



# **GRAFTON HIGH SCHOOL**

400 Yates Avenue  
Grafton, WV 26354

**Phone (304) 265-3046**

Fax (304) 265-2156

<http://www.taylorcountyboe.net/ghs>

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**2018-2019**

Student Handbook

## **ALMA MATER**

Hail Alma Mater, hats off to you.  
Ever you'll find us, loyal and true.  
Firm and undaunted, always we'll be.  
Hail to our school we love.  
Here's a toast to thee.



## **FIGHT SONG**

Hail to our school so fair.  
We all our troubles share.  
Always we'll fight with our might  
for the things we know to be right.  
Though we lose a game now and then, we'll do  
our best till the end.  
So if you're for us, join in the chorus, as we  
sing again.

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# WELCOME FROM THE ADMINISTRATION

Students and Parents,

The purpose of this handbook is to acquaint Grafton High School students and parents with the rules and regulations that pertain to Grafton High School and the expected conduct of our students. It is through these rules, policies and this handbook that you will know what is expected of you.

The administration and faculty holds every student responsible for the information contained in this handbook. Should you have questions that are not answered by this handbook, please contact the office for further assistance. The Taylor County School Board Policies are available for viewing on the county website.

Students, this is your school. Make the most of what it has to offer and contribute your time and talents wisely. Academics and activities lead to success. Get involved! Your success is your parents' success and pride. Be proud of your school and always conduct yourself in such a manner that your actions will reflect pride in yourself, your school and your community. We all share the responsibility for the school's reputation.

The goal of Grafton High School is to promote excellent learning opportunities and the preparation of students to meet the demands of the 21<sup>st</sup> century. This can only be achieved by maintaining a continuous focus on academic rigor and excellence.

It will take a cooperative effort on the part of the students, teachers, administrators, parents and community if we are to realize these goals. I encourage you to be actively involved in all that Grafton High School has to offer.

Catch the Bearcat Pride!

Lori Shumaker, Principal

Cheryl Snyder  
Assistant Principal

Bryant McCarthy  
Assistant Principal

## MISSION STATEMENT

Grafton High School educates and prepares students for future endeavors.

## CORE BELIEFS

### We believe:

- we should focus on things we can control;
- through high expectations and maximum effort by all stakeholders, students will maximize their potential and achieve individualized success;
- quality instruction and high levels of engagement yield high achievement and reduce classroom disruption;
- parent support and student/family accountability are important in the learning process;
- we are accountable for guiding students to become productive members of society by utilizing a holistic approach to education.

**GRAFTON HIGH SCHOOL/TAYLOR COUNTY TECHNICAL CENTER  
PERSONNEL**

Lori Shumaker	Principal
Cheryl Snyder	Assistant Principal
Bryant McCarthy	Assistant Principal
Vickie Lakatos	Financial Secretary
Tammy Cochran	Secretary
Taylor Wyatt	Counselor, A-L
Theodore Mahon	Counselor, M-Z
Richard Bord	Athletic Director
Shannon Mayle	Nurse
Officer Paul Collins	Prevention Resource Officer
Drema Gainer	Parent Coordinator

**English/Language Arts**

Bord, A.	English 11, Trans Eng/LA Sr
Dalton, T.	English 10, 10H, APEngLang
Hanlin, M.	Eng 10, Eng 9 H, AP Eng Lit
Miller, K.	Eng 9, Eng 11, Yearbook
Watkins, M.	Eng 9 Acad, Eng 9, Eng 12
Bartlett, R.	Library
Heflin, K.	Spanish I, II Honors
Ojeda, I.	Spanish II

**Mathematics**

Hunt, J.	Alg 2, PreCalc/Trig, AP Calc
Malson, R.	Algebra 1, Algebra 2
Osborne, J.	Algebra 1,STEM Ready Math
Norris, W.	Alg 3, TransMath for Seniors
Sine, J.	Algebra 1,Geometry, Option
Tucker, A.	Geometry, Geom H, Alg 2H

