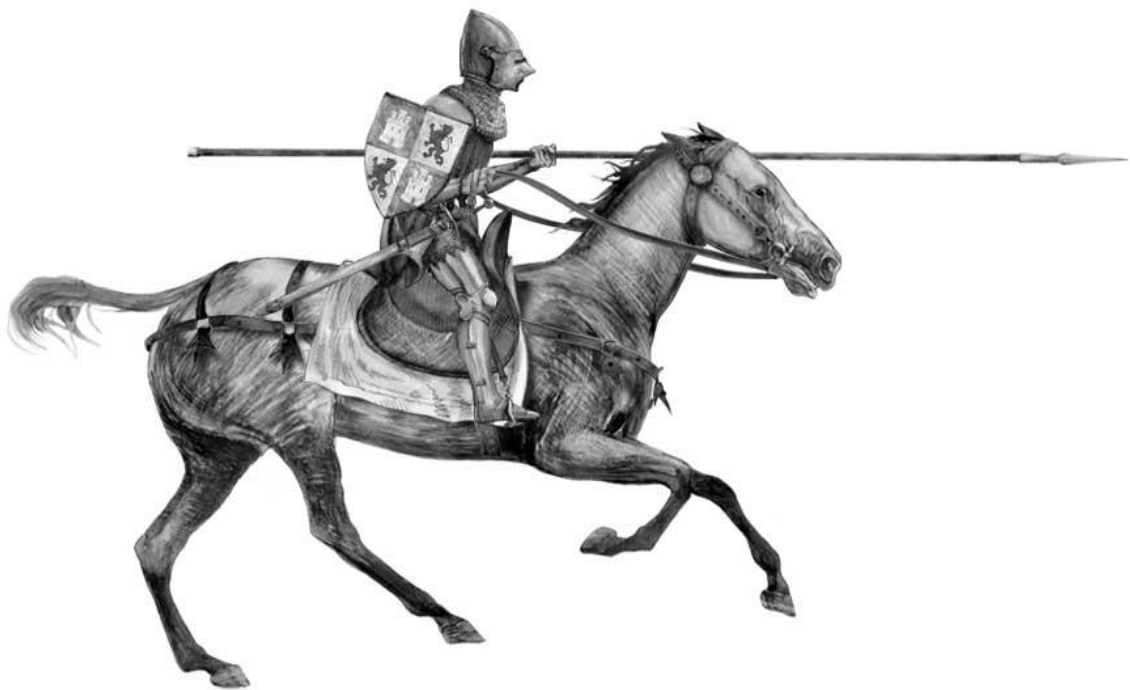


Preston High School



Student Handbook 2018 - 2019

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PRESTON HIGH SCHOOL ADMINISTRATION

Phone: 304-329-0400

Main Fax: 304-329-3899

Guidance Fax: 304-329-3528

Principal: Steve Plum (Students A-G) Ext. 421

Assistants: Laura Shaffer (Students A-G) Ext. 479
(Curriculum/Testing/ Scheduling)

Pam Wilt (Students H-P) Ext. 138
(CTE/Discipline/Athletics)

David Murray (Students Q-Z) Ext. 376
(Discipline/Athletics, Attendance, SAT)

Counselors: Kim Metheny (Students A-G) Ext. 485
Shelly Pyles (Students H-P) Ext. 491
Jane Layne (Students Q-Z) Ext. 483
Crystal Pell (Freshmen) Ext. 488

Secretaries: Mary Bachtel (Main Office) Ext. 418
Sue Clark (Guidance) Ext. 492
Linda Crane (Finance) Ext. 422
Sheena Wilhelm (Child Nutrition) Ext. 429

PRESTON COUNTY BOARD OF EDUCATION

Phone: 304-329-0580

Fax: 304-329-0720

Superintendent: Steve Wotring Ext. 227

Assistant Superintendent: Brad Martin Ext. 225

Assistant Superintendent: Ange Varner Ext. 223

Finance: Katrina Sypolt Ext. 224

Curriculum: Michelle Berry Ext. 222

Maintenance: Matt Murray Ext. 231

Transportation: Tony Harris Ext. 249

Special Education: Jana Miller Ext. 220

Food Service: Dylan Bietz Ext. 234

Attendance: Carol Riley Ext. 236

PRESTON HIGH SCHOOL FACULTY AND STAFF

Administration

Steve Plum
Laura Shaffer
David Murray
Pam Wilt

CTE Ag. Ed.

Eric Frederick
Robert Varner
Laah Wolford

CTE Automotive

Chip Lott
Wesley Trickett
James Veltri

CTE Bldg Const.

Dean Watson

CTE Business Ed.

Lisa Bennett
Deanna Hershman
Janie Spahr

CTE Child Care

Robin Thomas

CTE CISCO

Steve John

CTE Electricity

Jason Curry
Rodger Marshall

CTE Food Service

Tami Johnston

CTE Nursing

Stephanie Martin
Amand McCleary

Driver Education

Bruce Huggins

JROTC

Mike Kulcsar
Robert Molinaro

English

Summer Cochran
Renee Davis
Julie McClung
Lauren Luzier
Chad Cowell
Tina Silcott
Jocelyn Snider
Lisa Sparks

Fine Arts

Shauna Bloom
Lynn Broderick
Tiffany Hardy
Jon Lilly
Debbie Westbrook

Foreign Language

Kathleen Doyle
Ashley Jenkins
Jessica Wayne

Health/Phys Ed

Colton Goff
Shayne Murray
Kamela Meikle
Steve Dalton
Barry Sanders

History

Danielle Barker
John Barkley
Jenna Kirchartz
Cindy McCrobie
Joshua Russell
Richard Tasker
Jonathan Tennant
Ralph Wilson

Math

Sarah Kinsey
Lisa Hileman
Steve John
Tony Julius
Christopher May
Nicole Ryan
Lisa Poland
Sherea Savage
Todd Seymour

Science

Ryan Cool
Tina Cool
Benny Teets
Kelly Murray
Samantha Blair
Erica Skorlinski
Ella Smith
Caralea Warnick

Special Education

Leonia Anderson
Kelli Berry
Beth Bishop
Laura Dulaney
Todd Goblinger
Kelly Harvey
Janna Hardinger
Rebecca Gamble
Diane Martin
Amber Riley
Brad Reed
Sandra Wolfe
Shirley Long
Terri Falkenstine
Kim Wilhelm
Steve Martin

