

Wirt County High School HANDBOOK



***Mrs. Smith, Principal
Dr. Blake, Assistant Principal
Mrs. Perdue, Secretary
Mr. Myers, Counselor
Mr. Cheeseman, AD***

Revised: August 8, 2023

Wirt County High School

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For information about WCHS, log on to:

www.wirtcountyschools.com

www.wirtecho.com

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Wirt County High School



@WirtHSNews



PRINCIPAL'S MESSAGE

On behalf of the faculty and staff, I take pleasure in welcoming you to Wirt County High School. Starting the school year this fall represents a new opportunity for personal, social, and academic growth. The goal of the faculty and administration of Wirt County High School is to provide an education that encourages and develops social and emotional growth, critical thinking, analytical problem solving, leadership, and citizenship. We urge our students to undertake challenges, become involved in school and community activities, and to make their personal mark on our school.

It is our goal for every student to attain the best education possible. We will make every effort to help you achieve that in your high school career. As a school, we will be successful if every student and parent will contribute positively as we continue to pursue our school's mission of **TIGER PRIDE**.

Wirt County High School has a rich tradition of producing successful students in the areas such as academics, athletics, band, and career and technical education. The success of our students is due in part to our dedicated faculty and staff who believe and carry out the mission of student success. As the principal of this high school, I feel that my main responsibility is to give the school the structure to produce successful students who are College and Career Ready.

The progress that we make in improving educational opportunities at Wirt County High School will be the result of a team effort on the part of students, all staff, parents, and the community. We are very proud of our reputation for academic excellence and achievement. That reputation was built by our dedicated and professional faculty, exceptionally talented students, concerned parents, and supportive community.

I also encourage you to take pride in this school. We have an outstanding staff and student body. Our school pride should be exhibited by high performance in the classroom, strong support and participation in school activities and in the appearance of our campus. Every student at Wirt County High School plays an important role in the success of our school and in the development of a positive and secure learning environment.

The purpose of this student/parent handbook is to provide you with information that will be helpful to you and your parents to help allow our school to operate smoothly. You will learn the expectations which will encourage you to model the good behavior expected by you, your parents, and our staff. The staff is here to support you, challenge you, motivate you, and inform you.

Thank you in advance for your cooperation with our efforts to make Wirt County High School a better place. We will be successful if every student will contribute positively as we continue to pursue our school's mission of **TIGER PRIDE** and prepare you to be College and Career ready.

I encourage you to take pride in this school, your classroom, and the high expectations you have of yourself. Thank you for your commitment to **TIGER PRIDE**. The motivation, ideas, drive, encouragement, passion, trust, and dedication depend on all of us – great teamwork is a must! Our success is built upon the involvement of everyone. When we work together, we cannot be outdone!

I am looking forward to a great school year!

Sincerely,

Mrs. Smith

Mrs. Dottie Smith
Wirt County High School Principal

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Section I: GENERAL INFORMATION

VISION AND MISSION STATEMENT

TIGER PRIDE

At WCHS all stakeholders will work together to create a positive climate in which students can learn and grow academically, socially, and emotionally.

We believe:

- All students deserve a world-class education by improving teaching and learning for ALL students.
- Each person has value and is worthy of respect; therefore, every member of the learning environment will show respect and responsibility for oneself and others.
- The purpose of education is to enable students to develop their intellectual, emotional, social, and physical potential within a safe, orderly, free of bullying, nurturing, healthy, structured, clean, and drug-free environment.
- Close, meaningful relationships among students, parents, community, faculty, and administrators enhance the educational process.
- Rigorous, relevant curriculum, with the effective use of technology, must be the focus of all learning programs.
- Increased efforts must be made to improve student attendance rates and reduce the overall student truancy and suspension rates.



WCHS ALMA MATER

***Our strong bond can ne'er be broken
Formed at Wirt County High
Far surpassing words unspoken
Sealed by friendship tie.***

Chorus

***Alma Mater Alma Mater
Deep graven on each heart
Shall be found unwavering true
Till we from life shall part.***

***High School life at best is passing
Gliding swiftly by
Let us pledge in word and deed
Our love for Wirt County High.***

NOTIFICATION OF NONDISCRIMINATION

The Wirt County BOE believes in the concept of equal educational opportunity for all students enrolled in the public schools of the county. WCHS offers career and technical education programs in Agriculture Food and Natural Resources, Construction and Welding Technology, and Business programs. Admission to these programs is based on interest and availability.

It is the policy of the Wirt County BOE not to discriminate on the basis of race, color, national origin, sex or handicap in its Technical Education (CTE) programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Wirt County BOE not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and section 504 of the Rehabilitation Act of 1973; as amended.

Wirt County BOE will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational or CTE programs.

For information about your rights or grievance procedures, contact Title IX Coordinator, Ms. Carla Brown, at 304-275-4279 or email her at crtaylor@k12.wv.us. Ms. Brown is also the point of contact for 504 and Disability information. Wirt BOE [Policy A-05](#).

EQUAL EDUCATION OPPORTUNITY

The Wirt County Board of Education believes in the concept of equal educational opportunity for all students enrolled in the public schools of the county.

No student is to be denied equal opportunity for participation in any program of the public schools of the county based on race, sex, color, creed, national origin, religion, handicapping condition, marital status, parenthood, or pregnancy.

The purpose of this handbook is to inform parents and students of the WCHS expectations and provide important information. *This handbook may be amended at any time, without notice.* At WCHS, we believe in a shared responsibility among the students, parents, and the school to ensure a positive learning experience.

WCHS STAFF AND FACULTY

WCHS Staff

<i>STAFF</i>	<i>ASSIGNMENT</i>	<i>ROOM</i>	<i>EXT</i>	<i>EMAIL</i>
Adams, Elizabeth	Vocational Agriculture	401	532	Elizabeth.adams@k12.wv.us
Benson, Eric	Business	405	541	ebenson@k12.wv.us
Blake, Robert	Assistant Principal	ADMIN	513	robert.blake@k12.wv.us
Burns, Courtney	Special Education	303	534	cnburns@k12.wv.us
Butcher, Ellen	AM Custodian	102	529	Ellen.butcher@k12.wv.us
Cheeseman, Jack	Carpentry/Welding	502/500	518/549	jack.cheeseman@k12.wv.us
Cottrell, William	Helpdesk	403	540	william.cottrell@k12.wv.us
Daugherty, Callie	Helpdesk/Coding	403	528	callie.daugherty@k12.wv.us
Diehm, Jessica	Therapy	202-A	521	
Dye, Christy	Health/Lifetime Fitness/Parenting	*604-A	527	cbdye@k12.wv.us
Dye, Debbie	Aid	404	516	debra.dye@k12.wv.us
Goff, Isaac	History	206	26	igoff@k12.wv.us
Hickman, Jason	Options Pathway	605		jmhickma@k12.wv.us
Hill, Aaron	Physical Education	Gym	538	aaron.hill@k12.wv.us
Hutchinson, Tiffany	Spanish	304	535	
Lemley, Kary	Business	402	522	kary.lemley@k12.wv.us
Lowe, Scott	Math	409	545	joseph.lowe@k12.wv.us
McCallister, Jennifer	English, Yearbook, Journalism	302	537	jmccallister@k12.wv.us
McCallister, Zachary	Science/Virtual Facilitator	410	546	zachary.mccallister@k12.wv.us
McCloy, Rebekah	English	301	536	Rebekah.mccloy@k12.wv.us
Meeks, Kelli	History	201	525	Kelli.meeks@k12.wv.us
Moore, Amanda	CIS (Communities in School)	400-B	530	Amanda.moore@k12.wv.us
Petrovsky, April	English	301	531	apetrovs@k12.wv.us
Sabo, Joel	Science	411	547	jsabo@k12.wv.us
Sams, Smith, Tanner	Custodial Room	102	529	
Starcher, Lisa	Special Education	404	516	lhardbar@k12.wv.us
Starkey, Tylanda	Social Worker	Office		tylanda.starkey@k12.wv.us
Stevens, Maela	Science	406	542	mtstevens@k12.wv.us
Stevens, Sarah	Math	407	543	sarah.stevens@k12.wv.us
Villers, Joe	Drivers Ed/Special Education	*604-B	533	jvillers@k12.wv.us
Bennett, Burns, Nemeth, Powell	Kitchen	KIT	520	
Yaron, Mike	Art Teacher	609	519	wmbrown@k12.wv.us
Yoak, Taz	Special Education	202-B	521	ttyoak@k12.wv.us

WCHS IMPORTANT DATES

[Wirt County Schools Calendar](#)

Date	Event
August 17, 2023	First Day of School for Students
September 4, 2023	Labor Day – No School
September 15, 2023	Midterm 1 st 9 weeks
October 9, 2023	Professional Learning Day and Faculty Senate for Staff – No School Students
October 16, 2023	End of 1 st 9 weeks
November 9, 2023	Parent Teacher Conference – 3:30-6:30 pm
November 10, 2023	Veteran’s Day – No School
November 15, 2023	Midterm 2 nd 9 weeks
November 20 – 21, 2023	Outside School Environment – No School
November 22, 2023	Out of Calendar Day – No School
November 23, 2023	Thanksgiving Day – No School
November 24, 2023	Curriculum Development –
December 22, 2023	Professional Learning Day and Faculty Senate for Staff – No School Students
December 22, 2023	End of 1 st Semester (End of 2 nd 9 weeks)
December 25, 2023	Christmas Day Observed– No School
December 26-29, 2023	Out of Calendar Day – No School
January 1, 2024	New Year’s Eve Observed– No School
January 15, 2024	ML King, Jr Day – No School
February 2, 2024	Midterm 3 rd 9 weeks
February 16, 2024	Professional Learning Day and Faculty Senate for Staff – No School Students
February 19, 2024	Out of School Environment – No School
March 8, 2024	End of 3 rd 9 weeks
March 25-28, 2024	Out of School Environment Day – No School
March 29, 2024	In lieu of day - Teacher-Pupil-Parent Conference
April 1, 2024	Professional Learning Day and Faculty Senate for Staff – No School Students
April 18, 2024	Midterm 4 th 9 weeks
May 14, 2024	Election Day – No School
May 19, 2024	WCHS Graduation 2:00 pm
May 22, 2024	Last day for students
May 23, 2024	Professional Learning Day and Faculty Senate for Staff – No School Students
May 27, 2024	Memorial Day – All Schools Closed
May 24, 28 & 29, 2024	Outside School Environment – No School
May 30, 2024	Prep Day for Staff

Section II: IT'S ABOUT TIME

Teachers, not the bell, will dismiss students from the classroom. Leaving the classroom without teacher permission is a discipline offense.