**Science**

Klug, J.	Chem, Physics, AP Chem
McCall, L.	Biology, Bio H, Anatomy
Robinson, E.	Earth Science
Skidmore, R.	Earth Science, Earth Srs
Smolski, S.	Biology, Forensics, AP Bio
Watkins, B.	Chemistry, Physical Science

**Social Studies**

Bord, R.	Contemporary Studies
Collati, D.	U.S. Stud, ContempStudies
Johnson, M.	U.S. Studies, World History
Sheme, B.	WrldHist, Psych/Soc, AP US
Zukowski, R.	Civics, AP Government

**Custodians**

Carpenter, T. – Head Custodian  
 Coole, R.  
 Lovejoy, J.  
 McDaniel, C.  
 Nestor, J.  
 Ware, C.

**Phys Ed/Health/Driver's Education**

Chapman, M.	Physical Ed/Fnd of Wellness
McDaniel, L.	PE, Health, Parent/StrgFamily
Bell, R.	Dance, Health

**Fine Arts**

Dickey, C.	Choir, Theater, Entertainers
Rucker, C.	Music App, Guitar, Band, Ent
Thobois, B.	Art, Drawing, Paint, Sculpture

**Career Tech Ed**

Bolyard, B.	Acct, BusCmpAppl, Bus&Mktg
Devine, T.	DigIm, WebPage, Game Design
Foley, M.	Dr Ed, Personal Fitness & Well
TBA	Welding
Hodge, K.	Option Pathway
McCullough, S.	Carpentry, Buildg Mtce&Oper
Saffle, M.	TherapeuticServices, Med Term
Tennant, S.	Ag, Ag Leadership, Horticulture
Woods, B.	ProStart, Baking & Pastry

**Special Education**

Gulley, M.	Collab History, Eng 9, Eng 10
Morris, C.	MMI English, Social Stu, Math
Myers, J.	Collab, Alg 1, CATS
Poling, P.	Collab Math & Science, Skills
Richards, D.	PMI
Ringer, K.	Collab, Skills, Geom, Alg2/TrMth
Smolski, A.	Collab, Skills, MMI Sci, PAVE
Spotloe, K.	Collab Bio, English 10, 11, 12

**Aides**

Gray, J.  
 Harris, B.  
 Perks, K.

**Cooks**

Pitzer, P – Cafeteria Manager  
 Kellerman, B.  
 Maley, T.  
 VanHorn, E

### IMPORTANT SCHOOL DATES 2018-2019

August 9	Continuing Ed/Professional Development Days
August 10	Continuing Ed/Professional Development Days
August 13	Preparation for Opening Schools/Faculty Senate
August 14	Preparation for Opening Schools
August 15	First Day for Classes Grades 1 – 12
August 23	Professional Learning – 2-hour early dismissal
September 3	Labor Day Holiday – No School
September 21	Professional Learning – 2-hour early dismissal
September 26	End of 1 <sup>st</sup> 6 week Grading Period
October 3	Report Cards Issued
October 15	Faculty Senate – 2-hour Early Dismissal Schedule
October 24	2-hour early dismissal – Parent Teacher Conference banked time
November 6	Election Day – No School
November 8	End of 2 <sup>nd</sup> 6 week Grading Period
November 12	Veteran’s Day Holiday – No School
November 15	Report Cards Issued
November 16	Professional Learning – 2-hour early dismissal
November 19-23	Thanksgiving Break - No School <sup>2</sup>
December 21	Faculty Senate – 2-hour Early Dismissal Schedule
December 21	<i>End of 3<sup>rd</sup> 6 weeks/End of First Semester Grading Period</i>
December 24 – January 1	Christmas Recess/New Year’s Holiday – No School
January 2	Continuing Education – No School
January 3	First day of Second Semester Classes
January 10	Report Cards Issued
January 11	2-hour early dismissal – Parent Teacher Conference banked time
January 21	Dr. Martin Luther King’s Birthday – No School
February 18	Outside School Environment Day – No School <sup>2</sup>
February 19	End of 4 <sup>th</sup> 6 week Grading Period <sup>1</sup>
February 26	Report Cards Issued <sup>1</sup>
February 28	Faculty Senate – 2-hour Early Dismissal Schedule
March 15	Professional Learning – 2-hour early dismissal
March 28	2-hour early dismissal – Parent Teacher Conference banked time
April 4	End of 5 <sup>th</sup> 6 week Grading Period <sup>1</sup>
April 11	Report Cards Issued <sup>1</sup>
April 12	Faculty Senate – 2-hour Early Dismissal Schedule
April 15-22	Spring Break – No School <sup>2</sup>
May 16	Professional Learning – 2-hour early dismissal
May 27	Memorial Day Holiday – No School
May 28	Last instructional day <sup>2</sup>
May 28	<i>End of 6<sup>th</sup> 6 weeks/End of 2<sup>nd</sup> Semester Grading Period<sup>1</sup></i>
May 28	Graduation
May 31	Faculty Senate – 2-hour Early Dismissal Schedule
May 30 – June 5	Outside School Environment Days – No School <sup>2</sup>
June 6 – June 28	Out of Calendar Days <sup>2</sup>