Counselors

Jane Layne
Kim Metheny
Shelly Pyles
Crystal Pell

Nurse

Brandy Chandler
Selena Likens

Aides

Roxann Cline
Veronica Corbin
Suzanne Marshall
Sherry Thomas

Cooks

Melinda DeBerry
Imogene Gibson
Linda Jefferies
Linda Schooly
Lynn Hare

Technology

Brian Bailey
Allen Corbitt

Secretaries

Mary Bachtel
Sue Clark
Linda Crane
Sheena Wilson

Custodians

Mike Bailey
Kristopher Nicholson
Roger Stemple
William Stawser

Farm Hand

Jonathan Blamble
Leslie Larue

SECTION I: ACADEMIC INFORMATION

BELL SCHEDULE

7:53-8:38 1st
8:43-9:28 2nd
9:33-10:00 LINKS
10:05-10:50 3rd
10:55-11:40 4th
11:40-12:10 B lunch
12:15-1:00 5th
1:05-1:50 6th
1:55-2:40 7th
2:45-3:30 8th

A lunch- 10:50-11:20 (period 4A – 11:25-12:10)

B lunch- 11:40-12:10

(period 5C – 11:45-12:30) C lunch- 12:30-1:00

LINKS SCHEDULE

Monday – Reteach/Study Hall

Tuesday – Literacy/Math/LINKS Lesson

Wednesday – Partner Links

Thursday – Reteach/Study Hall

Friday - Clubs

Note: Students may earn up to 1 credit for LINKS spread out over a 4-year period (.25 credit per year).

CLUB SCHEDULE

Club rotation begins mid-September and runs through May. Students will have the opportunity to sign up for clubs the first few weeks of school. Clubs will meet every Friday during LINKS time. We will rotate through A, B, C, and D club lists. Students who are not signed up for clubs must remain in LINKS during that time. If a club chooses to meet after school, shuttle buses are available to transport students to the home-school areas.

BRAIN FREEZE

1. Assignments provided in TEAMS for BrainFreeze should be able to be completed in no more than 30-40 minutes.
2. Assignments provided in TEAMS for BrainFreeze should be meaningful assignments with intentional purpose related to the current content of the course.
3. Projects may be assigned in TEAMS to be worked on for the duration of either a portion or the entire five BrainFreeze days. These projects may be due and be graded at the end of the time period when BrainFreeze is typically used, such as sometime in late March or April.
4. The following choices are available to teachers at Preston High School for BrainFreeze assignments:
 - The assignment given in TEAMS will not be graded, but the skills, information, or process will be assessed with a quiz or some other type of formative assessment within a reasonable amount of time following the BrainFreeze day.

- The assignment given in TEAMS will be graded by the teacher once ample time has been given for each student to complete the assignment in case internet access was not available. Ample time will be not less than two (2) school days.

FINAL EXAMS AND EXEMPTIONS

In order to better prepare PHS students for higher education and the qualifying exams for business / industry credentialing exams, ALL students will take a final exam in all of their classes during the designated time for those exams. The final exam grade will count as 5% of the student's final grade for that class.

The Positive Behavior Support Committee at Preston High School Policy on Final Exams:

- All students must attend and take finals.
- The determination of whether the final will count as a grade will be determined between the teacher and student PRIOR to taking the final.
- The policy does not include AP, Dual Credit courses. All other classes will follow this policy.
- Students with the following grades and attendance would have the option for their final exam in each class to either count towards their grade (if it would improve their final grade) or not count toward their grade:
 - A and no more than 3 parent illness excuses
 - B and no more than 2 parent illness excuses
 - C and no more than 1 parent illness excuse
- Final exams for all other students with a D or an F will count.
- Any UN-excused absence will automatically result in a required final.
- Medical excuses are exempt from the program and do not count against a student.
- Absences due to extracurricular activities such as sports, field trips, educational leaves, band or other school-related activities are exempt and do not count against a student.
- WVEIS will be used as the official record of Attendance.

GRADING

Grades are based, as closely as possible, on objective evidence of the student's work & achievement. Preston County Schools enforces the following grading scale:

A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = 0 - 59, I = Incomplete

INCOMPLETES

Any incompletes MUST be cleared within 10 days of the end of the grading period. Extenuating circumstances may be approved by an administrator.

GRADE LEVEL STATUS

A student must earn the required number of credits, as follows, in order to qualify for each grade level:

SENIOR = 17 + Credits	SOPHOMORE = 6 – 11.9 Credits
JUNIOR = 12 – 16.9 Credits	FRESHMAN = 0 – 5.9 Credits

Student promotion occurs only one time per school year. The grade status a student has at the beginning of the school year remains unchanged until the following school year.

State standardized testing is based on a student's grade level status.

GRADUATION REQUIREMENTS

Incoming Freshman Class of 2022 + (Current 9th graders included)

22 Total Credits Required

18 Credits Prescribed

4 Units: English/ Language Arts
4 Units: Mathematics
3 Units: Science
4 Units: Social Studies
1 Unit: Physical Education
1 Unit: Health
1 Unit: Fine Art

4 Personalized Credits

4 additional classes in a career and technical pathway (selected from the following)

- 2 credits of the same world language
- 4th Science credit
- Career major related course
- Computer Science
- Any AP Course

Incoming Sophomores, Juniors, and Seniors (Class of 2020, and 2021)

24 Total Credits Required

18 Credits Prescribed

4 Units: English/ Language Arts
4 Units: Mathematics
3 Units: Science
4 Units: Social Studies
1 Unit: Physical Education
1 Unit: Health
1 Unit: Fine Art

6 Credits Personalized

CTE Students - 4 courses in any one concentration

Non-CTE Students – 4 courses in the following

- 2 credits of the same world language
- 4th Science credit
- 1 course related to career goal

All Students – 2 electives

CREDIT RECOVERY

In order to qualify for credit recovery, students must have failed a course.

Seniors will have priority for enrollment into credit recovery. All other students will be considered based upon individual need.

For seniors only, credit recovery will begin at either the end of semester 1, or at the mid-term of the 3rd grading period. Students will remain enrolled in their course and must pass semester 2.

Students must work at a minimum rate of 5% progress each week, for each classe. At the end of 3 weeks, Students will be withdrawn from credit recovery if not at 15% complete.