REGULAR SCHEDULE		
PERIOD	CLASS TIME	CLASS CHANGE
1 st Period	8:00-8:48	8:48-8:52
2 nd Period	8:52-9:40	9:40-9:44
3 rd Period	9:44-10:32	10:32-10:36
4 th Period	10:36-11:24	11:24-11:27
5 th Period DG: 11 th & 12 th Grades	11:27-12:06	12:06-12:09
<i>Lunch: 9th & 10th Grades</i>		
5 th Period DG: 9 th & 10 th Grades	12:09-12:48	12:48-12:51
<i>Lunch: 11th & 12th Grades</i>		
6 th Period	12:51-1:39	1:39-1:43
7 th Period	1:43-2:31	2:31-2:35
8 th Period	2:35-3:23	
CLUB SCHEDULE		
PERIOD	CLASS TIME	CLASS CHANGE
1 st Period	8:00-8:42	8:42-8:46
2 nd Period	8:46-9:28	9:28-9:32
3 rd Period	9:32-10:14	10:14-10:18
4 th Period	10:18-11:00	11:00-11:03
5 th Period DG: 11 th & 12 th Grades	11:03-11:42	11:42-11:45
<i>Lunch: 9th & 10th Grades</i>		
5 th Period DG: 9 th & 10 th Grades	11:45-12:24	12:24-12:27
<i>Lunch: 11th & 12th Grades</i>		
6 th Period	12:27-1:09	1:09-1:13
7 th Period	1:13-1:55	1:55-1:59
8 th Period	1:59-2:41	2:41-2:45
Clubs	2:45-3:23	
CLUB DATES:		
Last Thursday of each month unless determined otherwise. If we do not need to have clubs, we will cancel for the month to help accrue time.		

2-HOUR DELAY SCHEDULE		
PERIOD	CLASS TIME	CLASS CHANGE
1 st Period	10:00-10:32	10:32-10:36
2 nd Period	10:36-11:08	11:08-11:12
3 rd Period	11:12-11:44	11:44-11:47
5 th Period DG: 11 th & 12 th Grades <i>Lunch: 9th & 10th Grades</i>	11:47-12:22	12:22-12:25
5 th Period DG: 9 th & 10 th Grades <i>Lunch: 11th & 12th Grades</i>	12:25-1:00	1:00-1:03
4 th Period	1:03-1:35	1:35-1:39
6 th Period	1:39-2:11	2:11-2:15
7 th Period	2:15-2:47	2:47-2:51
8 th Period	2:51-3:23	
9 th Period	2:49-3:19	
3-HOUR DELAY SCHEDULE		
PERIOD	CLASS TIME	CLASS CHANGE
1 st Period	11:00-11:24	11:24-11:28
2 nd Period	11:28-11:52	11:52-11:56
3 rd Period	11:56-12:20	12:20-12:24
4 th Period	12:24-12:48	12:48-12:51
5 th Period DG: 11 th & 12 th Grades <i>Lunch: 9th & 10th Grades</i>	12:51-1:23	1:23-1:26
5 th Period DG: 9 th & 10 th Grades <i>Lunch: 11th & 12th Grades</i>	1:26-1:58	1:58-2:02
6 th Period	2:02-2:26	2:26-2:30
7 th Period	2:30-2:54	2:54-2:58
8 th Period	2:58-3:23	

SCHOOL CLOSINGS

INCLEMENT WEATHER: If school will be on a two-hour delay or canceled because of inclement weather, please tune in to the following radio and TV stations for information on Wirt County School closings. Radio/TV announcements are not normally made until 5:30 – 6 a.m. Information will also be available at the WV Department of Education website at <http://wvde.state.wv.us/>. Wirt County [Policy A-02](#).

RADIO	TV	Other
95 XIL	WSAZ-3	Parent Link Call
WVRC-Spencer	WCHS -8	
WDMX	WTAP-4	
WBRJ – Marietta	WDTV - 5	
WKYG		
WADC		

HIGH WATER: If rising water forces us to send students home, you may call the school at 304-275-4241 for updated information as to school closings. Please feel free to call the school to inform us of high-water conditions in your area.

Section III: STUDENT SERVICES/SUPPORT

ASSEMBLY COURTESY

Students are expected to arrive at the assembly area quietly and go to front of the auditorium to fill in all seats from the front toward the rear. All students are to be courteous and attentive during all assembly programs. Visitors to our school deserve our respect. Misbehavior of any kind will result in normal discipline procedures. A record of courteous conduct is considered the prerequisite for attendance to assemblies. Students are not to bring ANY items to the auditorium unless otherwise instructed.

AUTHORITY OF TEACHERS AND OTHER SCHOOL PERSONNEL

A teacher or bus driver may exclude any student from a classroom or bus if they are guilty of disorderly conduct, interfere with the orderly educational process, willfully disobey a school employee, or use profane or abusive language toward a school employee. When a teacher excludes a student, the teacher must contact the parent(s) via telephone to setup a conference to have the student readmitted to the classroom. The conference shall include the student, teacher, principal or assistant, a counselor, and the parent/guardian of the disruptive student.

A principal must suspend and recommend a twelve (12) month expulsion for any student who: possesses a firearm or other dangerous or deadly weapon, physically assaults a school employee, or sells narcotic drugs on the school grounds or at a school sponsored function.

Principals must immediately suspend any student who commits an act that constitutes a felony or possesses any controlled substance.

Principals may suspend any student who: threatens to injure or injures a pupil or school employee, is guilty of willful disobedience, uses profane or abusive language toward a school employee, uses/possesses tobacco on school property, defaces school property, participates in a fight, or violates school rules.

TIGER PRIDE EXTRA FOOD PROGRAM

Wirt County High School provides students food on the weekends and during holidays if requested by the student or parent. This is a service that we at WCHS have been providing to our students for many years. If you are interested in having a supplemental bag of non-perishable food being sent home on weekends with your son or daughter, please contact the main office at Wirt County High School.

BULLYING, HARASSMENT, AND/OR INTIMIDATION

Bullying, harassment, and intimidation are defined by the Wirt County Board of Education Policy as “an intentional gesture, or any written, texted, verbal, or physical act that is sufficiently inappropriate, severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment or that a reasonable person under the circumstances will have the effect of

- a) harming a student.
- b) placing the student in reasonable fear of harm to his or her person.
- c) damaging a student’s property; or
- d) placing a student in reasonable fear of damage to his or her property.”

Students may be recommended for counseling services if found to be in violation of bullying, harassment, or intimidation. Disciplinary action may also be recommended in accordance with the Wirt County Schools Behavior Policy and/or the WV Student Code of Conduct. A copy of the Student Code of Conduct including the bullying, harassment, and intimidation policy may be obtained through the school office.

CELL PHONES OR OTHER DIGITAL DEVICES

Wirt County High School (WCHS) understands today that cell phones are an important connection between family members; however, at school the need for cell phones is lessened. Staff will determine the cell phone expectations in their classroom and will post in their syllabus. If a student is utilizing a device that is causing issues, discipline action will be taken. Acceptable Use Policy will be followed.

CLASS DUES

To be a class member and a member of the student body in good standing, class dues are paid by each student during the school year. The dues for each year are \$10 unless class votes to increase. Students must pay class dues, including those owed from the previous year, to participate or attend the following: Class officers, student council officer/ members, prom, homecoming court and dance, senior trip or any school activity sponsors wish to include. Dues are collected at the beginning of the school year; however, in cases of special need, arrangements are to be made with the student’s DG teacher. If dues are not paid or arrangements are not made by the appropriate date, students will not be permitted to participate in or attend the above activities.

CLOSED CAMPUS

West Virginia state law dictates complete school responsibility for student supervision for the entire length of the school day. To adequately provide that supervision, it is necessary to restrict students to the school campus for the duration of the day. No food may be delivered to the school for students unless a parent brings it to the office to be delivered. Students are not permitted to order food for breakfast or lunch during the school day for delivery to the school. Students who drive to school and leave the WCHS campus without permission shall have their parking permits revoked for a period not to exceed six weeks as well as other disciplinary actions according to the WCHS Behavior Policy.

CONDUCT

Display of affection in public is considered in poor taste as is clothing that is offensive to anyone. Respect and courtesy are due parents, teachers, public officials, all other adults, and all other students. Rights of people regarding public and private property should be respected. Do not damage or use private or public property without permission. Profanity, stealing, cheating, littering, forgery, impudence, boastfulness, and other types of obnoxious conduct are low standards of behavior, and every effort will be made to eliminate them. Poor conduct may result in disciplinary actions in accordance with school, county, and state policies.

Public Displays of Affection

WCHS recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others near uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- Kissing
- Fondling
- Cuddling
- Inappropriate touching
- Rubbing/massaging
- Caressing/stroking/petting
- Excessive hugging

Inappropriate Public Displays of Affection (PDA) will not be tolerated. Students caught engaging in such practices are subject to the following disciplinary actions:

- 1st Offense = Verbal Warning. Parents informed of the issue.
- 2nd Offense = Five days of detention. Parent conference on the issue.
- Subsequent Offenses = Three days of in-school placement. Parent conference on the issue.

Being overly affectionate in school creates an environment that is not conducive to learning, therefore students shall refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully, always.

COURSE CHANGES

A request for a schedule change is made through the Guidance Office, according to the following guidelines:

- Student was placed in an incorrect course level, or an error was made in scheduling.
- A physician has certified the student is not able to meet the course requirements.
- Changes will be made only during the first three (3) days of each semester.

- The replacement course must have available space.
- If a teacher requests or recommends a schedule change, it will be considered after other variables are reviewed.

The principal will evaluate changes on an individual basis. After an appropriate amount of time has elapsed, a schedule change will only be considered when: A student is obviously misplaced, i.e., verified by test scores or teacher. The teacher and the parent (also student if possible) must communicate with each other regarding the request.

A student requesting a course change must have both the course teacher from where they are leaving and the course teacher to where they are changing sign the “Teacher Course Change Permission Form”.

COURSES OFF-CAMPUS

There are some students who are permitted to attend an off-campus course at one of the local colleges/universities. These students must meet the established criteria for taking off campus courses. Interested students can check with the WCHS counselor for more information, however, students will need to have a minimum of a 3.75 GPA to be considered. Students that attend these courses must sign out and go to their classes at their specified locations. In addition, students are not permitted to be at WCHS when these courses are meeting due to college/university differences in school year calendar or events.

CORRIDOR COURTESY

1. Keep corridors open. Do not block traffic by standing or sitting in groups.
2. Pass through corridors quietly. Be considerate of others in the hall and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

Students are to leave the building within 10 minutes after dismissal unless under the direct supervision of a teacher or coach.

DANCES

Middle school students and adults 21 and over are not permitted to attend dances at WCHS. All school rules apply to dances. If bringing an outside guest, a permission form must be obtained and returned within guidelines, and approved by administration.