- 1- Grading Period dates subject to change
- 2- Days subject to change due to cancellation of school.

## DAILY OPERATIONAL PROCEDURES

### BELL SCHEDULE

**First Bell – 7:45 A.M. – To lockers**

**Second Bell – 7:50 – Warning Bell**

First Period	7:55 – 8:45
AA	8:45 – 9:10
Second Period	9:15 – 10:05
Third Period	10:10 – 11:00
<b>FIRST LUNCH 11:05 – 11:35</b>	
Fourth Period	11:05 – 11:55
<b>SECOND LUNCH 12:00 – 12:30</b>	
Fifth Period	11:40 – 12:30
Sixth Period	12:35 – 1:25
Seventh Period	1:30 – 2:20
Eighth Period	2:25 – 3:15

**Student Dismissal 3:15 pm**

<b>TWO-HOUR DELAY</b>		<b>TWO-HOUR EARLY DISMISSAL</b>	
9:45 to lockers	9:50 Warning	7:45 to lockers	7:50 Warning
9:55 – 10:35	First Period	7:55 – 8:35	First Period
10:40 – 11:17	Second Period	8:40 – 9:17	Second Period
11:22 – 11:52	Fourth Period & 1 <sup>st</sup> Lunch	9:22 – 9:59	Third Period
11:57 – 12:34	Third Period	10:04 – 10:41	Sixth Period
12:39 – 1:09	Fifth Period & 2 <sup>nd</sup> Lunch	10:46 – 11:16	Fourth Period & 1 <sup>st</sup> Lunch
1:14 – 1:51	Sixth Period	11:21 – 11:58	Seventh Period
1:56 – 2:33	Seventh Period	12:03 – 12:33	Fifth Period & 2 <sup>nd</sup> Lunch
2:38 – 3:15	Eighth Period	12:38 – 1:15	Eighth Period

#### **No AA or Grab-and-Go Breakfast on Two-Hour Delay and Two-Hour Early Dismissal Schedule**

**Morning:** Upon entering the building, all students will proceed immediately to the cafeteria or first floor waiting area. NO STUDENTS ARE TO BE IN THE RAMP OR STAIRWELL AREAS. All absence excuses, early dismissal notes, and bus change notes are to be delivered to Mr. McCarthy outside the cafeteria or to the office in his absence. Doors to the 2<sup>nd</sup> floor and technical center will not open until 7:45 am. First breakfast will be served until 7:45. All students must vacate the cafeteria at 7:50. No food can be carried out of the cafeteria from first breakfast. Grab-and-Go breakfast will be served following first period. Students may only eat one breakfast meal per day.

**Afternoon:** All students must vacate the building by 3:25 unless they are attending a supervised activity. Bus students and drivers exit via the Sam Bord Exit. Walkers and parent pick up will exit via the Yates Avenue Exit.

#### **United Technical Center Students – Two-Hour Delay**

Morning UTC Students: You will not report to UTC as buses will not be running. You will be expected to report to GHS, sign in at the office and then report to the library.

Afternoon UTC Students: You must attend GHS for period 1. Contact periods 2 and 3 teachers to turn in class work and/or get assignments. Lunch will be from 10:45 – 11:05. The bus will leave for UTC at 11:10.