SCHEDULE CHANGES:

A student who requires a change in schedule must complete a schedule change request form and acquire the required signatures. The form should then be turned in to the Guidance Office. **THE STUDENT WILL BE CALLED TO GUIDANCE TO DISCUSS THE SCHEDULE CHANGE.**

Schedule changes will only be made for the following reasons:

- missing class period
- a course is needed as a graduation requirement
- a duplicate course or a course was already completed
- considerations will be made to not place students with the same teacher in a failed course, when possible.

Schedule changes will NOT be made for any of the following reasons:

- teacher preference
- lunch preference
- to be together with another student

If a schedule change is deemed necessary...

First 10 Academic Days of each semester – Student may make a course change request without penalty
Days 11-15 – A schedule change may occur only with administrative approval. The student is responsible for all work missed per teacher discretion.

Days 15-89 – Schedule changes will not be permitted.

Day 90 – Semester. If a schedule change is determined to be a need at the semester, the student will earn a ½ credit of the original course and whatever grade has been earned up to that point will be transcribed. They will also earn a ½ credit in the course in which they are entering which will be given at the end of the year.

All 2nd semester requests for a schedule change must be made by the 5th day of the 2nd semester.

SIMULATED WORKPLACE (CTE) ATTENDANCE POLICY:

All students and parents will sign a contract at the beginning of class.

In a simulated workplace class, if a student misses:

- 3 days – receive a verbal warning and parent call
- 6 days – written warning to student and parent.
- 9 days – written contract to not miss any more days; parent must have a meeting with the instructor and CTE director
- 10 days – student will be given a schedule change out of the simulated workplace program at the semester. The student will also face a loss of credit in current CTE course.

All simulated workplace students must call their instruction before class each day they are absent.

SENIOR PORTFOLIO (for Class of 2019)

This is a graduation requirement. The senior portfolio is a “snapshot” of your life. It includes your educational background as well as a record of the places you have worked, either for pay or as a volunteer. The purpose of this assignment is to help you prepare for a job when you are ready. Your portfolio should impress a prospective employer and persuade them to hire you. It should be neat and orderly and any pictures included should show you in a positive manner. Take this assignment seriously and you will create something that you can use for the rest of your life. An assembly will be held to explain the guidelines in further detail.

Students will be required to present their portfolios to a committee for review. These usually take place sometime in March. If the student meets all of the required elements, they will receive a passing grade.

*CTE completer portfolios may require some additional information.

NOTE: These requirements will change for the class of 2020 and following.

STUDENT ASSISTANTS:

Senior students who have faithful school attendance, conduct above reproach, and have met all other graduation requirements may serve as a student assistant.

STUDENT RECOGNITION:

Honor Rolls are for students who attain high academic GPAs. They are recognized each 10 weeks, as follows:

Principal’s Honor Roll consists of students with a GPA of 3.5 or above, with no incomplete grades.

Regular Honor Roll consists of students with a GPA of 3.0 -3.49, with no incomplete grades.

Knights of the Round Table is a recognition program sponsored jointly by Preston High School & Partners in Education for those students who maintain a 3.5 GPA and have four (4) or less days of absences for each semester, (4 single period absences count as one full day absence), and no more than four (4) total tardies per semester.

Eligibility will be determined at the end of each semester, and membership cards will be distributed to students who qualify. The membership card that students receive for this accomplishment entitles the student to free admission to all school-sponsored athletic events.

At other school events, such as fine arts activities or special assemblies when admission is charged, the membership card will entitle the student to a discount. [Prom tickets are excluded from “Round Table” discounts.] Students must show a PHS student ID with the Knights of the Round Table Card for admission to school events.

The Excalibur Chapter of the National Honor Society is composed of students who have demonstrated exceptional Scholarship, Character, Leadership, and Service. Admission to the organization is overseen by a 5-member Faculty Council which reviews all eligible students.

Juniors and seniors who have a 3.5 or better cumulative average are notified of their eligibility and asked to deliver an Academic Resume to each of their current and previous teachers. A survey is then conducted among all faculty members. Students who have the endorsement of 90% of the responding faculty are then reviewed by the Council for selection.

Membership carries with it the obligation to maintain the same fine characteristics which led to the

selection. Although it is a rare circumstance, if those virtues were to falter, a student may have his/her membership reviewed or recalled by the Council.

WITHDRAWING FROM SCHOOL:

Students who are withdrawing from Preston High School are required to participate in an exit review with their respective counselors and the principal. They are also required to have a release form signed by the following school personnel:

- School Counselor, indicating that all textbooks and materials have been returned.
- The Financial Secretary, indicating that all financial obligations have been met.
- The Hot Lunch Secretary, indicating that all hot lunch bills are paid in full.
- Assigned Administrator, indicating that the process for withdrawal is complete.

SECTION II: FOOD SERVICE

CAFETERIA CONDUCT:

Students will be required to be finger scanned or provide ID.
Book bags must be placed on shelves in the hallway and back of the cafeteria.
Students are to enter the cafeteria in an orderly manner and enter a serving line.
Saving a place or “cutting” line is not permitted.

BREAKFAST & LUNCH PRICES		
Regular	Student Breakfast	\$1.25
	Student Lunch	\$1.60
	Adult Breakfast	\$2.90
	Adult Lunch	\$3.85
Reduced	Breakfast	\$0.30
	Lunch	\$0.40
Extra Milk	Must pre-pay or cash only (Cannot charge)	\$0.35

Practice appropriate table manners at all times.
Push chairs under table and leave the table, chair, and floor clean.
Use only the restrooms near the auxiliary cafeteria. All other hallways and areas are off limits during lunches.

EATING AREAS:

PHS students will be able to eat in the cafeteria this year. No students are permitted to be in the concourse or gym during lunches. This is to provide a safer environment in which every student has a place to sit.

Remember: The school campus is CLOSED FOR LUNCH. Students MAY NOT leave campus to get

lunch. Students driving off campus for lunch will be subject to disciplinary action. Any lunches brought into school during the day must be delivered to the main office before a student's designated lunch and be marked with the student's name and lunch (A, B, or C). Parents/Guardians may only deliver a lunch for their child. Due to allergies/health hazards, students are not permitted to share their lunch with other students

FREE AND/OR REDUCED LUNCH FEES:

Students may qualify for free or reduced breakfast & lunch fees. The application forms will be provided to students by designated teachers. Students should have their parents complete the form and return it to the designated teacher or mail to Dylan Beitz, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537, ASAP. Applications will be effective from approval date only. A new form can be submitted any time income or family circumstances change.