DETENTION (Noon)

Students are assigned Noon Detention for minor infractions of school/county policies. Lunch time detention will be during 1st and 2nd lunch. Students assigned noon detention will serve during their regularly scheduled lunch in Room 410. Students will eat their lunches in detention. Rules for lunch detention:

1. Report directly to Room 410.
2. Students must bring assignments or a textbook.
2. No talking
3. Remain seated in assigned seat
4. No talking in the hallway or in the lunchroom
5. Be cooperative
6. Do not be disruptive

7. Complete the WCHS Detention Progress Form

*** If any of the above requirements are not being met, students will receive at least one additional day of noon detention.

After School – report to the main office promptly at 3:30 pm. Detention will be from 3:30 to 4:30 pm.

DISCIPLINE

Good discipline, as evidenced by the appropriate conduct and action by students, must be maintained. School authorities have power to establish rules governing student behavior. It is not necessary that rules be written in cases of generally unacceptable conduct. Every action that interferes with the orderly operation of schools cannot be anticipated and specifically forbidden. Believing that human control of student behavior through reasonable exercise of authority is essential to good discipline, the West Virginia State Codes, the local board of education and/or the school shall make and support rules and regulations. Students shall be held responsible for their conduct and their behavior.

DRESS CODE

Students should dress comfortably according to existing weather conditions and do so in good taste. The student code of conduct stipulates that students' mode of dress must not be detrimental to the educational process. The administration reserves the right to make the final decision of attire acceptable during the school day. Students who are in violation of the dress code will have the opportunity to correct any deficiencies. Students will not be able to attend class in attire that is in violation of the dress code. Students who refuse to comply with administrative requests to change their attire, or students who are in constant conflict with the dress code, will be considered insubordinate and will be disciplined accordingly. Students are expected to use good judgment and common sense in their selection of clothing. The following guidelines have been established for the comfort and safety of students and the effective operation of the school.

1. Students are not permitted to wear tank tops, tube tops, halter tops, spaghetti straps, short shorts, see-through shirts, off the shoulder shirts, shirts that are too short to be tucked in, or clothing accessories that are a safety hazard such as baggy pants, chains, ropes, etc.
2. Students' shorts, skirts, or dresses will be mid-thigh or longer.
3. Students' clothing must always keep all undergarments covered. Holes in students' pants must be below the mid-thigh. Students are not permitted to wear pants or leggings that are see-through. If a student chooses to wear leggings, then appropriate article of clothing must be covering the leggings.
4. The wearing of clothing that is overly tight will not be permitted if it is distracting or inappropriate for school.
5. Students are required to wear shoes for health and safety reasons.
6. Students will not wear sunglasses or hoods (from hoodies) in the building.
7. Students are not permitted to wear any clothing that has inappropriate language, innuendos, or patterns, as well as any clothing advertising drugs or alcohol use.
8. Do dress so that what you wear reflects the high expectations that we all have for our students. As a rule, if you are not certain your clothing is suitable, wear something else.

Note: At all times, the school's administration reserves the right to restrict any attire that causes disruption of the educational process. Administration also has the right to consider any current fashion to determine its acceptability for school wear.

DRUG/ALCHOL POLICY

Drugs, drug paraphernalia, alcohol, and any other unauthorized substances in any amount are not allowed on school grounds at any time. Students under the influence of drugs or having drugs on their person or clothing will be considered in violation of Level IV.

Students possessing, distributing, or being under the influence of alcohol will be considered in violation of Level III. Being under the influence of alcohol shall include having the odor of alcohol on the breath or the person. Drugs/alcohol found in a locker shall be presumed to be in the possession of the student to whom such locker is assigned. Prescription, non-prescription, dietary supplements, vitamins, tablets, capsules, or powders of any kind will be a violation of Level III and subject to the student being suspended and referred to the Board of Education for expulsion.

WCHS will be partnering with the Wirt County Health Services Association and The WV Higher Education Policy Commission for the implementation of the PASS (Prevention of the Abuse of Substances in Students).

The PASS Program is a substance abuse prevention program designed to change the culture surrounding substance abuse in Wirt County. All students who are involved with extracurricular activities such as sports, FFA, FBLA, Band, Hi-Y, etc. or drive to school, or are enrolled in Simulated Workplace are subject to a random drug test.

Wirt County BOE [Policy J-02](#).

EDUCATIONAL LEAVE

Students may apply for an educational leave. Leaves of educational value must be in accordance with these stipulations:

- Prior approval of the principal/designee.
- Prior 10 days submission and approval of educational plan detailing objectives and activities.
- Leave not to exceed 10 days – verification of implementation of educational plan immediately upon student's return.
- Leave exceeding 10 days require prior Wirt County BOE approval.

**Forms available in school office.

ELECTRONIC DEVICES

The school is NOT responsible for theft or damage of items brought to school. Personal laptops, IPADS, personal jump drives, and IPODS, etc. are not to be used in the classroom without permission from the teacher. Students are not permitted to have laser pointers on school property or school buses. All student cell phones, pagers or telecommunication devices, if brought to school, must be turned off during school instruction. All electronic devices can be searched by the administration when there is a reasonable cause. IPods, IPads, smart watches, etc. that are being used to text through the school network will be treated as cell phones for discipline purposes. The classroom teachers reserve the right to determine if devices are to be out during class time.

EMERGENCY EVACUATION

In the event of an emergency other than a fire drill, the student will quietly and quickly follow the direction of the nearest teacher or staff. Leave all personal items behind.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

Wirt County Schools policy, Expected Behavior in Safe and Supportive Schools, Policy 4373, sets the expectations for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. It addresses such issues as racial, sexual, religious/ethnic harassment and violence, substance abuse and tobacco control, student rights and responsibilities, and student code of conduct. This policy may be found at wirtcountyschools.com under [Policy J-01](#).

EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities of school groups must be approved by the principal. Application forms may be obtained in the principal's office. All functions must be supervised by a teacher(s).

Students who participate in any extra-curricular activity must have maintained at least a C average (2.0) for the semester preceding their participation and have a signed consent form for random drug testing.

To be eligible to participate in any extra-curricular activity, a student must have been in attendance for the entire school day on the last day that school was in session prior to the event. The principal may make an exception to this restriction for a partial day absence which in his/her own opinion was an unavoidable emergency.

Misconduct at extra-curricular activities will result in disciplinary action and could include loss of privileges to attend events.

FIELD TRIPS

To participate in any field trip the required permission slips must be turned in; phone calls will not be accepted. Students must return from the activity by the same means in which they arrived unless a written note from the parent/guardian, authorizing their child to travel with his/her parent/guardian, has been submitted. Parents taking students home from an event must personally sign the child out with the person in charge of the sign out sheet. A parent or other adult designated by the parent can assume responsibility for transporting another child only with a written note signed by the parent. This party must sign the student out on the proper forms. This note must be pre-approved and verified before the child leaves the school or the event.

Students who have 5 or more unexcused absences or currently have an "F" average in a class or according to the discretion of the administration may not be eligible to participate. Students participating in field/extracurricular trips or activities must be in good academic standings.

Students are not permitted to drive themselves to any out-of-county event. For any trip, a list of eligible students must be submitted to the office 1 week prior to the trip.

FIRE DRILLS

Drill procedures will be explained in each class. Drills will be conducted regularly throughout the school year. Procedures are quite simple:

1. When the alarm sounds, quickly fall in line, and follow the established route.
2. Stay with your group. Maintain good order and silence.
3. Students should not block any roads, so that emergency vehicles can get to any part of the campus without difficulty.

GRADUATION CEREMONY and Awards Assembly

Graduation practice is required for all seniors who are participating. Each student is expected to arrive on time to participate and must follow all school rules. Students who do not participate, will not walk at graduation.

Dress code for graduation is as follows:

Ladies: A dress or dress shirt with dress slacks or skirt and dress sandals are permitted.

Gentlemen: Dark slacks with a shirt and tie, dress socks, and dress shoes.

Absolutely no shorts, jeans, tennis shoes, sneakers, sport shoes, flip flops, or work boots.

A cap, gown and tassel from Jostens is a requirement. If you cannot afford one, please borrow or see administration.

To be eligible to participate in the graduation ceremony, students must have completed all their educational requirements prior to the last day the senior class members are required to attend classes. Students who do not successfully complete these requirements may not be eligible to participate in the graduation ceremonies.

Students who have completed all the requirements of graduation prior to the last official day of the school year as set by the Wirt County BOE will then be eligible to receive their diploma. Wirt County BOE [Policy I-06](#).

Awards Assembly Dress Code: Students will wear their gown during the Awards Ceremony.

GUIDANCE

WCHS Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores; help with home, school, or other concerns and peer mediation; or any question the student may feel a need to discuss with the counselor. Many times, the school counselor is busy so students are to wait no more than 5 minutes unless there is a crisis in which case the student shall be referred to one of the building administrators.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from administration or their current teacher. Students should plan to make restroom visits before school, at lunch and in between classes, not during instructional time. Students will use the sign in/out system.

If tardy to school, students are to have a pass issued from the main office to enter class.

HOMECOMING

The Homecoming Court shall consist of a queen, Miss Tiger, three princesses, escorts, and attendants from WCPC. To be eligible, a student must:

1. Be a full-time student at WCHS.
2. Seniors must have completed at least one full year at WCHS.
3. Have a 2.0 GPA.
4. Must not have been retained in grades 9-12.

The senior class is responsible for the selection of three girls from that class to be candidates for Homecoming Queen. The entire student body shall vote for the queen candidates. The girl with the highest number of votes will reign as Queen: the other two shall serve as Maids of Honor. The name of the Queen will not be announced until half-time during the football game. The principal or designee shall count the votes and ensure that no one else knows who has been selected as queen. The candidates and princesses shall choose their escorts from the eligible boys in their respective classes. The freshman, sophomore, and junior class shall each select a princess from among eligible girls in the class. The Queen Candidates shall choose attendants from WCPC.

The football team will choose Miss Tiger. Head coach and team captains will determine election results and report to Student Council Adviser.

HOMEWORK

Homework is an integral part of the educational process and a major portion of a student's grade at WCHS. The overall purpose of homework is to aid in bringing about higher student achievement, successful completion of learning outcomes, and the reinforcement of concepts and skills to be mastered. WCHS homework serves to:

- reinforce the present day's lesson
- prepare for the next day's lesson
- reinforce acquired skills and develop study habits
- help develop a sense of responsibility
- prepare students to face the demands presented through life
- teach students independent learning
- incorporate available materials and media in the home: books, magazine, newspapers, television.