## SIGN-IN AND SIGN-OUT PROCEDURES

**Closed Campus-** Grafton High School operates a closed campus. Any student leaving the campus during school hours without permission from the office will be considered in violation of the closed campus policy.

Students who arrive after the tardy bell has sounded in the morning must sign in at the main office. If the tardy student does not have a note from a parent/guardian, they will be marked tardy, unexcused to 1<sup>st</sup> period and subject to the school discipline policy. Fifteen excuses for “tardy to school” will be considered excessive and additional tardy notes will not be accepted for the remainder of the school year. Such students will be disciplined as habitual violators of school rules/policies. Any student who leaves school before the end of the school day must sign out in the office. Being eighteen does not enable a student to sign him/herself out, only students who live independently can sign themselves out without parental consent. Any student who does not properly sign out will be considered in violation of school policy and subject to discipline.

Students who must leave school for doctor or dental appointments and for other approved reasons must provide the school with an appointment card and/or a note signed by their parent/guardian before being permitted to leave the school and upon returning to school to excuse the absence. If a student becomes ill during the school day, they should report to the nurse’s office and home contact will be made. Students will not be excused to leave school with anyone other than a parent/guardian or an individual on the Emergency Procedure Card.

## TARDY POLICY

By Taylor County policy, tardy shall mean arrival by a student after the appointed time for the commencement of school or an individual class, which a student is scheduled to attend. If a student misses more than twenty minutes of class it will be considered an absence. Students are allowed five (5) minutes for changing classes and going to the restroom; therefore, they should not be tardy for classes.

Tardy to class is a Level One Violation. Level One Violations receive a warning from the teacher, followed by lunch detention or an alternative discipline selected by the teacher and parent contact by the teacher. Habitual tardiness to class will be considered a Level Two, Habitual Violation of School Rules and Policies and will result in an office referral.

## ATTENDANCE

All students at Grafton High School are expected to attend school regularly and to be on time for classes in order to benefit from instruction and develop habits of punctuality, self-discipline, and responsibility. The administration, faculty and guidance department at Grafton High School will work cooperatively with parents in an effort to improve their student’s attendance.

When a student returns to school following an absence, the student must have a note signed by a parent or guardian or a medical professional indicating the reason for the absence(s). **ALL ABSENCE NOTES MUST BE SUBMITTED WITHIN THREE (3) DAYS OF RETURN TO SCHOOL per state law.** A written excuse must be provided for all absences including those students signing in and signing out. Students who accrue 5 or more unexcused absences will have a meeting scheduled with the county attendance director or designee to discuss student’s unexcused absences. Students with 10 or more unexcused absences may be referred to the magistrate for truancy.

If a student is going to be absent for 3 or more days, the parent may call and inform the school and request homework assignments. Educational Leave may be requested of the school administrator not to exceed 10 days. An Educational Leave form should be submitted 10 days prior to the planned leave.

Students with pre-planned school approved absences or approved educational leave (i.e. field trips, college visits, competitions, music and sporting events, etc.) will be expected to have make-up work completed upon their return to class and to be prepared for any tests scheduled on the day of their return. Students absent from school, except for reasons noted above, shall be given the opportunity to complete or make up all work missed. The student will be given one (1) day for each day absent to make up assignments/tests. It is the student’s responsibility to find out what make up work is required after an absence. The student must also arrange a time, which is convenient for both student and teacher to take make up tests.

Grafton High School follows the Taylor County Attendance Policy, which can be obtained upon request from the school. Students who fail to comply with the Attendance Policy will be subject to consequences for truancy under West Virginia State Law.



## HALL PASSES

Students may not be in the hallways during class time without a hall pass. **One hall pass per student.** Hall pass must include student name, destination, time and teacher initials. Students without a hall pass will be returned to their respective classrooms. Excessive violation of this rule will result in student being placed on a Do Not Release List.