Note: All breakfasts and lunches, including free and/or reduced, are served with one milk. If students elect to have an extra milk with either of these meals, they must pay for it as they receive it. Milk without a meal must also be paid for at time of receipt.

EXTRA MEAL:

A second breakfast and/or lunch may be purchased; however, cash payment at the time of purchase will be required in the amount of \$2.90 for breakfast and/or \$3.85 for lunch.

PAYING FOR MEALS:

Lunch bills will be mailed to the student's home each month by the Child Nutrition Office, located at the Board of Education.

SECTION III: STUDENT ACTIVITIES

CHARACTER EDUCATION TRAITS

ASSEMBLIES:

Assemblies are an important part of the school's educational program. Students should arrive promptly, take seats quickly, & be attentive to the presentation being given. Good conduct is expected at all times. **FACULTY MEMBERS ARE TO ACCOMPANY THEIR RESPECTIVE CLASSES TO ASSEMBLIES AND BE SEATED WITH THEM FOR SUPERVISION, UNLESS OTHERWISE DIRECTED.**

TRADITIONAL EVENTS / ACTIVITIES:

Homecoming coincides with a major football game. Lady Preston, her maids of honor, and Lord Preston are elected members of the Senior class. Princesses and escorts are elected from underclassmen. All students must have a 2.0 GPA from the previous semester to be eligible for participation.

The Prom is the main formal school dance of the year for juniors and seniors and their guest. It takes place in April or May.

The Knight is the school mascot.

Senior Night is usually scheduled on the last home game of each sport.

The Sword Ceremony is traditionally conducted at the final graduation practice. The Senior Class Officers will pass the Excalibur, emblazoned with ribbons representing the colors of the previous senior class, to the Junior Class Officers. The Junior Officers will pass the Shield, presented to the school by

Student Council, to the Sophomore Class Officers. The Sophomore Officers will pass the Standard, bearing the school colors of silver & black, to the Freshman Class Officers.

NOTE: Only Preston High Students and approved signed-in guests may attend school dances. A guest must be in 9th grade or above, no more than 21 years of age & must be pre-approved & pre-registered. Non-Member Guest forms are located in the Main Office or may be requested from any teacher. Middle school students may not attend PHS dances.

CHARACTER EDUCATION TRAITS

Respect:

- Using courteous language
- Behaving appropriately in class
- Returning what you borrow in good condition
- Listening without interrupting

Fairness:

- Consider both sides of a difficult situation
- Avoid judging someone by first impressions
- Encourage compromises among your friends

Responsibility:

- Doing what you say you will do
- Watching for tasks that need to be done, and doing them
- Performing you chores and being ready for school without reminders
- Take care of the things that belong to you

Caring:

- Choosing your words thoughtfully and carefully
- Always being respectful
- Putting yourself in other people’s shoes
- Not gossiping or spreading rumors

Trustworthiness:

- Do your own homework instead of copying another’s work
- Work for what you want instead of stealing
- Tell the whole truth rather than altering it to make yourself look good
- Correct a sales clerk who gives you too much change

Citizenship:

- Being aware of political issues and forming your own opinions
- Being respectful when the national anthem is sung or played
- Being prepared to vote in local and national elections
- Displaying and respecting the flag.

SECTION IV: STUDENT SERVICES

ADMINISTRATION:

The student body is assigned to administrative staff alphabetically so that students and parents can be better served. The administrative assignments are as follows:

Principal:	Steve Plum	A-G (discipline)	Main Office	Ext. 421
Assistant:	Laura Shaffer	A – G (IEPs)	Guidance Hallway	Ext. 479
Assistant	Pam Wilt	H - P	CTE Office	Ext. 138
Assistant	David Murray	Q - Z	Science Hallway	Ext. 376

DAILY COMMUNICATIONS:

PA ANNOUNCEMENTS: Verbal announcements will be made at the beginning of LINKS.

LIVEGRADES: All students will receive an activation code for their Internet web site to bring home to their parent. Parents will have access to daily grades, attendance, assigned homework for their child, and teacher e-mail address. Teacher room numbers are also their voice mail extension. If you have questions regarding Live grades, contact Brian Bailey at ext 201.

CALENDAR OF EVENTS: All staff will receive a monthly calendar of events that has been approved and placed on the school calendar. Calendar items should be given to the school secretary.

SCHOOL MESSENGER: This is an automated attendance system that contacts parents daily regarding their child's absence from one or more classes during the school day. It is also used to notify parents, students, and staff of cancellations or upcoming important events. Parents **MUST** fill out the on-line form to opt-in for this service.

GUIDANCE SERVICES:

The Guidance Offices are located on the second floor of the main building. Guidance services are available to every student. These services include assistance with educational planning, occupational information, testing information, and help with school, home, or social concerns. There are four counselors on staff, assigned to students as follows:

Kim Metheny	A - G	Ext. 485
Shelly Pyles	H - P	Ext. 491
Jane Layne	Q - Z	Ext. 483
Sue Clark	Secretary	Ext. 492
Crystal Pell	Freshman Transition	Ext. 488

We are fortunate to have school-based counseling/therapy available through United Summit Center. Referrals can be made by parents, administrators, counselors, or by student request. Payment for these services is done on a sliding scale based upon family income and third party billing.

LINKS ADVISEMENT PROGRAM:

The purpose of the LINKS Advisement Program is to advance student learning, success, and development in a proactive, deliberate, developmental manner by establishing a personal relationship with at least one caring adult who serves as an advocate for the student through their high school experience. LINKS provides a curriculum that will bridge the gap between what is taught in the core curriculum and the skills necessary for success in school and in the work place by addressing six major skills areas:

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

LOCAL SCHOOL IMPROVEMENT COUNCIL:

The Local School Improvement Council, while being mandated by WV law, is a very important organization. This group of parents, school personnel, community, business representatives, and students

meets 4 times a year in the PHS library. The LSIC has yearly input to the Preston County Board of Education, and makes recommendations for program changes to the local and state boards of education. It is also required by statute to review the schools discipline data and procedures. Your involvement is necessary and welcome. Please join.

All meetings are from 5-7pm

STUDENT ASSISTANCE TEAM:

The Student Assistance Team is a group of staff members who meet regularly to provide assistance to any student who demonstrates advanced or poor academic performance and/or engages in disruptive behavior, poor attendance, and/or needs social services. The SAT recommends and implements instructional/behavioral intervention strategies within the regular education program and/or refers for multi-disciplinary evaluation. Contact an administrator or a teacher for assistance through SAT. Student referrals can be made by a parent, teacher, administrator, counselor and/or by self.