HONOR CLASSES

WCHS offers a series of Honor classes, designed to provide a more challenging course than the regular course offering. Honor classes are not weighted classes. These courses are designed to help prepare students for Advanced Placement courses and dual college courses.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, he/she is to tell the supervising teacher of his/her illness or injury. If necessary, we will try to contact the student's parents or guardian for information or transportation agreements. Emergency contact information will be collected for each student early in the school year and the school secretary should be notified of any change in this emergency contact information throughout the school year. In cases where the parent cannot be contacted, we will use our best judgment in dealing with injured or ill students with the student's welfare in mind.

LIBRARY

The library opens at 8:00 a.m. daily. Since it also serves the public, there are evening hours, too. Books may be checked out for a two-week period with one renewal (usually). Fines on books are five cents per day. DVD's check out for three days and have a fine of twenty-five cents per day. There is an amnesty (no fine) day every Thursday. For seniors, check out ends three weeks prior to their last day and all materials are due approximately one week before their last day of school. For underclassmen, check out ends three weeks prior to the last day of school and all materials are due approximately one week before school is out. The library follows a policy of no food, candy, or drink. All printing and copying are fifteen cents per sheet. The library follows the school's Acceptable Use Policy for computers.

LOST AND FOUND ITEMS

Articles found in and around the school should be turned in to the main office, where the owners may claim their property by identifying it. After a reasonable time of display in the lost and found box, unclaimed items will be donated to a local charitable agency.

MEDICATION / ALLERGY CONCERNS

As per state law, schools are not permitted to provide medication of any type other than first aid. Students should take their medication at home when possible. Students who must take medication at school should discuss their situation with the school nurse or administrator and complete the necessary forms. All medication will be kept in the office unless otherwise stated by the physician.

Students are not to provide medicine or pills of any kind to another student or accept medication or pills from another student. Violation of this policy may result in serious disciplinary action. Students are not allowed to possess any kind of medicine, pills, or supplements while in school. Any item that looks like a drug or illegal substance and is furnished, used, sold, or possessed by a student may be considered as the same violation as having an illegal substance in school and may be referred to the board of education for possible expulsion.

All medication that needs to be given at school, including long-term, short-term, or over-the-counter medications, must be in the original container, and have an accompanying written, signed physician's order with specific instructions.

Students who require emergency medications such as an asthma inhaler or an Epi-Pen may carry these medications on their person if the school nurse has a physician's order on file and the student has demonstrated competency in usage of the medication and has been signed off by the school nurse.

Students will not be allowed to transport medication to and from school for safety reasons. A responsible adult must bring all medication to the school office. Parents or guardians are responsible for picking up any leftover, unused medication at the end of the school year. Medications not claimed will be properly disposed of. See BOE [Policy J-05](#).

NETWORK AND INTERNET ACCEPTABLE USE POLICY

There is NO expectation of privacy on any school owned computer or a computer or phone using the school network at any time.

Wirt County Schools (WCS) support instruction using educational and administrative computers, school licensed software and other media, as well as networks and servers. WCS also provides Internet access to all students. Our goal in providing these services is to promote educational excellence in the school facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. Access to the Internet will provide students with an infinite number of resources while exchanging messages with users throughout the globe.

With access to computers and people from around the world also comes the availability of material that may not be of educational value in the context of the school setting. On a global network, such as the Internet, it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from on-line access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

Guidelines are provided to establish the responsibilities of anyone using WCS computers, media, computer networks, and the Internet. If a user violates any provisions stated in all existing federal, state, local board, and school laws, regulations, and policies, his or her privileges will be terminated, and future use could be denied in accord with these laws and policies.

To gain access to the Internet, all students must obtain parental permission. All terms and conditions as stated in this document are applicable to any WCS network. Violation of any of the mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

Terms and conditions form, and agreement and parent permissions forms are available in the school office.

The AUP policy is located at wirtcountyschools.com under [Policy J-08](#).

NONPAYMENT OF FEES, EQUIPMENT, AND NONRETURNED BOOKS

Students will not be granted diplomas, report cards, transcripts, or be permitted to withdraw until all fees are paid and books are returned.

PERSONAL PROPERTY POLICY

Students, not the school, are responsible for their personal property. If it is necessary to bring money to school, leave it at the office for safekeeping. Do not leave money or valuables of any kind laying around or in your computer bag.

PHOTOGRAPH/PUBLISH

Periodically students may be photographed or videotaped individually or in groups by various media sources, including television news, crews, newspapers, and the school sponsored journalism courses. Parents have the right to deny the school permission to publish photographs and/or videos of their students. If a parent wishes to deny permission to photograph and/or publish, he or she should indicate "Do Not Photograph" on the form in the Back-to-School packet.

PHYSICAL ALTERCATION

If a student is involved in a fight or instigated a fight at school between other students, he/she may be suspended either in or out of school. He/she may also be assigned to lunchtime detention. According to public laws, he or she is causing a public disturbance with this altercation my also receive a court summons for violation of the state law.

PLEDGE

Wirt County High School begins the school day with the Pledge of Allegiance. All students are required to be respectful during this time.

POSTING AND DISTRIBUTION OF PRINTED MATERIALS

Posters and other materials which are to be posted, displayed, or distributed must have prior approval from the administration. Failure to do so may result in the removal of the material and/or disciplinary action.

PROM

The Junior Class is responsible for the Prom and the Royalty. To be eligible for the Prom Court a student must:

1. Be a full-time student at WCHS.
2. Have a 2.0 GPA.
3. Have 5 or less unexcused absences.

Attendance to the Prom is by invitation only; guests to the Prom must be accompanied by the invited student of WCHS. Guests must be in high school or above but also below the age of 21. Out-of-school guests will need to have the proper form completed, approved prior to the date of the Prom, and present a current photo ID at Prom.

PUPILS LEAVING SCHOOL OR SCHOOL GROUNDS

To obtain permission to leave while school is in session, a student must present a written request from a parent/guardian to the office prior to first period. Only an administrator can excuse a student to leave school early. This note should contain the following information:

3. Student name
4. Date and time to be excused
5. Reason for leaving school
6. Parent/guardian's signature
7. Telephone number where parent can be reached to verify the request.

Students will pick up their dismissal slips from the office and then must sign the online form before leaving the building. Students will not be permitted to leave school property on a phone call only! Please do not call to ask.

RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY STATEMENT

It is the Policy of WCS that racial, sexual, or religious/ethnic harassment and violence will not be tolerated under any circumstances. All persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, or religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, sexual orientation, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his/her job. Harassment and violence are prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events.

Some examples of harassment and violence may include, but are not limited to unwelcome patting, pinching, texting, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group. If a staff member or student feels that his/her emotional well-being is affected by such conduct, a complaint should be filed by contacting his/her school principal, assistant principal or guidance counselor or by calling: WCS Board of Education (304) 275-4279.

RELEASE OF RECORDS

Wirt County High School will release student records to authorized agencies such as Social Service or other schools only. Included in this record will be the following:

1. Courses taken by title
2. Credits granted by course
3. Total credits
4. Verification of graduation
5. Attendance
6. Standardized test scores
7. Grades earned in each course

WCHS will NOT release to private individuals without permission of parents of graduates of WCHS.

RESTROOM COURTESY

Please treat the rest rooms throughout the school with respect. Leave the rest room in as good, if not better, condition as you found it. Vandalizing restrooms will result in loss of privileges and disciplinary action which includes costs to repair and replace.

SCHOOL BUSES

Students riding school buses are under school authority from the time they arrive at the designated bus stop, get on the bus in the morning, and until they have returned to their respective homes. Students may not get off the bus in the evening until it reaches the authorized point of designation without prior approval and school issued bus note.

Students shall not ride buses other than those to which they are assigned to ride, unless they have a note from parents requesting, they ride another bus and approval by bus driver.

Students must obtain a written note from the secretary in order to board a bus as a guest. Parents must write a note or call the school for approval.

SCHOOL SPIRIT

School spirit is more than outward display of enthusiasm at athletic contests. It is the total attitude toward school. Doing the best by giving the most, setting a good example, doing what is best for the school as a whole and good morale are all school spirit.

SIGNING OUT

Students will only be allowed to sign out of school under the following guidelines:

1. A parent/guardian personally signs out and picks up the student in the office.
2. A note signed by the parent/guardian is presented to the principal or assistant principal with a telephone number where the parent/guardian might be reached during the day for verification of authenticity of the note. If there is any doubt as to the note's authenticity, the student will not be permitted to leave school.
3. Students must have administration permission prior to signing out regardless of the student's age.
4. No phone calls will be accepted for signing out.

SPECIAL EDUCATION

To comply with Federal and State guidelines related to Policy 2419 Individuals with Disabilities Educational Act "IDEA" WCHS provides a full range of Special Education and related services for students diagnosed with cognitive, learning, behavioral, communication, physical and sensory disabilities. In addition, a procedure is maintained to ensure the right to a free and appropriate educational opportunity for any student found to have a medical or psychological condition that may adversely affect his/her academic progress (504 Plan).

In accordance with Federal, State and Local Educational Agencies (LEA) policies, procedures are in place to identify, evaluate, diagnose, and plan for these students to operate on a continuous basis with service available through the following programs. Mentally Impaired, Learning Disability, Behavioral Disorder, Physical Handicapped, Occupational Therapy, and Gifted.

Administration, faculty, parents, and students may make referrals as needed for such services. Further information may be obtained by contacting the school principal or the Special Education office at 304-275-4279. Wirt County BOE [Policy A-03](#)

SPECTATOR CONDUCT:

SPORTSMANSHIP

The spectator and the participant represent the school; therefore, both have an obligation to be true sportsmen, encouraging through their behavior the practice of good sportsmanship toward others. Good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.

Treat visiting teams and officials as guests, extending to them every courtesy. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

School rules apply to all school activities, including sporting events in or out of county.

STATE REQUIRED TESTING/ASSESSMENTS

Students refusing to take State required assessments may not: receive a parking permit for WCHS; not be able to hold an office in any school organization; attend school sponsored functions; and not participate in extracurricular activities. This will be in effect for the 2019-2020 school year and following.

STUDENT ATHLETE SIGN OUT

Students will ride the school bus or the provided transportation from WCHS or field to the school sponsored athletic game. A student may leave after the athletic game or their event at a track meet if the coach has dismissed the team member or members to leave. A parent, grandparent, or a person listed on the student's school registration form and previously verified note may sign a student out from the athletic event with the coach.

A note must accompany the student the morning of the event; this note must be given to the coach for verification. Students must be in school 50% of the school day to be eligible to attend and participate in practice or game situations on this day.

If the athlete is absent the day before a weekend event is scheduled, they are ineligible to participate.

STUDENT CODE OF CONDUCT

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development. This student code of conduct is in accordance with Wirt County BOE Policy.

- Students will help create an atmosphere free from bullying, intimidation, and harassment.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control, and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by

cooperating with others.