## BUS PROCEDURE

Transported students are under the authority of the school system from the time they board the bus until the time they arrive at their respective homes after dismissal. Students will be expected to follow the transportation policy and all rules set forth by their bus driver. Students are not permitted to get off the bus any time prior to their designated stop without written permission from their parent/guardian and the bus driver. Any student needing to ride a bus other than their regular bus must have a parent signed note submitted to the office and signed by an administrator/secretary before being permitted to board the bus. Students leaving school grounds while waiting to board buses or after unloading from the bus will be subject to the school discipline policy. Any violation of bus procedures will be subject to disciplinary action.

## CAMPUS TRAFFIC

Driving and parking on school property is a privilege and is closely regulated due to the concern for safety of students. Students desiring to park on school property must apply for a parking permit for a fee of \$20.00. Fees collected may be used for celebratory or recognition activities for students and/or staff. The parking lot will be checked randomly and unauthorized vehicles will be reported to the authorities. Students are responsible for any and all items in their car.

### PARKING RULES

- Students must park in designated student areas only. Students are not allowed to park behind the building or at the facilities building during the school day or practice times.
- School officials may search vehicles parked on school grounds if reasonable suspicion exists that suggests there is a violation of school rules.
- Pedestrians and school buses have the right of way at all times.
- No loitering in the parking lot before or after school will be permitted.
- Students may not return to their vehicles or the parking area until dismissal time without office permission.
- Parking permits must be visibly hanging on the rear view mirror inside the vehicle.
- The parking lot speed limit is five (5) miles per hour.
- Students who are reported driving recklessly, parking improperly (i.e. blocking other vehicles) or violating safety rules may have their driving privileges immediately revoked.
- Students are not permitted to drive from Grafton High to United Technical Center without superintendent approval.
- Students who are repeatedly tardy may have parking privileges suspended.
- The school assumes no responsibility for damage to any vehicle parked in a lot. Students vandalizing or damaging any vehicle in the lot may be disciplined by the school, but legal authorities must be called by the student/parent to investigate the complaint and to recover any damages.
- **If your vehicle is found on school property without a parking permit or if found in the wrong location, a warning will be given. A second offense will result in disciplinary action and possible towing of your vehicle at the owner's expense.**

## SCHOOL VISITORS

### **STATE LAW REQUIRES THAT ALL VISITORS MUST REPORT TO THE OFFICE AND SIGN IN.**

- All visitors, including school alumni, must enter through the secure vestibule to obtain a Visitor's Pass and gain entrance to the school. Photo ID may be required.
- No student is permitted to bring guests without prior administrative approval to school to visit or to attend classes.

## PARENT VISITORS

Parents are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents are encouraged to come to planned conferences, open house, visitation days, or to schedule an appointment. Parents may visit their child's classes on other days subject to the approval of the school administration using the following guidelines. Parents are asked to understand the Board's responsibility to safeguard the learning environment for all students and to be sensitive to the disruption that can

be caused by having strangers observe the classroom and place demands on the teacher's time. There is also an obligation to protect the privacy rights of all students and their families by ensuring that frequency of visitations by one parent/guardian does not allow inappropriate knowledge of the behavior or academic progress of other students. Parents who fail to abide by this policy and/or the District's regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

### **SECURITY CAMERA USAGE NOTICE**

The Board of Education recognizes the school district's continuing responsibility to ensure the safety of staff and students and to maintain order in and around school. In an effort to maintain the safety and security of Grafton High School, a security camera system is in place. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Specifically, all restrooms and locker rooms are excluded from camera usage. Please be on notice that all activities may be monitored by video security cameras in those areas of the building that are monitored. This includes building entrances, hallways, gymnasiums, parking lots and common areas of Grafton High School.

### **LOCKERS**

Each student will be assigned a locker and in many instances a locker mate will be assigned. A locker fee of \$3.00 per person will be charged. Fees collected may be used for celebratory or recognition activities for students and/or staff. A student is to use the locker assigned to him/her, and only the student(s) assigned to a locker are permitted to use that locker. A student's locker combination should not be given to another student. Changes in locker assignments must be made by the administration. Any item found in the locker is the responsibility of one or both person assigned to that locker; therefore, do not intentionally enable your locker to be opened without the secure combination. Students should report nonoperational lockers to the office. The school administration reserves the right to make periodic inspections of all lockers. The lockers remain the property of the school system. Lockers are not secure and therefore money and other items of value should not be kept in lockers.