STUDENT COUNCIL:

The Student Council is an organization through which the student body may express opinions and assist the staff and administration of Preston High. The Council serves as a liaison between the student body and professional personnel by bringing issues and concerns as well as possible solutions to issues. The Council members work cooperatively with professional personnel to provide school-wide programs.

Council Officers must maintain a 2.5 GPA. Elections are held each spring for the President, vice-president, secretary-treasurer, and representatives from each class. Officers are elected through student body vote.

The student council main activities include: monitoring and maintaining the Mylan grant to provide funds to leadership activities and roles, arranging the Veteran's Day recognition assembly, and organizing and running the baccalaureate service for graduating seniors.

SECTION V: SCHOOL POLICY & REGULATIONS

ARRIVING LATE TO SCHOOL/TARDINESS TO CLASS:

When a student arrives to school after 7:53 a.m., the student must report to the Main Office and sign in. The student will then be issued a pass for admittance to class. Depending on the reason for being late, the pass will be marked excused or unexcused.

When leaving early, written notes from parents will only be accepted with a contact number so we can verify.

Classroom tardiness will be monitored by individual instructors and will fall under the Classroom Management Plan.

ATTENDANCE POLICY:

The school day for students is defined as 7:53 a.m. - 3:30 p.m.

The workday for staff is defined as 7:45 a.m. – 3:45 p.m.

NOTE: Please refer back to the section on Final Exams for a review of the Final Exam incentive.

The single most important factor in academic success is school attendance. All students are required to attend school daily. Students who are 17 or older are required to attend school daily unless they withdraw from school. Parental permission is necessary for student withdrawal from school or for a student to leave the school campus.

Any time a student is physically not in attendance to school and not engaged in a curricular school activity, the student is recorded as absent - unexcused. The student remains unexcused until a note of excuse is submitted. The note must be submitted within three (3) days following the absence. Parent notes must include the student's first and last name, date of absence, reason for absence, student number, and signature of parent / guardian. Parent notes can only be accepted for 5 absences per student, per semester. Upon the sixth parent note each semester, the child will be marked unexcused unless a doctor note is provided. All doctor, dentist, eye doctor, counselor, etc. notes will be accepted throughout the year.

When a student returns to school, the teacher(s) must provide make-up work whether the absence is excused or unexcused. It is the student's responsibility to complete the makeup work and turn it in on time. A student has the number of days absent plus one day to complete missed work.

If a student misses ANY PART of a school day and is recorded as absent - unexcused, the student MAY NOT participate in any curricular or extra-curricular or co-curricular events on the day of the unexcused absence.

All students, regardless of age, must have permission to sign out. Any time that a student leaves campus without first signing out according to school policy, the student will be recorded as absent unexcused, and is cutting/skipping school.

Attendance reporting will be done according to the Preston County Schools Attendance Policy 11-12.

Parents and students are reminded that in classes on a block schedule (most CTE courses), 1 class period missed equals 2 days of instruction for that class.

*Excessive absences, discipline issues, grades, or withdrawing from school may result in loss of WV driver's license and denial of proof of enrollment forms. (See Proof of Enrollment Forms for further information)

BUS PASSES:

A bus pass will NO LONGER BE ISSUED unless in cases of extreme emergencies. Please see the Preston County School website for the full policy.

CONDUCT - EXPECTATIONS:

Students are under school authority on route to and from school, at school, during the day, and at school-sponsored events. Students should be responsive to classroom teachers and all other school employees, & cooperative with fellow students. Students should be prompt to class and scheduled activities. All students should be attentive in class and prepared for class with both materials and assignments. Inappropriate conduct will be addressed through state policy 4373.

Cell phones, recorders, headphones, personal MP3 Players, IPOD's, personal gaming systems, and other electronic devices are off limits at school during instructional time unless directed by the teacher to use them in an instructional capacity.

DISCIPLINE:

- Warning/parent contact
- Lunch detention (limit 3)
- After school detention (limit 3)
- In school suspension (ISS) (limit 3)
- Out of school suspension (OSS)

Out-of-School Suspension:

Out-of-School suspension occurs when a student is removed from the school setting for a designated number of days. During the suspension, he/she may not be on campus for any reason, or attend any school activities on campus. It is the student's responsibility to get make-up work. Preston High School will follow state policy 4373 on discipline.

The superintendent of schools and the Preston County Board of Education may impose additional penalties per Preston County Policy and the West Virginia Safe Schools Act. In addition, appropriate authorities will be involved for legal action as applicable under the law.

Alternative Education Program:

A student may be assigned to an alternate site for excessive misconduct. The student can be assigned for a designated period of time, subject to review by a placement team.

Mountaineer Challenge:

Under certain circumstances, Mountaineer Challenge Academy may be considered as an alternative education program where students may earn a diploma through option pathway.

Expulsion:

Expulsion occurs when a student is removed from the regular school setting for a period up to one calendar year (365 days). This action must be recommended by the administration and/or the superintendent in compliance with WV school policies. A Board of Education hearing must approve this action. Expulsion guarantees denial of proof of enrollment and revocation of WV Driver's License.

DRESS CODE:

School Administration will make final determinations concerning appropriateness of student apparel. Students are expected to dress in a manner that is not distracting to the educational process and is not a safety concern. Failure to comply with this policy may result in disciplinary action.

- Cleavage should not be visible
- No strapless tops or dresses
- No skin at the mid-riff area

- Should straps must be 3 fingers wide
- Shorts/ skirts are to mid – thigh length
- No rips, tears, or holes above mid- thigh
- No headgear, hats (unless approved in shop areas)
- No gang, weapons, sex, alcohol, drug, profanity, tobacco, violence, nudity, or offensive symbols or slogans
- Under garments should not be visible
- Clothing should not be excessively revealing
- Footwear must be worn

Personal hygiene should be sufficient as to not be distracting to other students. Please see your counselor for needed items.