STUDENT COMPLAINT PROCEDURE

If a student or student organization has a school related problem or complaint, the following procedure must be followed:

1. Consult the person with whom the problem originated. (Teacher, etc.)
2. If the problem is not resolved, the teacher or student will make an appointment for the student to see the guidance counselor.
3. If the problem is not resolved at that level, the counselor will make an appointment with the principal for the student.
4. If the problem cannot be resolved by the principal, the principal will make an appointment with the superintendent for the student.
5. If the problem is not resolved satisfactorily, the student may then appeal to the Wirt County BOE.

ALL STUDENTS MUST FOLLOW THE ABOVE COMPLAINT PROCEDURE.

Students who cause a disruption of the regular school operation (student walk-out, strike, etc.) or who cause any disruption of the regular school process will be dealt with according to the Wirt County Board of Education policy.

STUDENTS ENTERING THE BUILDING

Students should only use the front entrance behind the library or the side entrance by the gym in the morning to enter the building. After 7:55 am, all students will need to enter the school through the front entrance and sign in at the office.

ALL visitors are required to enter the front doors and register in the office.

STUDENT PARKING

The WCHS student and his/her parent/guardian must register and sign the "Student Parking Form" and have the principal's permission before driving any vehicle onto WCHS school property. School buses are provided to transport students to and from school each day; therefore, having a vehicle at school is not a necessity. Parking facilities are an extension of the school and deemed school property. School officials have the right and responsibility to control and maintain the orderly operation of such property. All students obtaining a park permit/driving to school must have a signed consent form on file with the school principal for the Wirt County Schools Drug Prevention Policy.

PARKING PROCEDURES

The following procedures shall apply to the use of motorized vehicles driven onto WCHS property by student drivers:

- The student driver's license and proof of insurance must be copied by school personnel and attached to the "Student Parking Form". The student driver and his parent(s) or guardian must sign the "Student

Parking Form” that contains a waiver prior to the issuance of a parking permit.

- The student must purchase (\$10.00) a parking tag to obtain a parking space; there is no open parking for students. The parking tag must be displayed on the rear-view mirror of the student’s vehicle, or the vehicle may be towed at the expense of the owner, and no excuses will be accepted.
- The student driver must always observe the parking and driving rules.
- The student will provide the school administration with access to the interior of any vehicle driven onto WCHS property, which in the administration’s judgment may contain any contraband such as but not limited to alcohol, illegal drugs, weapons, or explosives.
- The student’s failure to comply with these procedures and rules or any part thereof, may forfeit a student’s privilege of driving a vehicle onto WCHS school property.
- Students must complete and submit a consent form for the WCHS’ Drug Prevention Program on file in the school office.

DRIVING AND PARKING RULES

- The student driver must observe a 5-mile per hour speed limit in the parking area and a 10-mile per hour speed limit on entrance and exit roads. No exceptions. Any violation of this rule will be immediate suspension of parking privileges for a period of up to 30 days.
- The student is always prohibited from sitting in his/her vehicle. When the car is parked, all students must leave the vehicle and enter the school building. Students may only go to his/her vehicle with permission from the office.
- Students’ transporting other students is highly discouraged, but if an occasion does require one student transporting another both parents must send a signed note to the principal.
- The student’s vehicle must face into the parking space, no backing in.
- The student’s vehicle parked on WCHS school property should be locked and the windows closed, the school is not responsible for lost or stolen items.
- Students cannot leave the school campus without permission from an administrator.
- The student’s vehicle is to be parked in their designated spaces.

Student parking is a privilege. Parking passes are available to purchase during Open House and the first day of school. All forms and information requested must be submitted before students are permitted to park on school campus.

STUDENT RIGHTS AND RESPONSIBILITIES SUMMARY STATEMENT

Section I: Rights and Responsibilities of Students: Rights and responsibilities go hand in hand. As a student in this state, you have basic rights and responsibilities. As a student, it is your responsibility to obey rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

Section II: A Thorough and Effective Education: Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it.

Section III: Student Inquiry and Expression: The United States and state constitution's guarantee certain freedoms and responsibilities that go with them, including freedom of religion, speech, the press, to assemble peaceably, and to petition the government.

Section IV: Co-Curricular Activities: Regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have a right to participate in extracurricular activities.

Section V: Personal Appearance: As a student, you have the right to choose reasonable styles of dress and hair.

Section VI: Privacy: You have certain privacy rights in your school records.

Section VII: Contraband: Alcohol, Drugs, Tobacco, and Deadly Weapons: You may not possess or use alcohol, drugs, tobacco, or deadly weapons.

Section VIII: Protection from Unreasonable Searches and Seizures: The United States and state constitution's guarantee certain protections, including protection from unreasonable searches and seizures. Lockers, vehicles, personal belongings, may be searched if there is reasonable cause or suspicion.

Section IX: Police in the Schools: Police have the responsibility to enforce laws and the right to enter schools. If you are questioned by the police or by a school official in the presence of the police, you must be given the same rights as citizens outside of the school. Parent/Guardian will be notified by phone.

Section X: Discipline: Disciplinary action may be taken against you if you violate the state Code of Conduct, local board policies, or school rules and regulations.

Section XI: Attendance: Once you are enrolled in school, you are required to attend until graduation or withdrawal.

Section XII: Child Abuse Prevention: You have the right to grow up without being physically or sexually abused at school, in the home, or the community.

Section XIII: Harassment: You are protected from racial, sexual, religious, or ethnic harassment and/or violence. Students may review a copy of the entire Student Handbook-Student Rights and Responsibilities in the principal's office.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, CD, iPod/Mp3, iPads, laptops, Kindles, Nooks, cell phones or other electronic devices, electronic games, "music boxes," musical instruments, guitars, etc. not being utilized in the music department, or cameras to school; and if they wear glasses or watches, always keep track of them. Students, not the school, are responsible for personal property. These items are not to be out or carried during school and/or during class changes.

SUMMER SCHOOL POLICY

The purpose of Summer School is for retrieving lost credits or failed courses. WCHS students are strongly urged to attend summer school to help recover credits from failing the class during the school year and to keep on track for graduation with the rest of the class. Summer school lasts for six weeks and allows the student to gain the skills missed out on during the year. It is extremely important that students have additional opportunities to be successful.

TARDIES

If a student arrives after 7:55 a.m. for any reason, will be required to come through the front door and go to the school office to sign in. The back doors will be locked at 7:55 am, therefore entrance to the school can only be had via the front doors of the school. Students that fail to sign in after coming to school late will receive lunchtime detention on the first offense.

If a student is tardy to class, he/she will receive a warning. Upon the 5th offense, the student will be assigned lunch detention; the next offense of being tardy, the student will be assigned after school detention, and the following time being tardy will result in the student receiving 3 days of In School Suspension.

Drivers who have more than 5 unexcused tardies will lose their driving privileges for 2 weeks. Once the driver accumulated 3 more tardies, (8 total), he/she will lose their driving privileges for 4 full weeks.

TEXTBOOKS/NETBOOKS

Textbooks will be issued to students at the beginning of the semester. Students are assessed the costs for books lost or damaged while assigned to them. For lost books, the following assessment will be levied. First year- FULL COST; Second year – 80% of the cost when the book was new; Third year – 60 % of the cost when the book was new; Fourth year – 40% of the cost when the book was new; Fifth year and thereafter – 20% of the cost.

Netbooks are furnished by the county board of education and are issued at the beginning of the year. Students who lose or damage a textbook/netbook will be expected to pay for it. Students are expected to bring the netbook with them to school daily fully charged.

THROWING OF OBJECTS

To protect life and property, the throwing of objects (i.e., snow, snowballs, rocks, books, bottles, etc.) will not be tolerated. Violators may receive after school detention and/or suspension.

TOBACCO POLICY

Wirt County High School is committed to having a smoke and tobacco-free environment for all members of the school community. Therefore, the use or possession of tobacco products and smoking related products on school property, at school sponsored activities, and in vehicles used in the transportation of students is strictly prohibited. Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any other form of tobacco. E-cigarettes are also considered a smoking violation. Violations will result in disciplinary action.

TRANSCRIPTS

High school graduates may request transcripts by calling WCHS.

USAGE OF VIDEO/SECURITY CAMERAS

WCHS utilizes video/security cameras in the school and school buses for safety and security reasons. Students are monitored by school staff and/or cameras.

VANDALISM

Vandalism of school or personal property is a serious violation of school regulations. Any guilty person will be subject to disciplinary action and will also be responsible for the cost of repair and/or replacement of the vandalized property and will be referred for legal action.

VISITORS

The policy of this school is to accept only those visitors who have legitimate business at the school.

All visitors must enter through the main (front) entrance and sign-in at the main office. Visitor sign-in procedures include a credential exchange and a photo id. The credential exchange requires all visitors to sign-in and be approved by an authorized school staff member before building access is permitted. Visitors are expected to leave promptly after their business is completed.

Note: Parents, please do not send small (under school age) children to school with a student. It has been our experience that small children have difficulty “keeping up” for an entire day and put an unnecessary burden on the student.

WEBSITE

All policies in this handbook may be obtained at the high school office or online at www.wirtcountyschools.com.

WELLNESS CENTER

The Wirt County School-Based Wellness Center is located on the campus of Wirt County Primary and Middle School. It serves students, faculty, staff, and Board of Education employees and offers immediate health care to students not feeling well during class times. The staff of the Wellness Center work closely with the school nurses to help increase school attendance. A Wellness Center Form will be included in the student packet at the beginning of each school year. To contact the Wellness Center, please call 304-275-3117.