### **EMERGENCY MEDICAL TREATMENT**

At the beginning of each school year or any time a new student enrolls in school, an Emergency Procedure Card is given to the student. It is very important that parents/guardians complete this card, which includes a place for parental consent for school officials to request medical treatment of the student, as provided by law. Parents/guardians shall also be asked to supply other information that could be required in case of an emergency. Serious medical conditions should be recorded on the form, and the form should be updated as needed. It is critical that school officials know where to contact parents in the event of an emergency. **Students will only be released to individuals on the Emergency Procedure Card.**

### **MEDICATIONS**

As per state law, schools are not permitted to provide medication of any type without proper documentation. Medication Forms are available in the school office. The form must be signed by a physician or a licensed health care provider with prescription writing authority and a parent/guardian. This is required for both prescription medications and non-prescription medications. Medication must be provided by the parent/guardian. The medication administration form must be updated each school year and when medication dosages change. All medication will be kept in the office unless otherwise stated. All unused medication not picked up by the parent will be discarded in a manner that ensures no other individual will have access to the unused portion.

**All medication to be given at school must be in the original labeled container.**

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

### **RANDOM DRUG TESTING**

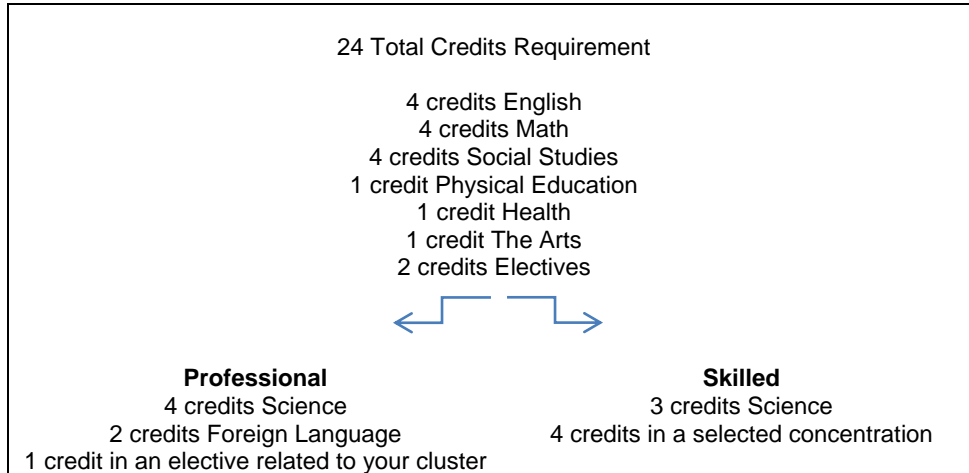
Students participating in Career Technical Education Simulated Workplace programs of study, co-curricular activities, extra-curricular activities, student athletes, and students parking on school property will be subject to random drug testing as outlined in Taylor County policy 5530.01 - STUDENT ACTIVITY DRUG TESTING and policy 5530.02 - CAREER TECHNICAL EDUCATION AND WORK PLACE SIMULATION DRUG FREE POLICY.

## REQUIRED IMMUNIZATIONS

**Attention parents of 11<sup>th</sup> grade students:** Reminder that current juniors will not be able to enter school in the fall of their senior year or participate in fall extra-curricular activities without the TDaP and Meningitis booster vaccine, an annual health check/physical examination from a doctor/medical provider, and a dental examination from a dentist. If you have any questions, please call the Taylor County Health Department or your child's personal physician. Immunization requirements are subject to change based on recommendations from the Center for Disease Control and/or State Public Health Departments.

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS



### QUALITY POINTS FOR G.P.A.

Honors courses are those offering expanded academic content. Advanced placement and dual-credit courses are those which are advanced in terms of content and performance expectations of classes normally available for a given grade or age level and provide credit toward graduation and possible college credit. Students enrolling in honors, advance placement and dual credit courses must meet the pre-requisite requirements as set forth in the current course catalog. Physics and PreCalc/Trig will be weighted the same as honors classes.