The 6 “B’s”

NO

1. **Bosoms**
2. **Bottoms**
3. **Bellies**
4. **Backs**
5. **Bras**
6. **Briefs**

DRIVING / GUIDELINES FOR OBTAINING A PERMIT:

Driving to school is a privilege, not a right. Driving students are subject to drug testing as per File: 11-45 Student Activity Drug Testing. Driving students may be selected by a random selection basis to provide a swab or urine sample and/or be tested at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. School administrators shall have the authority to restrict and/or deny driving privileges based on the following criteria:

- The student must be licensed to drive.
- The vehicle must be licensed and insured (proof of insurance required)
- The student must return the completed drug testing consent form
- Refusal to submit to drug testing when selected
- Testing positive for illegal or performance enhancing drugs, (see policy 1138)
- A \$25 per semester parking permit fee must be paid. Students who have a 3.0 GPA or above, no unexcused absences, no ISS or OSS at the end of the first semester will not have to pay the fee for second semester. **Note: if driving privileges are revoked for any reason, parking fees will not be refunded.**
- All debts paid prior to receiving a permit
- Permits are renewable by semester based on:
- Safe driving practices on school property. The campus speed limit is 15 MPH at all times.
- adherence to parking procedures and directions of school administration
- attendance, discipline, grades
- Students will be issued driving permits based on need (i.e., doctor appointments, physical disabilities, etc.)

- Students shall not be permitted to meet out-of-school persons with cars and either ride or sit in the auto during school time.
- Students who park on school grounds shall do so in the area designated by the administrator.
- Students shall submit application for driving/parking permit to designated administrators who will administer policy and regulations. Only the designated administrators shall have authority to issue permits.
- Color-coded parking permits must be displayed on the rear view mirror.
- Students are reminded that CARS WILL BE TOWED IF PARKED WITHOUT A PERMIT AT OWNER'S EXPENSE.
- Any violation of these regulations may result in disciplinary action and/or loss of driving/parking permit.
- Students driving automobiles are not to leave until all buses are gone, or at the direction of an administrator.

Violators who drive after privileges have been revoked will be reported to the police and their vehicle will be towed at his/her own expense.

All-terrain vehicles are not allowed on school property.

Loss of Parking Permit:

Driving and parking at PHS is a privilege for students. In some situations, a student may lose his or her parking permit as part of a disciplinary action.

PROOF OF ENROLLMENT FORMS:

To obtain a Proof of Enrollment Form, a student must complete a request form and turn it in to the main office. Please be aware that as of June 1, 2009, state laws on obtaining and maintaining a WV Driver's License have changed. Forms may take up to one (1) week to be processed. To be eligible to receive a proof of enrollment form you must:

- Have less than 10 consecutive or 15 total unexcused absences. Skipping class/school; suspensions; not turning in absences notes are all considered unexcused, as well as sleeping in, missing the bus, etc. Remember, parent notes are only accepted for 5 absences each semester. On the sixth parent note each semester, the absence becomes unexcused unless a doctor note is provided.
- Show satisfactory academic progress. Students must attain and maintain grades sufficient to allow graduation in five years or by age 19, whichever is earlier. A student must earn a minimum of five credits per year to allow graduation in five years based upon the graduation requirements. Three of the five credits earned annually **MUST BE FROM CORE REQUIREMENTS**.
- not have been suspended/expelled for the following reasons:
 - assault and/or battery on school employees;
 - possessing deadly weapons;
 - sale of narcotic drug;
 - committing an act or engaging in conduct that would constitute a felony under WV Code if committed by an adult; and/or
 - Unlawfully possessing a controlled substance governed by the uniform controlled substance act.

This is STATE LAW, not school policy, and exceptions will not be made.

DRUG TESTING:**Policy 11-44 states:**

“Each activity student, CTE student, and driving student shall be provided with a copy of the Drug Testing Consent Form which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor/administrator before such student shall be eligible to practice or participate in any extra-curricular activities or before issuance of a driving/parking pass or before being designated as an opt-in participant.”

The consent requires the activity student to provide a sample: when an activity student, driving student or opt-in participant is selected by random selection basis to provide a sample; and at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs.

Simulated Work Place – CTE

Drug testing is also a required component of the Simulated Work Place initiative in our Career Technical Education Programs.

EMERGENCY PROCEDURES (FIRE DRILL):

The repeated ringing of the fire bell designates a fire alarm.

The drills will be conducted in an orderly manner and performed with reasonable speed.

All teachers will accompany their students and use their grade books to check roll after the groups have assembled outside the building. Students are to remain in their respective groups until or unless designated to do otherwise. Attendance will be reported to the principal or assistant principal assigned to that particular evacuation area.

If lights are on in the building, **DO NOT TURN THEM OFF.**

FIELD TRIPS:

Field trips and student activities are privilege and not a right. Permission to participate in any of these activities may be denied based on student behavior.

FINANCIAL GUIDELINES:

Any senior owing any financial obligation (i.e., lunch bill, lost/damaged textbook, library fines, and fundraisers) will not be allowed to participate in the Graduation Ceremony in May!

GUIDANCE APPOINTMENTS:

If a student needs to make an appointment with Guidance, the student should report to the Guidance Office during non-instructional time and sign the request form.

LOCKERS:

The school is not responsible for items lost or stolen from lockers; therefore, locker combinations should not be shared. Each student will be held responsible for the condition of his/her locker. Lockers should not be damaged or defaced. School officials may search a locker if it is suspected that the locker contains items that are stolen, or anything dangerous or illegal. Pad locks [combination or key] are not permitted on lockers.

Students that wish to have a locker assigned to them should choose an area and see Mrs. Bachtel in the main office to request one. Lockers are not automatically assigned because of the size of the building and large variety of student schedules. We allow students to choose an area that is best suited to his or her schedule.

LOST TEXTBOOKS:

Textbooks and other instructional materials are issued to students through individual classes and their care becomes the responsibility of the student. If a textbook is lost, stolen, defaced, or destroyed, the student must pay for the book or compensate for the damage.

All fines and payments must be paid by the end of the school year. Lost textbooks should be turned in to the main office. If payment is not made in a timely manner, it may be turned over to Magistrate Court for collection.

NURSING SERVICES/STUDENT HEALTH & WELLNESS

Nursing services are provided five days per week in the Student Health Service area, which is located in the hallway between the Great Hall and the Cafeteria. When a student is ill or injured at school, the following steps should be taken:

- In a non-emergency, report to the classroom teacher and obtain a pass to the nurse.
- In an emergency, report directly to the nurse for assistance.
- On a day when the nurse is not present, follow the same guidelines, but report to an adult (teacher, counselor, or administrator) for assistance.
- The student **MUST** be signed out in the Main Office before leaving campus.

