guardian arrival.
 - d. Students who drive and have written notice from parent/guardian will be given an office note to report for checkout at the specified time—**THAT NOTE DOES NOT INDICATE PERMISSION TO LEAVE SCHOOL GROUNDS, ONLY TO REPORT TO THE OFFICE FOR CHECKOUT.**
8. **No Phone calls will be accepted to check a student out of school.** We cannot always verify or recognize who is on the other end of the phone, therefore, we do not allow students to be signed-out with a phone call from parents and/or guardians. We cannot make exceptions.

9. Parent's Request for Early Dismissal: When a parent/guardian requests that his/her child leave school, the parent accepts responsibility for the safety of the child.
10. If you need to sign your child out and it coincides with a school assembly, then it is the responsibility of the child to go to the office to wait. We will not disrupt a school assembly to locate a student who is being signed out.
11. If your child is not where they are supposed to be whenever a parent and/or guardian is in the office to sign them out, we will not disrupt learning by making an all-call. It is your child's responsibility to be in their assigned place.

Arrival/Departure to School

Spring Valley High School is a closed campus. All students must remain on campus once they arrive on the premises unless they follow the attendance guidelines for signing out. Any student who leaves the school campus **without permission** during the school day will be subject to disciplinary action.

Until the first bell, students shall report to the commons or student center. Students may report to the academic wing only with permission from the teacher in whose classroom they are reporting. Students who report to any location in the building in which they do not have permission will be disciplined.

Student Drop Off/ Pick up

Students must be dropped off only at the Main School before 8:30 AM, but may be dropped off at the CTE building after that time. All students must enter the main building through the commons. No students are to be dropped or picked-up in the teacher parking lot or in the bus lane. Students who arrive after the tardy bell must report to the Main Office and sign-in.

Park only in the areas provided for student pick-up. Additional parking for parents will be provided in the student lot against the hillside. The hillside will remain open for parent parking unless needed for additional parking for students. **Parents are not to park in the lane behind the school or the Teacher parking lot. This road and lot are to be kept open at all times.** A bell schedule is provided on the school website www.svhs.wayn.k12.wv.us Please become aware of the start and end of class times for your student and make check-out arrangements so that class instruction is interrupted as little as possible.

Student Parking Lot/Driver's Responsibilities

Wayne County Schools run school buses to transport all students to and from school daily. Parking at Spring Valley High School is a privilege that students may take advantage of by purchasing a parking pass for a non-transferable, non-refundable fee of **\$65.00** per year.

STUDENTS MUST EXIT THEIR CAR AND ENTER THE SCHOOL BUILDING WHEN THEY ARRIVE IN THE MORNING. THERE WILL BE NO LOITERING OR GOING TO OTHER VEHICLES TO HANG OUT.

Parking passes must be displayed on the rearview window. If this permit is lost, students are required to report it to the Main Office immediately. You may use this pass on any vehicle

owned by the family. Students found to have a parking permit that does not belong to them will be disciplined and assessed \$65.

Students are to always drive their vehicles in a responsible manner. Failure to do this can result in suspension or revocation of parking privileges. Students must present a valid driver's license, proof of insurance, and registration when purchasing a pass.

Students leaving at the end of the day are not allowed to turn around in the CTE Parking Lot at any time. Students are not permitted to drive or park at the CTE Parking lot at any time unless approved by an administrator. Failure to comply may result in the suspension of parking privileges.

STUDENT DRIVERS WITH EXCESSIVE ABSENCES AND/OR DAYS TARDY TO SCHOOL or LEAVING WITHOUT PROPER SIGN OUT WILL RESULT IN LOSS OF PARKING PASS or OTHER PRIVILEGES (e.g., attendance to school events, dances, etc).

Excessive requests for student drivers to be excused for home emergencies or errands may result in the revocation of the parking permit. Students will not be dismissed by phone request at any time unless office personnel can verify the identity of the caller.

Bus Notes and Other Information

Bus notes must be turned into the office **no later than 7:45 am** with parent name and contact information for verification by the office. No student will be allowed to ride another bus without the WCBOE approved form. Notes must also include student name, grade, and WVEIS ID number.

It is the responsibility of each bus rider to behave in an orderly and courteous manner to ensure the safety and well-being of all passengers. Students must always obey the bus driver and treat him/her with courtesy. Parents will be notified if misconduct occurs on the bus. If misconduct continues, the student's bus riding privilege may be suspended. This does not constitute an excused absence from school.