Section IV: ACADEMICS

Foundations for High Quality Developmentally Appropriate High School Programming (Grades 9-12)		
<p>Courses needed for graduation require mastery of approved content standards. Students should consult with their chosen post-secondary educational/training institution when choosing course options and electives. The required courses outlined below build strong content knowledge and extend disciplines by engaging students in work of quality and substance. In grades 9 and 10, students build foundational knowledge and skills. In grades 11 and 12, students enter the personalized aspect of their PEP, focusing carefully on selected coursework that leads to successful completion of their personal and academic goals. Each student's coursework will be designed to lead directly to placement in entry-level, credit-bearing academic college courses, completion of an industry-recognized certificate or license, a workforce training program, or job placement. Students who do not demonstrate mastery of the approved content standards shall be provided extra assistance and time through personalized learning and support.</p>		
22 total credits required --- 12 Prescribed --- 10 Personalized		
Subject	Graduation Requirements	Personalized Course Options
English Language Arts (ELA) 4 credits	3 Prescribed Credits English 9 English 10 English 11	Recommended College and Career Readiness Course Options and Courses Required to be Offered English 12 or Transition English Language Arts for Seniors
	1 Additional Personalized Credits from Course Options An Advanced Placement (AP®), Dual Credit, or International Baccalaureate (IB®) ELA course may be substituted for any ELA credit.	Additional Course Options English 12 CR Technical English Language Arts Creative Writing and Reading English Language Arts College Courses County-created and Approved English Language Arts Courses based on student need and interest ensuring state standards for English are met
Mathematics 4 credits	2 Prescribed Credits Math I or Algebra I Math II or Geometry	Recommended College and Career Readiness Course Options and Courses Required to be Offered Math III STEM or Math III LA or Algebra II Math IV - Trigonometry/Pre-calculus, Applied Statistics, Transition Mathematics for Seniors
	2 Additional Personalized Credits from Course Options An AP®, Dual Credit, or IB® Mathematics course may be substituted for any Mathematics credit.	Additional Course Options Math I Lab (when taught in conjunction with Math I) Algebra I Support (when taught in conjunction with Algebra I) Applied Statistics AP® Computer Science A Advanced Mathematical Modeling Calculus Statistics Probability and Statistics Quantitative Reasoning STEM Readiness Mathematics Math III TR Math IV TR

		Mathematics college courses Computer Science and Mathematics County-created and Approved Math Courses higher than Math II or Algebra II Technical Transition Math Financial Algebra
Science 3 credits	2 Prescribed Credits Earth and Space Science (Grade 9) Biology (Grade 10) 1 Additional Personalized Credit from Course Options An AP®, Dual Credit, or IB® Science course may be substituted for a science credit.	Recommended College and Career Readiness Course Options and Courses Required to be Offered Chemistry Human Anatomy and Physiology Physics Physical Science
		Additional Course Options Environmental Science Forensics Science college courses Computer Science – GIS County-created and Approved Science Courses CTE Courses: AC Energy and Power (Courses 1-4) Animal and Plant Biotechnology Principles of Agriculture Science-Plan Principles of Engineering Human Body Systems AC Innovations in Science and Technology (Courses 1-4) Natural Resources Management Therapeutic Services (Courses I, II, and III)
Social Studies 4 credits	3 Prescribed Credits 1 Credit from World Studies or an AP® Social Studies Course 1 Credit from United States (US) Studies* or US Studies Comprehensive, or AP® US History 1 Credit from Civics (includes personal finance) or AP® Government and Politics 1 Additional Personalized Credit from Course Options *Beginning with the 2020-2021 9 th grade cohort students who take US Studies must utilize Contemporary Studies as their Personalized Credit unless they are utilizing JROTC Courses I-IV.	Recommended College and Career Readiness Course Options and Courses Required to be Offered Contemporary Studies Economics Geography World Studies
		Additional Course Options AP® Social Studies Courses IB® Social Studies Courses Financial Literacy Psychology Social Studies college courses Dual Credit Courses Sociology JROTC (Courses I-IV) County-created and Approved Social Studies Courses

Physical Education (PE) 1 credit	1 Prescribed Credit PE 9-12, Integrated PE, or counties may choose to offer Extracurricular/Interscholastic PE both graded and non-graded.	Additional Course Options JROTC I and II will fulfill the 1 credit PE requirement Dual Credit Courses Other PE courses based on student need and interest paired with the integrated online course
Health 1 credit	1 Prescribed Credit Health 9-12	Additional Course Options Health College Courses Dual Credit Courses
The Arts 1 credit	1 Personalized Credit An AP®, Dual Credit, or IB® Arts course may be substituted for any Arts credit.	Required to be Offered Four sequential courses in music (both choral and instrumental), visual art (general art and/or studio art), dance, theatre
		Course Options Arts Offerings Arts College Courses Arts College Courses
		The following CTE courses will fulfill the 1 credit Arts requirement: <ul style="list-style-type: none"> • Fundamentals of Illustration (1851) • Fundamentals of Graphic Design (1857) • Illustration (1861) • Graphic Design Applications (1859) • Ornamental Metal Work (1982) • Digital Imaging/Multimedia I (1431) • Drafting Techniques (1727) • Floriculture (0213)
Personalized Education Plan (PEP) 4 credits	4 Personalized Credits <ul style="list-style-type: none"> • 4 credits in a CTE Program of Study • 4 credits that lead to post-secondary goals 	Each student's PEP will identify a career cluster and either a CTE program of study or course work for the 4 credits that will lead directly to college placement, attainment of an industry-recognized certificate or license, a workforce training program, or job placement (Appendix D). Best practices encourage students to experience the following: an AP®, IB®, dual credit, and/or Advanced Career (AC) course with corresponding examination, 2 credits in one world language, an additional science, a computer science, an online/digital learning experience, entrepreneurial experiences, and/or 4 credits (culminating in acquisition of industry-recognized CTE credential focused on career aspirations).
Career and Technical Education	See section 6.3: Career and Technical Education	Required to be Offered One foundational course that teaches parenting skills
		Recommendation Counties are encouraged to expand career exploration and offer CTE foundational courses and CTE programs of study in grades 9 and 10.

Community Readiness		Counties may allow students with disabilities to earn 4 credits in Community Readiness Training recommended through an IEP Team as a personalized, non-CTE program of study.
Electives	County Board of Education Members (CBEM) have the authority to set graduation requirements beyond the state minimum for schools in their counties. Students may typically earn up to 32 credits on a block schedule and up to 28 on a traditional schedule over their high school careers.	When choosing electives, students should consult with their chosen post-secondary educational institution to make sure the electives are appropriate and acceptable.
Computer Science		Required to be Offered One Course in Computer Science Additional Course Options Computer Science in the Modern World AP® Computer Science Courses Information Technology (IT) Information Management Web Development Other courses based on student need and interest CTE Computer Science/IT Courses County-created Computer Science/IT Courses College Computer Science Courses
World Languages		Recommended College- and Career-Readiness Course Options: Most four-year colleges and universities require the completion of a least two credits of the same world language before or during post-secondary programming. Students need to consult with their post-secondary educational institutions concerning world language requirements. Required to be Offered Three levels of one world language Students who demonstrate proficiency in two languages (English and one additional) can receive the Seal of Biliteracy. Additional Course Options Other world languages and additional levels based on student need and interest AP® World Language World Language college courses
Driver Education		Required to be Offered One Course in Driver Education
Social and Emotional Advisory System for Student Success		Required Through a Comprehensive School Counseling System, high schools will implement a continuous advisory system that provides students with meaningful supportive relationships and maximizes each student's personalized learning experience.

		The advisory system will be evidence- and standards-based to systemically address Policy 2520.19 and include the development of each student's Personalized Education Plan (PEP), career portfolio, social emotional learning, and the teaching of other skills that enhance school success, and build competent, engaged citizens.
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** See High School Best Practices Document provided by the Division of Teaching and Learning.*

5.4.c. Programs of Study -- The programs of study identified in Charts I-V must be available to all students as noted above.

5.4.c.1. A student who transfers into a West Virginia school that has higher graduation requirements may not be able to complete these requirements. In such cases, the student's credits shall be evaluated to determine if one or more county and/or state requirements will be waived by the county or state superintendent.

5.4.c.2. If a student has been enrolled continuously in grades 9-12, the student shall be expected to meet the graduation requirements that were in effect when he or she entered grade 9 unless amended by WVBE policy.

5.4.c.3. If a student has enrolled after dropping out of school, the requirements that a student must meet depend upon the length of time he or she has been out of school. If the student has been out of school less than one academic year, he or she would be expected to complete the graduation requirements that were in effect when he or she entered grade 9 for the first time. If the student has been out of school one year or more, he or she would be expected to complete the graduation requirements in effect upon re-enrollment.

5.4.c.4. A student must be enrolled in a mathematics course each year of high school.

5.4.d. Uniform Grading -- All county boards of education must use the uniform grading rules established by the WVBE for those courses for which high school credit is to be awarded (W. Va. Code §18-2-5).

5.4.d.1. The following grading scale must be used for any course taken for high school credit, beginning with the 2018-19 school year, other than courses that county boards of education choose pursuant to Section 5.4.d.2.

5.4.d.1.A. Non-weighted course grading scale:

Average	Grade	Quality Points
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0

5.4.d.1.B. County school systems may, but are not required to, adopt this grading scale for use in courses or grade levels for which high school credit is not involved.

5.4.d.2. County boards of education shall issue weighted grades for AP® courses, AC courses, and International Baccalaureate courses for which high school credit is to be awarded. Section 5.4.d.2.A sets forth the grading scale that must be used for AP® courses, AC courses, and IB courses beginning with the 2018-19 freshman cohort. County boards of education have discretionary authority to issue weighted grades for other advanced high school courses.

5.4.d.2.A. Weighted course grading scale.

Average	Grade	Quality Points
90-100	A	5.0
80-89	B	4.0
70-79	C	3.0
60-69	D	2.0
0-59	F	0

Some counties require additional graduation requirements. Please check with your school Counselor or Advisor to determine local requirements.

PLEASE NOTE: It is important to check with your postsecondary institutions to determine what additional requirements they have for admissions into various programs. Additionally, many scholarship programs and the NCAA may require specific courses not required by WV.

ACADEMIC AWARDS

Valedictorian

Highest Grade Point Average for entire high school transcript will be honored with this highest award. Student(s) will receive a medal to wear at the graduation ceremony and “may” receive a scholarship depending on funding.

Salutatorian

Student(s) with the next highest-grade point average for his or her entire high school transcript after the Valedictorian(s) will be awarded the honor of Salutatorian. Student will receive a medal to wear at the graduation ceremony and “may” receive a scholarship depending on funding.

ACADEMIC DISHONESTY

Academic dishonesty may be defined as follows:

- Plagiarism – the copying of another student’s work or that of a published work.
- Direct copying from another student’s test or quiz in class.
- The use of notes or concealed answers in class during an exam.
- The borrowing of previously submitted work (research papers, book reviews, notebooks, etc.) for resubmission under another name.
- Theft of a test or exam from a teacher’s classroom.
- The submission of another individual’s project. (Ex. Shop project, senior project, collections, etc.)

Any form of academic dishonesty in a dual-credit college course shall be withdrawn from the college part of the course resulting in an "F" for the college portion of the course.

Any form of cheating or academic dishonesty will not be tolerated. Consequences may include loss of credit for the assignment, noon detention, after school detention, or in school suspension, etc.

ACADEMIC STATUS REPORTS

We, the Wirt County High School staff, stress academic excellence and want to involve teachers, students, and parents in this effort. Administrators, counselors, and staff will review student's academic status monthly. In the review, if it is found that students are struggling, parents will be notified by the principal either by a letter via the USPS and /or a telephone call from the School Messenger System, as well as a call from course teacher, and/or a call from the school counselor.