The school nurse, or an administrator, will make the decision that a student is too ill to remain in school and contact a parent/guardian to come pick the student up. The nurse will also provide the student with a written note verifying that a student is ill and needs to go home. If a student calls home sick and leaves campus without following the guidelines listed above, the student will be considered unexcused from school for the time missed. The nurse's note is not an absence excuse. Any time a student is absent from school or leaves school, a parent or guardian note of excuse, or a doctor note must be submitted.

NOTE: All medications must be kept with the school nurse. Students must not carry any type of medication unless it has been specifically approved by the school nurse or an administrator. This includes all over-the-counter drugs to include aspirin, Tylenol, Advil, Motrin, cough drops, etc.

PASS SLIPS:

If a student reports to any other classroom or area of the building without first obtaining the written permission of the assigned teacher, the student will be considered as cutting class.

PRIVATE TRANSPORTATION:

Students who are transported by a parent / guardian should arrive at school prior to the 7:53 a.m. bell and report to the cafeteria or concourse. Students who are being picked up after school by parents must meet the parents in the lower student parking lot adjacent to the Wrestling Room. No vehicles will be permitted in the parking areas surrounding the high school complex between 3:00 - 3:40 p.m. due to bus movement.

PROCEDURES FOR LEAVING CAMPUS / EVACUATION

1. Depending on the nature/reason for evacuating, the principal will give specific directions to be followed.
2. Teachers must stay with their groups/students at all times during the entire evacuation.
3. Parents and the public will be informed as soon as possible about the evacuation and possible

pick-up and/or delivery procedures of students to their homes/parents.

4. Under no circumstances should cell phones or other electronic devices be used during this time, unless instructed to do so by the superintendent, principal, or other authorized personnel.

SAFE SCHOOLS ACT [HB 2073]:

The Safe Schools Act passed by the WV Legislature in 1995 guarantees that all facilities will provide a safe, disciplined environment and meet the educational needs of all students. Students and parents are encouraged to familiarize themselves thoroughly with the complete policies received from the Preston County Board of Education at the beginning of the school year. The Act specifically addresses the following areas of behavior and mandates consequences for violations occurring in each:

- Disruptive behavior in the classroom or on a school bus.
- Assault and battery on a school employee.
- Possession of a dangerous weapon* on the school premises, at a school- sponsored function/event, or on any school bus.
- Sale of a controlled substance on the school premises, at a school- sponsored function/event, or on any school bus.

Assault and battery, possession of a dangerous weapon, or sale of a controlled substance on school premises will automatically lead to a recommendation for expulsion. The length of the expulsion will be for one calendar year - 12 months.

*Dangerous Weapons include all weapons or look alike weapons

*At Preston High School, all knives (regardless of length) are illegal on school property and will be considered weapons.

ALL ITEMS WILL BE CONFISCATED & WILL NOT BE RETURNED (This includes tobacco products)

SEARCH AND SEIZURE:

Canine Assisted Locker/Facility Inspections: The superintendent of schools and/or school principal are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas, classrooms, vehicles, or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action. Under no circumstances will canines be used to conduct random searches of students. Any inspection conducted under the provisions of this section will be conducted in a manner to avoid contact between canines and students.

Searches of Students:

Under ordinary circumstances, the search of a student by a teacher or other school official is permitted if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. However, "strip" searches are not permitted under any circumstances. Any searches of students by school officials will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search will be confiscated and **WILL NOT BE RETURNED.**

SECTION 504 - PSC Policy 3-22:

The Preston County Board of Education does not discriminate based on disability, in employment or in its educational programs and activities. Further, the Board prohibits retaliation, interference, coercion, or intimidation on the basis of disability in employment or in its educational programs and activities. Any person suspecting that he/she has been discriminated against, or has been the subject of retaliation, interference, coercion, or intimidation on the basis of disability may contact the local school principal or Carol Riley, 731 Preston Drive, Kingwood, WV 26537; or call (304) 329-0580, ext. 236.

SHUTTLE BUSES:

Shuttle buses are provided for students so that they may participate in after-school activities. The shuttles pick up students at PHS and return them to their home-school area. During the months school is in session, shuttle runs leave PHS at 6:00 p.m.

SIGNS, POSTERS, & ADVERTISEMENTS:

- All signs and posters are to be approved by the administration before they are posted.
- Students granted permission to put up signs/posters are also responsible to take them down.
- Signs are NOT to be taped directly to drywall. Block walls and bulletin boards are the appropriate places for signs.

SMOKING / USE OF TOBACCO:

WV Code 16-91-1 forbids the possession and/or use of all tobacco products by students. Violators will be disciplined in accordance with state, county, and school policies.

STUDENT PHYSICALS:

In extracurricular and co-curricular activities, the Preston County Board of Education has taken the position to put into policy the requirements of students to have an annual general physical exam prior to participation.

Student participants as used in this policy shall mean: student athletes, cheerleaders, marching band members, and other student groups, which may be designated by the Secondary School Activity Commission to fall into this category in the future.

STUDENT RECORDS / CONFIDENTIALITY - PCS POLICY 11-47:

The school is only obligated to the custodial parent(s) / guardian of a student. If there is any exception, it is the responsibility of the court appointed parent/ guardian to notify the school.

Annually, Preston County Schools will collect directory information which includes student name; student's parent or guardian; address; telephone number; social security number; date and place of birth; major activities and sports; weight and height for athletic teams; dates of attendance; awards received; and other similar information.

Records or files of students will not be released from the school system without written consent of the parent, with the exception of records being transferred from one local school to another; other school systems in which the student seeks or intends to enroll; or military recruiters.

If parents do not wish to have their students address and phone number released to recruiters, they must notify the school in writing prior to October 1. The parent shall be notified when a student's records have been transferred to another school or school system, and upon request (for cost) may receive a copy of the records transferred.

STUDENT VALUABLES:

The school insurance plan does not cover the cost of personal items lost or stolen. Therefore, students should not bring radios, MP3 Players, IPOD's, or large sums of money to school. Cell phones, watches, rings, bracelets, and even glasses should not be left in an unsecured classroom or locker room. Students are responsible for their own personal property.

TELEPHONES / ELECTRONIC SIGNALING DEVICES: (PCS Policy 11-13A)

Electronic signaling devices (other than for health related reasons verified by a doctor) such as cell phones, must be turned off prior to boarding the school bus. These devices may be used before and after school, between classes, and at lunch, but must be turned off prior to boarding the bus to return home. These devices may be used for educational purposes in classes, with teacher permission. Cell phone violations will follow the discipline hierarchy.