If you have a question about a bus run, please contact the Bus Garage at (304) 272-5164. Inclement weather or road condition decisions are not made at the school level. **Transportation issues are shared on the county website boe.wayn.k12.wv.us and will appear in a box at the top of the main page when needed.**

Any student who rides to an event on a school bus will also return to school on the bus unless the sponsor has written permission from parent/guardian for the student to return some other way.

CTE Bus is to be treated as any other bus, with same rules and expected behavior. Students are expected to be on time to board the bus. No extra trips will be made unless requested by an administrator. Missing the bus is NOT an excused tardy.

Telephones

Students will be allowed to use the telephone in the office to contact their parent or guardian in case of an emergency. Students who use the telephone must have permission from a secretary or the principal.

Additionally, students are permitted to use their cellphone in the offices of administration or counselors to call parents as needed.

Grading System

Each grading period last Six Weeks

<u>Grade Letter</u>	<u>Score</u>	<u>Rating</u>
A	90-100	Superior
B	80-89	Good
C	70-79	Average
D	60-69	Passing
F	Below 60	Failure

Grade Point Average

This adjustment in the above percentage points will be reflected in the GPA and will be utilized for class rank and submitted to colleges and universities for scholarships and other financial awards.

Semester Exam Exemption Requirements

A student may elect to exempt a maximum of 2 Semester (Final Exams) provided the student has missed no more than 3 days during the semester and maintains at least a "B" average in the class for which the student wishes to exempt the final exam. There will be no distinction made between excused and unexcused absences for this exemption. Each student will be responsible for verifying their exemption status with their teacher and will be expected to take the final exam if the student does not qualify or confirm the exemption status.

Courses with Weighted Grades

The following grading scales will also be utilized for overall GPA computation and class rank. The following scale will apply to Advanced Placement Courses* and Dual Enrollment courses:

- A = 5 quality points
- B = 4 quality points
- C = 3 quality points
- D = 2 quality points
- F = No credit

*Only applies if the student takes the AP exam. If the student takes an AP course and does not take the AP exam, the course will be considered the same as an Honors course with appropriate said quality points awarded for an Honors course.

All transferred grades will be converted to the Wayne County Board of Education course grading scale.

Wayne County Secondary Schools Grading Policy

High schools issue report cards every six weeks to all students. The six-week percentage grades will be averaged at the end of the semester to determine the semester grade for the class. If an average of .5 or above is reached, then the grade should be rounded to the higher percentage. Upon completion of the course, passing grades for the first and second semesters will be used to determine promotion, eligibility or credit fulfillment of the graduation requirements as set forth in the state code and county policy.

Make-Up Policy

Upon the first day back after an absence, each student is expected to check with teachers regarding any work and/or evaluation activities missed during the absence. Note that the Make-Up policy does not extend to any assignment made prior to the student's absence. Assignments made prior to the student's absence are to be submitted upon the student's return to class. Other due dates for work remain unaffected by the absences. The student is responsible for taking tests/quizzes announced prior to days missed on the date established.

WCS Make-Up Policy states that, for each day absent, the student will have one day allowed for make-up work. Parents of students who expect to be absent because of illness for an extended period should contact the school by Day 3 to acquire necessary assignments. Assigned work may be picked up at the end of Day 4.

Time and place for making up assignments will be established between the student and teacher. The deadline for making up tests and quizzes is not to extend beyond five school days following the student's return to class.

Certain activities such as labs, lectures, class discussions, or special programs and presentations cannot be effectively repeated or replicated. It should be noted that students persisting in missing the aforementioned activities are likely to lose corresponding points that may be impossible to successfully completed.

Schoology (<https://www.schoology.com/>)

Schoology is an online platform designed to provide parents and students access to keep an accurate account of current academic progress in all classes as well as an online platform for teachers to make assignments, students to take quizzes, etc. To ensure academic success, all parents and students are expected to access Schoology on a weekly basis. If a computer is not available to you at your home, you may check Schoology from any computer with public access, such as the public library or from a cell phone. Schoology also has an app on the Apple AppStore and on Google Play. Teachers are expected to update grades and assignments in Schoology at a minimum of twice a week.

Schoology also features a messaging system so the parent can send a note to the teacher if his/her child is having academic difficulty. Parents are encouraged to contact the teacher with any important questions or concerns, as well as attend parent/teacher conferences in October and March. Parents should understand that emails are designed to make a quick connection and should not be used for more involved issues. Serious concerns should be addressed via a phone call or conference appointment. Students are reminded of the make-up policy and are expected to assume the responsibility of contacting the teacher.