To determine honor roll, and class rank, letter grades will be translated into numerical equivalents.

Regular Classes	Honor Classes	A. P. Classes & Dual Credit Classes
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

### GRADING

Grades are reported as a cumulative student performance at the end of the semester. Instead of looking at a six-week grade as a grade that stands alone, you should look at it as a progress report to-date towards the final semester grade. This progress report will provide you with the letter grade and percentage that the student has earned to that reporting date in that particular class. Teachers will define their grading procedures in a Course Syllabus or Classroom Policies at the beginning of the school year.

<u>Grading Scale</u>	
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

### **CLASS STATUS GUIDELINES**

Sophomore	5 credits
Junior	12 credits
Senior	16 credits
Graduate	24 credits

### **SCHEDULING ADVANCED PLACEMENT (AP) AND HONORS COURSES**

Three factors which may be used to approve a student's schedule requests to enroll in AP and/or Honors courses are: previous classroom performance, teacher recommendation, and scores on standardized tests.

### **LIVEGRADES INFORMATION**

Grafton High School uses LiveGrades, a web-based gradebook program that provides parents and students instant access to grades, assignments, and an interactive messaging service online. Parents can view information for all of their children in the Taylor County school system once they have accessed their log-in.

**Students** - Your account has already been created by the school and the school will have your username and password. You will receive a "Student Login Information" sheet from your teachers that contains your username and password. Use this information to login at [www.LiveGrades.com](http://www.LiveGrades.com) any time for instant access. Note that this sheet is different than the "Guardian Login Information" sheet which allows parents/guardians to create accounts. Middle school accounts automatically transfer to the high school.

**Parents/Guardians** - Because you have a student who attends a school that uses LiveGrades, you will have access to login to view their grades and other information. It is very important that you create your own account instead of using your child's so that you will receive parent messages when they are sent by the teachers or administrators. To get started, you will receive a "Guardian Login Information" sheet from the school.

### **ICE PACKS**

\*Certain days that school is cancelled may be designated as ICE Packs Days.

\*On these days teachers will be available to support student learning.

\*Students are permitted but are not required to come to school but no county-wide transportation will be provided. Attendance will not be recorded.

\*Previously distributed ICE Packs lessons will be assigned and are to be returned to AA teachers no later than 5 days after returning to school.

\*AA teachers will grade the ICE pack lessons and students present their ICE packs grades to every GHS teacher on their schedule. ICE packs grades will be recorded for each class in which the student is enrolled.

### **ALTERNATIVE ASSIGNMENTS AS A RESULT OF RELIGIOUS BELIEFS**

If a student desires to receive an alternative assignment as a result of religious beliefs, the following process needs to occur. The student must submit a formal written request signed by both parent and student that outlines how the assignment is objectionable to said beliefs. After submission of request, a conference will be scheduled with parent, student and teacher.

### **SEMESTER EXAM POLICY**

Semester Exams will account for 20% of students' semester grades. All students are required to take semester exams for both semesters unless an exemption is granted by the Attendance Committee comprised of administrators, counselors and teachers.

Criteria for exemption based on attendance:

- Five or fewer excused absences per semester in all courses including AA.
- Education Leave will count toward the 5-day limit per semester.
- Zero unexcused absences per semester in all courses including AA.
- School approved absences do not count in total absences.
- Submission and approval of an Exam Exemption Application with the Out of School Environment Plan completed, and a current attendance report attached with parent/guardian signature.

- Students who exceed the maximum number of excused absences due to extenuating circumstances may apply for an exemption with proper documentation. Extenuating circumstances will be reviewed by the Attendance Committee.

Exams will not be administered early unless there is an Educational Leave approved by the administration.

Students not exempt from exams are required to attend all exam periods.

Exemptions based on attendance only apply to courses where a student has earned a passing grade. If a student has an “F” or an “Incomplete” in a course, they must take the exam in that course.

Parent/Teacher meetings will be scheduled for any student reported with one or two grades below 60% at the end of the 1<sup>st</sup> grading period each semester. Students with three or more grades below 60% will have meetings scheduled with an administrator or counselor. Parent failure to attend the scheduled meeting will forfeit the student’s semester exam exemption for each class the student’s grades do not improve to 70% or higher by the end of the semester.