VANDALISM:

Intentional destruction of objects or materials belonging to the school, school personnel, or other persons is a serious violation of school regulations. Any guilty person(s) will be subject to disciplinary action and will also be responsible for the cost of repair and/or replacement of the vandalized property. Legal action, when appropriate, will also be taken.

VISITORS:

PHS students may not bring non-students to visit school during the school day. This includes students on holiday from near-by schools, graduated students, or relatives from other schools who are on vacation.

Only students enrolled in Preston County Schools are authorized to ride county school buses.

Staff members may have visitors during planning time or during personal time (i.e., Lunch). If a visitor requests permission to see a staff member, the staff member will be notified and permission will be requested before the visit will be granted.

Persons with business in the school are required to sign in at the Main Office. An administrator must authorize a visitor's pass before anyone can be on school property during school hours.

ALL VISITORS AND PERSONS WITH BUSINESS AT PHS MUST PROVIDE A DRIVERS LICENSE to be scanned by our security system in order to receive a visitor tag.

VOTER REGISTRATION:

Each student of age will be provided an opportunity to register to vote.

WORLD WIDE WEB / INTERNET

Any communications, such as e-mails, blog sites (i.e., myspace.com), chat rooms, etc., on the Web are not considered private, privileged, or protected information. This also includes communications sent via text messaging on cell phones. Cyber bullying will be dealt with in the same manner as if the bullying took place in person. PHS does not wish to become involved with activities that do not happen on school time; however, when Cyber bullying causes disruption during school hours, it then falls under the jurisdiction for school administration to take action, including referral to the proper police agency. If harassment is determined to be occurring, law enforcement officers may be called in to assist administrators.

IMPORTANT WEB SITES:

www.fafsa.ed.gov	Financial Aid
www.fastweb.com	Scholarships
www.collegeboard.com	SAT Registration & Advanced Placement (AP) Information
www.actstudent.org	ACT Registration
www.cfwv.com	Promise Scholarship, career planning, scholarships, etc.

AUPs – All students must have a signed Acceptable Use Policy (AUP) on file each school year with the technology integration specialist (Brian Bailey) before his or her student account will be activated. These forms will be given out in LINKS on the first day of school. Please make sure these are returned in a timely manner. AUP's must be turned in by September 1st to avoid disruption of computer access for students. Failure to return AUP's will result in student log-ins disabled until the form is returned.

SECTION VI: CAREER TECHNICAL EDUCATION

All students enrolled in CTE courses will be required to complete a safety pledge. The following policy statements are based on the required safety pledge:

Safety Pledge

Students enrolled in CTE courses will follow all safety rules/practices for the curriculum.

- Individual classroom rules and safety requirements will be posted in each classroom/shop area.
- Individual classroom rules and safety requirements will be published and made available to students and parents at the time of enrollment in the course.
- Individual CTE course lesson plans will reflect instruction in individual classroom rules and safety requirements.

Tool Use

A student enrolled in CTE courses will not be asked or allowed to use a particular tool/piece of equipment unless the student has been instructed in its use and has permission to use that particular tool/piece of equipment in the curriculum.

- Each student will satisfactorily complete a competency instruction sheet/exam on a particular tool/piece of equipment before its use will be permitted by the student.
- The instructor will provide skills instruction and demonstrate the safe use of tools/equipment, which will be documented in lesson plans.
- Each student will demonstrate proficiency in the safe use of a particular tool/piece of equipment.

Clothing/Uniforms

Students enrolled in CTE courses will adhere to the clothing policy for the curriculum in addition to the school policy.

- Individual classroom dress requirements will be stated in classroom rules, which will be published

and signed, by students and parents at the time of enrollment in the course.

- Individual classroom instructors may make recommendations to students in regard to dress requirements.

Materials Handling

Students enrolled in CTE courses will be expected to follow the safe handling, usage, care, disposal, and storage of materials, chemicals, equipment, and tools for the curriculum.

- Material Safety Data Sheets for the care, disposal, and storage of chemical/materials will be accessible and documentation will be on record that each student has received instruction on safe operating procedures.
- Students will be expected to demonstrate the safe handling, usage, care, disposal, and storage of equipment/materials as prescribed by the instructor.

Reporting Accidents/Injury

Students enrolled in CTE courses will be expected to report any accident, injury, or safety concerns to the instructor immediately.

- There will be a classroom emergency plan on file in the classroom and with the CTE administrator.
- An accident/injury report will be filed within 24 hours of any incident that either resulted in injury or could potentially cause accident or injury.
- Each student will receive instruction on the procedure for reporting any accident, injury, or safety concern to the instructor.
- Each student will receive instruction on the procedure for providing immediate care to someone who is involved in an accident or injury.

Removal

Students enrolled in CTE courses must agree that any unsafe action that would cause a student to be removed from a position in industry will result in the student's termination from a CTE course.

- Any form of horseplay will not be tolerated in any technical classes
- In the event that a student performs an act that will result in termination from a course, a conference will be held with the instructor, the student, the parent/ guardian, a counselor, and the CTE administrator to discuss the specific violation, reason for termination, and schedule options.
- The student will be referred to the Student Assistance Team.
- The student will be disciplined according to Preston High School and Preston County Schools Policies if the reason for termination is a violation of either/both of those policies.

WORK ETHIC REQUIREMENTS

ATTENDANCE: A student who does not attend class does not receive the appropriate level of safety instruction in regard to the safe operation of tools/equipment; therefore, when a student reaches 5 absences in any class, the student and parent will be given written notice. If absences continue, the student will be in jeopardy of losing course credit.

THEFT: Theft will not be tolerated. Theft is a Level Two offense (WV Code Student Code of Conduct). Any theft violation, either stealing or possessing stolen property, can result in suspension from school,

immediate exclusion from the course in which the offense occurred and/or a change in schedule, law enforcement notification, and retribution/restoration of property.

DAMAGE OR DESTRUCTION OF PROPERTY: If a student is responsible for damaging or destroying property, the same consequences listed under theft will apply.

ON TIME/ON TASK/ON SCHEDULE: A student is expected to be in the classroom/shop on time and remain on task in order to maintain an accurate work schedule. Repeated offenses of tardiness or off task reminders can result in parent notification, exclusion from the classroom and/or removal from a course.