Advanced Placement (AP) Courses

Students enrolled in AP courses must fulfill all AP obligations listed in the course syllabus. Failure to complete any summer assignment may result in a reduction in the student's grade. Students enrolled in an AP course are required to take the AP exam in May. Any student who violates the contract by declining to take the examination will not receive: (a) AP college credit for any semester of the course; (b) will be required to pay a return fee; and (c) will not receive weighted quality points toward GPA. Please see the school's AP Coordinator or guidance counselor for more information.

Marshall University / Mountwest

High school students can earn college credit and gain course experience through dual enrollment options. Dual enrollment means that qualified high school students can be concurrently enrolled in college courses at a **reduced rate**. Dual credit courses taken in high school will count toward both **high school and college credit**.

Beginning with the 2025-2026 school year, anyone wishing to enroll in Honors classes or at Marshall University or Mountwest as a Spring Valley High School student must:

- 1) Earn a proficient score on either the (a) PSAT; (b) SAT School Day; (c) SAT; or (d) ACT. (NOTE: Any student not scoring proficient on the PSAT or SAT School Day can, at their expense, take the SAT or ACT before the beginning of the proceeding school year to qualify for Marshall University or Mountwest)
- 2) Attend an informational meeting along with a parent or guardian.
- 3) Students with a record of excellent academic performance
- 4) Students with a record of excellent attendance (e.g., arriving to school on time, minimal times leaving school early, and 90% daily attendance, and 90% attendance in individual classes).
- 5) Teacher recommendation,

Honors Program

Spring Valley High School offers students the opportunity to qualify for honors courses through several criteria that predict success in advanced courses. Our staff look at multiple measures, including proficiency benchmarks established by our testing partners (e.g., College Board, Progress Learning) and independent assessments like the ACT, attendance, teacher recommendation, and other student-performance data (e.g., ALEKS, Khan Academy SAT prep work, etc). Our goal is to include students who show they can work at a faster pace, can meet higher expectations, demonstrate the ability for deeper analysis and independent study.

Anyone wishing to enroll in Honors classes student:

- 6) Earn a proficient score on either the (a) PSAT; (b) SAT School Day; (c) SAT; or (d) ACT [NOTE: students who do not meet the proficiency benchmark but miss within a 10% may have other factors considered for participation]
- 7) Students with a record of excellent academic performance
- 8) Students with a record of excellent attendance (e.g., arriving to school on time, minimal times leaving school early, and 90% daily attendance, and 90% attendance in individual classes).
- 9) Teacher recommendation

Families and students may appeal decisions to their counselors for consideration.

General Rules, Regulations and Policies

Minor Behavior Infractions

These are behaviors that are outlined in WVBE Policy 4373. These behaviors will be handled by teachers and consequences will be determined by the classroom teacher. However, repeated behavior issues within classroom will be referred to an Administrator.

1st Offense classroom instructor determined consequences as defined by Policy 4373

2nd Offense classroom instructor determined consequences and parent notification with verbal or written response

3rd Offense student will be referred to the Administrator

Major Behavior Infractions

These are behaviors that are outlined in WVBE Policy 4373 and will be referred to the administration immediately and consequences will be determined at the administrative level.

Sexual Harassment

Sexual harassment will not be tolerated in Wayne County Public Schools. Incidents should be reported immediately to administrators, guidance counselors, or teachers.

Nondiscrimination Policy Statement

It is the policy of Wayne County Schools not to discriminate on the basis of sex, marital status, race, color, national origin, religion, age, and handicapping condition against its students and employees in its schools' educational programs and activities and employment as required by these laws: Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights of 1964; Executive Order 11246 (as amended by E. O. 11375), 1968; Federal Policy Interpretation No. 2 (religious objection to participation in coeducational classes) of 1978; Section 504 of the Rehabilitation Act of 1973; P. L. 94-142 of 1976; and other State and Federal Statutes that deal with equity to students and employees.

If you, as a student or employee, believe you have been discriminated against on the basis of sex, marital status, race, color, national origin, religion, age, and handicapping condition, you may

make a claim that your rights have been denied. This claim or grievance may be filed formally with Coordinator Title IX, Wayne County Board of Education, Box 70, and Wayne, WV 25570. 305-272-5116.