Students failing to meet course requirements for passing may be assigned tutoring during 9th period Tiger Academy, during DG time, or after-school to help the student become successful in the course that he/she may be struggling. Our goal is to help these students improve their academic status themselves, and to work together with their parents to help them improve their academic status. You are asked to contact your student's classroom teachers and/or the counselor about their academic progress.

ADVANCED PLACEMENT CLASSES/ENROLLMENT

WCHS has several Advanced Placement courses, including English Literature, US History and Calculus AB. Additional AP courses may be taken virtually through WV Learns.

Students may enroll in up to 3 AP courses if attendance, grades and GPA are in good standing. All students enrolled in AP courses are required to participate in AP practice tests if scheduled by AP teachers. All students are encouraged to take the AP exam at the end of the course. Students who score a 3 or higher on their AP exam, will receive college credit for the course. AP classes are weighted classes and are utilized to determine grade point averages and class rank. Fee waivers are available to students who qualify for the exams. For more information, please see the Guidance Counselor.

Any student failing an AP class at the end of the first semester or dropping the class at any time will not be entitled to a weighted grade. Request to drop an AP class is granted only by the school's administrative team.

ATHLETIC/NCAA CLEARING HOUSE ELIGIBILITY

To participate in interscholastic athletics, a student must pass and maintain a 2.0 grade point average in the semester preceding the semester in which he/she desires to participate. A student who has been declared ineligible may regain his/her eligibility if he/she has at least a 2.0 grade point average at mid-semester. The student must have on file in the Athletic Director's Office a physical form and proof of insurance. It is the responsibility of the student to apply for NCAA eligibility. The NCAA Clearinghouse determines which of our school's core courses meet requirements for a student athlete's initial eligibility as a freshman at an NCAA Division I or Division II college or university. Any student planning to participate in college/university athletics after high school should pay attention to following the NCAA eligibility standards throughout high school. Website: <http://www.ncaa.org> or <http://ncaaclearinghouseeligibilitycenter.org> . Contact the guidance counselor for a copy.

SCHOOLGY

Schoology is a web-based resource for students and parents to access grades, teacher email, and class information. Teachers are encouraged to post grades and information for their classes to Schoology at least once a week. Students and parents will be given an access account to Schoology (free of charge) and are encouraged to use this resource as a means of monitoring progress. Parents are encouraged to activate their own account (as opposed to only using their child's account) since there are times when messages may be sent to parents only. Parent account information will be sent home with students the first day of school.

COMPLETION OF ASSIGNMENTS

Students are expected to complete ALL assignments. Staff members will notify administration when a student has two or more assignments not completed. If the missing assignment is a major assignment, staff will notify administration immediately for intervention.

CHEATING

Any student caught cheating in any form will receive a zero for the assignment and the violator must be referred to administrators for consultation. Parents will be notified by the teacher. The second offense of cheating in any class will result in an F and/or exclusion from that particular class for the remainder of the semester. In addition to disciplinary action (including ISS), a parent-teacher-student conference must be convened following an offense for cheating.

National Honor Society membership will be revoked on the first violation of this policy with parental notification.

FAILURE TO TURN IN ASSIGNMENTS

Turning in assignments when due is an expectation of ALL WCHS students. Once an assignment is due, students have five (5) days to turn in before the assignment is scored a zero.

HOMEWORK POLICY

We believe that homework is a necessary vital teaching and learning device. Homework is the student's opportunity to apply acquired knowledge and skills to tasks outlined by teachers. Homework requires learners to rely on learned knowledge and skills, and in the process, strengthen them.

Homework is an integral part of the teaching process used to accomplish learning outcomes. We believe that homework should be assigned that is related to the concept or skill that is currently being taught and that proper credit should be given for completed and submitted homework assignments.

We believe that homework is the ideal method of teaching the skill of knowing where and how to find information from sources other than the classroom teacher. This reflects the belief that learning is acquired through self-motivation, and the teacher's purpose is to mold, channel, and teach the skills of learning.

Homework in each area is left to the discretion of each teacher. Each teacher is a professional and is able to determine what homework and how much homework is appropriate and relevant.

At the teacher's discretion homework turned in after the assignment due date may be reduced a minimum

of a letter grade for being late or given a zero.

HONOR CLASSES

WCHS offers a series of Honor classes, designed to provide a more challenging course than the regular course offering. Honor classes are not weighted classes.

MIDTERM REPORTS

Midterm Reports are issued at the midpoint of the grading period to all students. Should your child be experiencing academic difficulty, parents are advised to contact the school immediately. Early intervention is essential to ensuring successful classroom experiences for your son/daughter. Ask about parent-teacher conferences and or the establishment of a SAT review for improvement recommendations.

NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION

Membership in the WCHS Chapter of the National Honor Society is an honor bestowed upon a student who is outstanding in scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Selection to National Honor Society is a privilege, not a right. Students provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved the specified level of academic performance.

To be eligible, a student must be a second semester junior or senior with a 3.5 overall grade point average and must submit an information survey to the chapter advisor. A faculty committee, using the information submitted, will then make the selection. Neither the principal nor the chapter advisor participates in the selection process.

Candidates shall be evaluated based on service, leadership, and character. A list of all students who have a 3.5 cumulative grade point average (semester grades only) will be submitted to the council advisor in February. The faculty council (this council is a group of three to five high school faculty members as defined in the National Guidelines for the National Honor Society) will review the list and select from candidates for induction into the Wirt County High School Chapter of the National Honor Society.

Meetings of the faculty council are closed. Students selected will be notified, as will the parents by letter. A student must attend the induction ceremony for induction and must maintain a 3.5 GPA. A National Honor Society member transferring into Wirt County High School will automatically be admitted to the Wirt County High School chapter. Any elected officer who refuses to comply with school policies will be given one warning for an infraction. The second offense for that infraction will result in removal from that office.

ONLINE COURSES/DUAL CREDIT

WCHS provides the option to a limited number of students the ability to take an online course when a regular course(elective) is not currently available to them. Online courses can be very challenging requiring a great deal of effort and work to be completed in a timely fashion. Often, these courses are more difficult than the courses being offered by WCHS in part because students have very limited access to the course instructor.

Dual Credit is offered for several of these courses offered through WVU-Parkersburg. This provides our students the opportunity to earn both high school and college credit at the same time.

Students and parents will be required to sign a contract agreement when they are enrolled in an online course that describes the expectations of WCHS for online courses. It is for this reason we offer these courses to a selected few students that have demonstrated their self-determination to successfully complete a course. If an attempted online course was taken, but the student did not successfully complete the course, then he or she may not be able to enroll in online class. These courses are provided to students “free-of-charge” and paid for by WCS in attempt to offer them the opportunity take additional courses not offered at WCHS.

Students are required to complete these courses successfully by putting forth the necessary effort. Unfortunately, this does not always happen, and students do fail the online courses. If for some reason the effort has not been made by the student to pass the online course, the student/parent may be required to reimburse WCS the cost of the online course failed.

Most online courses are only ½ credit. To provide the highest quality of education to our students, we at WCHS will continue to add courses to our curriculum each year for students to have the opportunity to be successful and expand their minds. Wirt County BOE [Policy I-10](#).

PARENT CONFERENCES

Communication between the home and school is important to ensure student success. Parents are encouraged to contact the teacher if a question arises regarding their child’s progress in class. Parents may contact the school office to make an appointment with a teacher or may leave a message if they wish to have a phone call returned.

REPORT CARDS

Report cards are issued to students at the end of each nine-week period. This frequent grade report will allow students and their parents the opportunity to monitor class progress. Only the final grade issued at the end of the semester is recorded on the student’s permanent records. Parents who have questions regarding their child’s progress in class are encouraged to access Schoology or to contact the teacher.

SAT REFERRAL

A SAT (Student Assistance Team) is comprised of student, parents, teachers, counselors, and administrators. The purpose of a SAT is to address individual student needs including, but not limited to, academic, attendance, behavioral, and social concerns. Parents are advised that they, as well classroom teacher, may request a SAT meeting for their child.

VIRTUAL SCHOOL COURSES

WCHS offers students the opportunity to take Virtual School courses through the WV Learns platform. Students will be monitored by their assigned WCHS teacher as well as the course instructor and the state WV Learns Director. WCHS rules regarding assignments and all other requirements still apply as well as the virtual class requirements. If students do not meet the requirements, they will be dropped from the course at the semester and will not be permitted to enroll in future Virtual School courses.

Section V: ATTENDANCE

Regular school attendance is a vital factor in school success and is a responsibility shared by the school, the student, and parents. Did you know attendance matters for success. Every minute in school counts! Good attendance is missing not more than 1 day of school a month, whether excused or unexcused. Chronically absent is when you miss 18 school days a year or 2 days a month.

Students with good attendance:

- Read better
- Have higher GPA's
- Will be on track for high school graduation

At WCHS, we want our students to ***Miss 9 Days or less for Student Success!***

Wirt County High School Attendance Matters!

A whole year has 365 days.

A school year has only 181 days.

That leaves 185 days to spend on family time, visits, holidays, shopping, household jobs, and other appointments.

0-9 Days Absent 100%-95% Attendance	10-17 Days Absent 94%-90% Attendance	18+ Days Absent 89% + Attendance
Very Good Best chance of success. Gets your child off to a solid start.	Worrying Less chance for school success. Makes it harder for your child to make progress.	Serious Concern Your child will find it very difficult to make progress. May result in court action and likely rout to dropping out.

Track your child's absences

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	DANGER! Your child is at risk of school failure.

Miss 9 Days or less for Student Success!

When a student accumulates three (3) unexcused absences, the parent(s)/guardian(s) will be notified. The parent(s)/guardians are required to report to the school within ten days to clarify any of these absences. Attendance problems will be handled according to state law and county policy.

WCHS students' day schedule:

- 7:30 am – Doors open in lobby/commons area
- 7:45 am – Student bell to dismiss to classrooms
- 7:55 am – First bell
- 8:00 am – First period begins
- 3:24 pm – End of school day

TARDIES

All students are expected to arrive on time for school each morning. A student will be considered tardy until 8:30 am. After 8:30 am students are considered, half day absent. Students are also expected to report to each class at the designated time. Upon acquiring the fourth tardy either by late arrival to school or to class, students will receive disciplinary action. Tardies accumulate throughout the school year and do not start over with each nine-weeks.

Students who leave campus during lunchtime (GAP) are expected to be in class by the time sixth period begins. Those students who are tardy will be prevented from leaving campus for a period.

ATTENDANCE POLICY

When a student has been absent for any reason, the student **MUST** bring a note from home when returning to school, fill out an excuse online at wirtcountyschools.com, click on Wirt County High School, and input absence excuse form. The note may also be emailed to ehardbar@k12.wv.us or Robert.blake@k12.wv.us.