Tobacco Policy

Please refer to the WV State Code 16-9A and Policy 4373 for the complete policy concerning tobacco products and electronic tobacco products. Tobacco and nicotine products of all types are prohibited on school grounds and at all school events on school or other grounds.

Searches

Federal and state constitutions guarantee protection for all citizens from unreasonable searches and seizures. State and laws regulate searches and seizures by police officers. Although school personnel are less restricted than police officers in this regard, searches and seizures by school officials must be reasonable. School officials who conduct reasonable searches do not need search warrants. Student lockers and desks are held secure from everyone except school officials or their designees who do have the right to search them. As a student, you have a right to privacy and may reasonably expect that your locker or your persona will not be searched unless the search is reasonable, based upon the information known by officials at the time of search. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that your property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.

DRESS CODE

Wayne County's Policy reflects the requirements of the WVDE policies relating to dress and grooming:

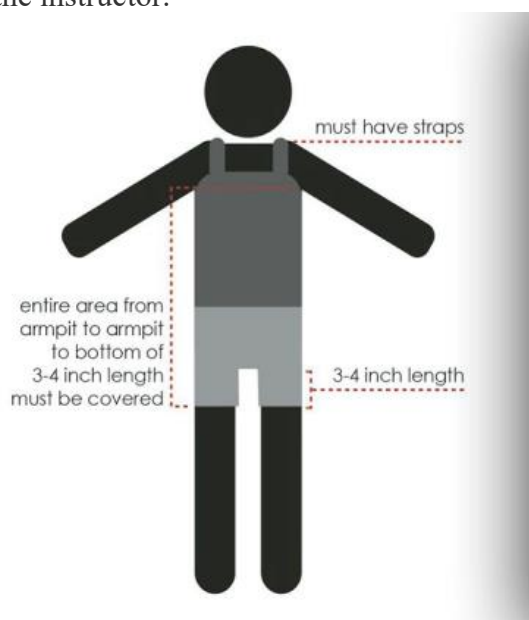
The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program and process of the schools...such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health, safety or welfare of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational process;
- C. distracts or is indecent to the extent that it interferes with the teaching and learning process;

- D. displays or promotes drug, alcohol or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles and at all school-affiliated functions.

Section 1: Basic Overview:

Clothes must be worn in a manner that fully covers all areas of the body between the armpits and the mid-thigh. This means that all skin, and undergarments (i.e., any clothing under their pants, shorts, skirts, and tops) within the identified area of the body are fully covered with opaque or solid fabric. Additionally, all outfits must include straps that connect the front to the back and go over the shoulders. See Image below. ** It is important to note that some courses or specific instructional activities may have additional requirements, these will be communicated by the instructor.



Section 2: Student Must Wear

While following the guidance provided in Section 1, students must wear the following on a daily basis.

- A Shirt (with fabric that fully covers the areas identified in Section 1)
- Pants/Shorts/Skirt or an equivalent garment that covers the areas identified in Section 1
- A one-piece garment that satisfies the requirements of a shirt and pants/short/skirt may be worn in place of those two items. (ie. Dresses, jumper, coveralls)
- Shoes with a sole

Section 3: Students May Wear:

While following the guidance in Section 1, students are permitted to wear the following items.

- Hoodie sweatshirts (hoods cannot be pulled on their head)
- Fitted clothing
- Clothing with rips, provided that the rips do not violate Section 1
- Athletic attire

Section 4: Students May Not Wear:

- Hats
- Attire that is designed to be used as an undergarment.
- Attire that has violent images or language.
- Attire that includes images or language depicting or suggesting drugs, alcohol, vaping, or related paraphernalia.
- Attire that includes images or language depicting or promoting illegal activity.
- Attire that includes images or language that is hate speech or derogatory.
- Attire that includes images or language that is lewd, profane, or pornographic.
- Any clothing that reveals undergarments.
- Accessories that could be used as a weapon or considered dangerous.
- Any item that obscures that face or ears (with the exception of religious observance or personal protective equipment (PPE) when appropriate)
- Footwear with a soft bottom (example slippers)

Section 5: Dress Code Enforcement

Spring Valley High School is first and foremost an educational institution. As such, interactions between school personnel and students believed to be in violation of the dress code should be conducted in a manner to educate the student, not in an attempt to demean or shame them. School personnel should address potential dress code violations in accordance with the guidance below.

- Students should always be treated with respect and dignity. No student should be affected by dress code enforcement due to racial or cultural identity, sexual identity, sexual orientation, religion, or body size/type.
- Students will be given the opportunity to change their clothing or call a parent/guardian for alternate clothing. However, students will not be required to change their clothing unless the dress code violation is deemed egregious or dangerous by administration.
- Repeated incidences of dress code violations will follow a progressive discipline model.

These dress code guidelines are considered in effect during all school days, summer school days, and school activities. Athletic uniforms will be determined by the safety and competitive standards of the individual sport but may not be appropriate to wear during the school day.

Graduation Regalia

The following are the only approved components to be worn for graduation:

- 1) Navy gown for men
- 2) Columbia blue gown for women
- 3) NHS stole
- 4) Honors sash
- 5) Military sash
- 6) School approved cords
- 7) Senior Salute Medalian

No other stoles, sashes or cords are to be worn at graduation.

Graduation cap decorations may not hang off the sides of the cap. Large 3-D embellishments may interfere with the view of students seated behind you and are, therefore, prohibited. Any embellishments should lay flat and not be a distraction. Graduation caps must not have any advertisements, symbols, words or slogans conveying messages inappropriate at a dignified commencement ceremony.

Care of School and Personal Property

Students are responsible for the proper care of all books, computers, supplies, and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage which is done or replace the item or both.

Students should limit items brought to school to those necessary for school activities. The Administration is not responsible for unnecessary items brought to school which are lost or stolen. Thefts should be reported to the office to aid in recovery.

Students wanting to display special signs in the hallways for events or special occasions must have approval from the administration. In no case are signs to be posted on painted walls.

Student Assigned Devices

Wayne County Students are assigned laptops for the use and enhancement of their education. Parents and students are responsible for maintaining these tools and ensuring that they are utilized properly. Students are **REQUIRED** to bring laptops charged and ready to use each instructional day for ALL classes.

- Students are **NOT** permitted to use their personal devices (e.g., MacBook, Dell, etc) as teachers do not have the ability to monitor their activity during instruction;
- Required for ALL classes
- Laptops are to be charged at all times
- Laptops that need maintenance are to be turned into the school's technology contact or front office.
- If a student loses tablet privileges, they are not excused from any course work that requires technology tools.
- Students are required to cover the cost of all necessary repairs to negligent (e.g., lost chargers, cracked screens, etc.)

Academic Integrity

Plagiarism/cheating/academic dishonesty is a serious offense because it halts the learning experience which education seeks to nurture: Independent processing of ideas. In stealing from sources, students kill the imagination, thwart the thinking process, and dishonestly present ideas, words, and work as their own.

Absolute integrity is expected of everyone. Academic and personal integrity entail a firm adherence to a set of values essential to an academic grounded in honesty, trust, fairness, respect, and responsibility.

Academic Misconduct

Academic integrity/cheating: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying other assignments, quizzes or test answers provided, screen shots, air drops, social media and/or other forms of technology, and plagiarism/internet plagiarism. Students who violate this policy may be subject to further behavioral consequences by an administrator or teacher.

ACADEMIC DISHONESTY/PLAGIARISM CONSEQUENCES

1st Offense:

- Academic penalty up to a zero at the discretion of the teacher
- Parent/guardians will be contacted
- Loss of privilege: the student may forfeit their membership in the National Honor Society, the ability to take honors classes and/or dual credit classes at Marshall or Mountwest, co-curricular activities, leadership position(s), etc at the discretion of administration

2nd Offense

- Academic penalty up to a zero at the discretion of the teacher
- Parent/guardians will be contacted
- Loss of privilege: the student may forfeit their membership in the National Honor Society, the ability to take honors classes and/or dual credit classes at Marshall or Mountwest, co-curricular activities, leadership position(s), etc at the discretion of administration
- Suspension – ISS

Breakfast / Lunch

Breakfast is served from 7:15 – 7:45. A grab & go breakfast will be made available for any students who arrive after 7:45. All students will eat breakfast in the commons area. Students will be seated in the commons area. Students are not permitted in any other area.

Lunch will be provided at set times, depending upon the location of 4th period class. During lunch, students are to remain in the Commons area, Student Center, and designated areas outside. They are not permitted in any other areas.

Orders/special deliveries from outside restaurants are prohibited unless delivered by parent/guardian for their own student ONLY in accordance with WVDE Policy 4321.1.