The note must include:

- student's name and student ID number
- grade
- date(s) of absence
- reason(s) for absence
- signature of parent or guardian
- current date

SAMPLE NOTE

Please excuse Mallory Smith, #3046, Grade 9 for Sept. 4 & 5, 2019.
She came home at 1:30 on Sept 4 due to the flu.
PARENT SIGNATURE – Current Date

If a student has excessive absences, more than five (5) days per semester or more than three (3) consecutive days, an excuse signed by a physician, or the school nurse is **REQUIRED** for further absences to be **EXCUSED**. (WV Code 18-8-1, Section 4.2)

ABSENCE IS EXCUSABLE FOR SPECIFIC REASONS

WV Code 18-8-1, Section 4.2 or page 11 of the County's Attendance Policy permits students to be excused from school for:

1. Illnesses or injury of student with written verification from doctor.
2. Medical or dental appointment with written verification from doctor.
3. Illness of student verified by parent/guardian not to exceed 5 days per semester.
4. Serious illness or death in the immediate family of the student including grandparents.
5. Calamity such as flood, fire, or family emergency.
6. Observances of regular church ordinances
7. Medical or legal obligation with verification.
8. Leave of educational value with PRIOR approval of the school administrator; more than 10 days need Board approval (Only if requirements for educational leave are met.)
9. School approved extra-curricular or curricular event.
10. Failure of a bus to run because of hazardous conditions with written verification.

ABSENCE FOR OTHER REASONS CANNOT BE EXCUSED

Any absence not meeting the above requirements shall be considered an UNEXCUSED ABSENCE (WV Code 18-8-1). Absences such as out of school suspension, truancy, hunting, fishing, family vacations, working in or away from the home, car trouble, babysitting, oversleeping, driver's examinations, or missing the bus are considered UNEXCUSED.

Unexcused absences are:

1. No contact (written note) from home explaining absence
2. No doctor's or dentist's excuse
3. Unapproved vacation
4. Suspended from school
5. Skipping school
6. Parent notes more than ten
7. Pursuing judicial remedies

A written excuse signed by the absent student's parent or guardian will be required when the child returns to school following each absence. A doctor's excuse will be required when a student is absent for three (3) consecutive days.

Students who miss 10 or more unexcused days are considered truant and will be referred to the Attendance Director of Wirt County Schools.

9 Days or Less for Student Success!

MAKE UP WORK

Each student will be responsible for obtaining any missed work or assignments from his/her teachers and completing the work within the timelines established for make-up work.

1. One day absence - one day allowed to make up work.
2. Two days absent - two days allowed to make up work.
3. Three days absent – three days allowed to make up work.

4. Four or more days absent – five days allowed to make up work, but not more than five days to make up work regardless of the length of absence.
5. If work/test is assigned before the student is absent, it is due upon student's return to school, unless other arrangements are approved by the teacher prior to the absence.

Parents should contact the school office to arrange for homework assignments to be sent home for absences that extend beyond two days if Internet access is not available. Students should contact teachers via email or check Schoology for assignments, if absent. For long term absences, contact the school office regarding homebound instruction.

CLUB DATES:

Last Thursday of each month unless determined no need.

Club Name	Club Sponsor	Club Location	Club Description
FFA	Elizabeth Adams	Auditorium	Agriculture
FBLA	Golf/Lemley/Benson	Cafeteria	Business
YLA	Cox/Petrovsky	Room 301	Government and Service
Raze	Dye/J McCallister	604	Against Alcohol and Drugs
Sci Fi Fantasy	Sabo	411	Sci-Fi Books and Movies
Board Games	Alderman	408	Limit of 20
FCA	Hickman/ E. Cheeseman	605	Gym, may have to be shared if bad weather does not permit Soccer Club and Whiffle Ball Club outside
Wiffle Ball	Yaron/Lowe	609	FB Field, if weather permits Limit of 22
Soccer Club	Z McCallister	410	Track Field if weather permits
e-Sports	William Cottrell	405	Gaming
Hunting/Fishing	Hill/Bills	609	Hunting and Fishing
Archery Club	Hickman	WCMS	Saturdays – Archery schedule will be announced when it is available. Not currently ready.
Independent Living	Starcher/Debbie Dye	404	Invitation Only
Student Council	Daugherty/King	Library	Invitation Only
National Honor Society	Burns	303	Invitation Only
Mu Alpha Theta	Lowe	409	Invitation Only

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

Wirt County Schools policy: [Expected Behavior in Safe and Supportive Schools, Policy 4310](#), sets the expectations for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. It addresses such issues as racial, sexual, religious/ethnic harassment and violence, substance abuse and tobacco control, student rights and responsibilities, and student code of conduct.

It is the right and responsibility of each Wirt County School to enforce classroom and school-wide rules, procedures and consequences that consistently and fairly govern behavior and promote effective teaching and learning, as well as to change behaviors. In addition, it is each teacher's and administrator's responsibility to periodically review discipline procedures and to regularly inform all students of the rules, consequences, and behavior expectations. This policy is designed to create consistency and fairness across the district regarding student behaviors and consequences of said behaviors.

Tiger PRIDE Behavior Matrix

Behavior	Classroom	Hallways	Bathrooms	Extra-Curricular Events	Cafeteria & Patio	Arrival/Dismissal Parking Lot
Professional	<p>Follow classroom expectations provided by the teacher</p> <p>Follow the dress code</p> <p>Practice appropriate phone etiquette</p>	<p>Be aware of your surroundings</p> <p>Hold conversations using appropriate volume and language</p> <p>Display appropriate and professional engagement in relationships</p>	<p>Do your business, wash your hands, and return to your class or activity immediately</p>	<p>Treat visiting teams and officials kindly</p> <p>Exhibit good sportsmanship</p>	<p>Form a single-file line and wait your turn</p> <p>Use proper dining manners</p>	<p>Follow directional arrows and the speed limit (5 mph)</p> <p>Park inside the provided lines and use your assigned parking spot</p>
Responsible	<p>Turn your best work in on time</p> <p>Use phones as an educational tool with teacher permission</p> <p>Keep your cell phone put away while teachers are giving directions</p> <p>Keep your hands, feet, and personal items to yourself</p>	<p>Be prompt</p> <p>Walk on the right side of the hallway</p>	<p>Clean up after yourself</p> <p>Only use the amount of materials in that bathroom that you need to take care of yourself at that moment</p>	<p>Clean up your area during and after events</p> <p>Work together in the student section to clean up all trash before leaving</p>	<p>Throw your trash away and return your tray</p> <p>Pick up loose trash and place it in the trash can</p> <p>Leave the cafeteria better than you found it</p>	<p>Report incidents immediately</p> <p>Take all school materials with you in the morning</p> <p>Wait in line for students to be dropped off instead of passing</p>

Behavior	Classroom	Hallways	Bathrooms	Extra-Curricular Events	Cafeteria & Patio	Arrival/Dismissal Parking Lot
Integrus	Turn in your own work When you use outside sources, be sure to cite them	Help others in need Be an upstander Get prior approval	Report messes or damage immediately Use the provided sign in and sign out to report	Respect the decisions of officials Win and lose gracefully	Take reasonable portions If you make a mess, help clean it up Stay in your place in line	Obey laws regarding driver safety including cell phone use Leave the parking lot no later than 3:30 unless you have practice.
Determined	Challenge yourself to work Accept criticism	Move from point A to point B efficiently	Keep the bathrooms a clean, sanitary environment for all students and staff	Cheer positively Give 100% to your extra-curricular activities	Eat in the time provided	Be a defensive driver Exit your car once parked and enter the building

Engaged	<p>Be an active listener</p> <p>Be a willing and positive class participant</p> <p>Ask thoughtful questions to expand the conversation and clarify topics</p> <p>Remove earbuds during collaborative time or while the teacher is providing instructions</p>	<p>Exhibit school citizenship by observing school advertisements. Be positive in your interactions</p> <p>Keep conversations in between classes to a minimum</p>	<p>Use the bathroom only for proper purposes and in a timely manner</p>	<p>Display team and school spirit</p> <p>Be a student first and an athlete second</p> <p>Sit in the student section and participate with your peers</p>	<p>Be welcoming to all students</p> <p>Use a conversational tone to engage with your peers</p>	<p>Pay attention to your surroundings</p> <p>Help fellow students enter and exit the school if needed</p>
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WCHS Current Discipline Matrix.docx

Level I Offenses – Minimally Disruptive Behaviors

*WCHS Administration reserves the right to alter the discipline consequences depending on the individual difference and severity of the offense. Consequences for all misbehaviors beyond the third offense, unless otherwise outlined in this document, will be delivered based on the administrator's assessment of the severity.

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Cheating	Teacher contacts Parent / Guardian; Academic Sanction (zero credit)	Teacher contacts Parent / Guardian; Academic Sanction (zero credit) 5 days Detention	Administrator Referral
Deceit	3 days detention	Teacher contacts Parent / Guardian; 5 days detention	Administrator Referral
Disruptive / Disrespectful Conduct	3 days detention	Teacher contacts Parent / Guardian; 5 days detention	Administrator Referral
Failure to Serve Detention	Teacher contacts Parent/Guardian; 5 days additional detention	Administrator Referral	Administrator Referral
Inappropriate Appearance	3 days detention Must change before returning to class	5 days detention Must change before returning to class	1 day ISS
Inappropriate Display of Affection	3 days detention	Teacher contacts Parent / Guardian; 5 days detention	Administrator Referral
Inappropriate Language	3 days detention	Teacher contacts Parent / Guardian; 5 days detention	Administrator Referral
Tardiness *Warnings for first two offenses	3 days detention *(3 rd offense)	5 days detention *(4 th offense)	Administrator Referral *(5 th /further offenses)
Technology – Failure to charge / AUP Violation	1 day detention	3 days detention	5 days detention – parent/guardian notified
Vaping / Electronic Cigarettes	2 days OSS Upon return, 1 day ISS with intervention program	5 days OSS Sheriff's office contacted to administer fine	5 days OSS Cessation program

Distribution of Vape / Electronic Cigarette	5 days OSS Upon return, 1 day ISS with intervention program	5 days OSS Parent meeting Sheriff's office contacted to administer fine	5 days OSS Cessation program
Insubordination - General	3 days detention	Teacher contacts Parent / Guardian; 5 days detention	Administrator Referral
Insubordination – Refusing to Comply with Orders to Leave an Area or Stop	Administrator Referral	Administrator Referral	Administrator Referral
Skipping Class	Administrator Referral	Administrator Referral	Administrator Referral
School Bus Misconduct	1 day detention Parent contact	2 days ISS	2 days removal from bus

***Include reteach of behaviors in discipline flow chart**

*** Student Handbook link in all DG courses**