Off-Limit Areas to Students

Students are reminded that certain areas are not accessible during the instructional day and that violations may result in disciplinary action for trespassing.

Off-limits:

- Elevator, unless authorized by administrator
- Vehicles at any time. Once in school, access to a vehicle must be authorized by an administrator
- Academic Wing before the first bell and during assigned lunch unless otherwise given permission
- Other classrooms, gymnasiums, outside area, locker rooms, or any other area of the buildings and grounds including the CTE in which students do not have supervision or authorization to be

Hall Passes

Being out of class for any reason is a privilege. Any student out of class must:

- 1) Have an e-hallpass approved by the teachers
- 2) Have a physical hall pass with teacher's name
- 3) Report to their requested location (i.e., bathroom, office, counselor, etc), then return promptly

Hallway

Students are to walk in an orderly fashion down hallways during break time. Students should only stop to retrieve items from lockers and then proceed to class. Between classes students are not permitted to:

- Go to the bathroom without having an e-hallpass approved
- Obstruct the flow of traffic in anyway
- To loiter in front of the media center, restroom hallways or stairwells

During instruction, only students with an approved e-hall pass and a physical hall pass are permitted in the hallways. Students with a hall pass are not permitted to:

- Stop and distract students in another classroom during instructional time
- Socialize with other students
- Be in any other area other than where they have been approved to be

Violation of these rules will be seen as skipping and disciplinary action will result.

Restrooms

Restrooms are to be utilized during class and in between classes with teacher's permission. Students use the restrooms in front of the gymnasium during their assigned lunch. Students need to remember these facilities are for the use of everyone. Please maintain a clean and hygienic environment. Report needed materials to staff so that it may be restocked timely. Students are **not** permitted to display the following behavior:

- Socialize inside of restrooms or at the communal sink during class time
- Vandalize bathroom facilities
- Obstruct entrance or exit to the restroom
- Smoke or use any other prohibited substances
- More than one person per stall at anytime

Commons

- Students are not permitted in the commons during instructional time
- Before school, during lunch, and after school, students are to be seated at tables correctly
- Students are not permitted to sit in windowsills
- Students are not to loiter in the area between the front doors leading outside at anytime
- Commons area restrooms are to be used only before the first bell, lunch, and after school.
- Only gym classes are permitted to use Commons Restroom during instructional time.

Public Displays Between Students

Students are permitted to hold hands between classes but no student should engage in public display beyond what is appropriate for a school environment:

- Students are not permitted physical contact beyond hand holding outside the classroom that includes but is not limited to: kissing, hugging, caressing or showing any physical affection that is deemed inappropriate
- Students are not permitted displays of physical affection in any classroom during instruction

School Dance Rules

- Only those who are “Students in Good Standing” will be permitted to purchase tickets and attend dances
- Student attire must meet the dress code and all students must be fully clothed at all times
- Students will arrive in a timely manner and NO student, regardless of age will be permitted to leave until the end of the event unless accompanied by a legal guardian
- Students who have several disciplinary actions or attendance violations may not be permitted to attend, as this is a privilege not a requirement
- Students will conduct themselves appropriately
- No lewd or sexually suggestive dancing will be permitted

Violators of these policies will be immediately removed and will face disciplinary actions from administration without refund of entry cost. All requirements of WVDE Policy 4373 are in force whether the dance is on or off school grounds.

Homecoming / Prom Court

Qualifications for running as a candidate for Homecoming Queen, Homecoming King, Homecoming Court, and Prom Queen Court include:

- 1) Student must be in “good standing” as defined by this handbook;
- 2) Students should have a clean disciplinary record with no major infractions that result in OSS or multiple referrals at the discretion of faculty and administration;
- 3) Students must not have any infraction that is a Level 3 or Level 4 as defined by this handbook;
- 4) Student must have no outstanding fees (e.g., computer repairs, parking permit fee, etc)

No one individual can be the homecoming queen and prom queen in the same school year.

Extra- and Co-Curricular Activity Contract

All students involved in extracurricular activities (e.g., all athletics, quiz bowl, esports, etc) and co-curricular activities (e.g., band, theater, etc) are required to adhere to the terms and condition of a contract beginning with the 2025-2026 school year. To minimize the use of in-school or out-of-school suspensions as consequences to violations of our code of conduct, administration will prohibit their participation in practices, games, competitions, etc. Every eligible student will be given a contract for their signature which is available on our website for parents to reference.