Students in weighted courses are required to complete an exam in that course with the exception of 2<sup>nd</sup> semester AP students. Students who take the AP exams may apply for exam exemption by following the above procedures.

Students required to take first semester exams who miss the exam day(s) will have the absence(s) counted on the next semester’s total.

### **STUDENT REQUESTS FOR SCHEDULE CHANGES**

Schedule change forms are available in the counselors’ office. Student requested schedule changes must be made within the first five days of the beginning of first semester. Schedule changes for second semester are submitted to the counselors in December. Changes will only be considered for legitimate reasons that affect the educational process. Changes will be made based on availability. When schedule changes are requested, the teachers concerned will be consulted. All schedule changes forms must include parent/guardian signature.

Students in any weighted course must commit for the entire year. The only possible consideration for a schedule change will be made after students complete a process including but not limited to teacher/student conference and teacher/student/parent conference, followed by a petition for a schedule change through a committee comprised of administrators, counselors and teachers.

### **HOME/HOSPITAL INSTRUCTION**

The Taylor County Board of Education will provide a home/hospital liaison for children who are homebound due to an injury or illness as certified by a licensed physician and are homebound for a period of two weeks or more. For further information regarding eligibility and instruction, please contact the Attendance Director at 304-265-2497, Ext. 20.

### **EDGENUITY CREDIT RECOVERY**

Grafton High School offers credit recovery for students to earn credit for required core courses that they have previously failed. Students who have more than 10 absences, excused or unexcused, the previous semester or fail a class with an average below 40% will not be eligible for credit recovery until summer school. Currently we use the EDGENUITY on-line computer program to deliver the instruction and assessments. Students are required to attend credit recovery in our computer lab to complete tests. While enrolled, students may also access the program at home or any place with high-speed internet access to work on the lessons. To apply for credit recovery, see your guidance counselor.

### **OPTION PATHWAY**

Grafton High School offers two Options for students to graduate via alternate means. Option Pathway (formerly Option 1) is the core program. In the Option Pathway program, students must complete the entire high school equivalency assessment, and complete their CTE program of study concentration. Option Pathway is designed for students with credit deficiencies that may prevent them from graduating in 4 years. Additional information and application is available in the counselors’ office. Applications will be approved by a committee composed of administrators, counselors and Option Pathway teacher. HSEA Credit Recovery (formerly Option 2) allows seniors, needing to recover multiple credits in the same subject, to take a high school equivalency assessment (HSEA) for that subject. This credit recovery option is for one content area only. Students must continue to attend and maintain passing grades in all other classes as required by Policy 2510.

## **GHS WORK EXPERIENCE PROGRAM**

The Work Experience program is designed for regular education students that want to gain experience working in a job that is directly tied to a class that the student is enrolled. The academic and occupational skills that the student will be learning need to be at the same skill level as the course that the student is enrolled.

Examples of a quality Work Experience program are working for a:

- CPA firm while enrolled in an accounting class
- Law firm while enrolled in a government or law class
- Local newspaper while enrolled in an English class

### **PROGRAM REQUIREMENTS**

1. Program application must be completed on an official application form, preferably not later than the conclusion of the student's junior year in high school. Participation in the program is limited to seniors who are on schedule to graduate at the conclusion of their 4th year.
2. A selection committee consisting of the principal and counselor shall evaluate the student's application to determine program eligibility and acceptance.
3. High school credit will be awarded for the program in accordance with the Work-Based Integration and Transition Course ---WVEIS Code 0520.
4. Students must remain at their worksite for an amount of time equivalent to that which they would accrue in school following a normal schedule.
5. Evaluation of a student's progress in the program shall be a joint effort by the employer and school official. A school official, on a PASS/FAIL basis, will complete actual grading.
6. Job assignments should correspond with the student's career interests and/or post-secondary educational/employment plans.
7. The student may not be self-employed.
8. Employer may not be a parent or guardian of the student.
9. Students may not work for any faculty member.
10. The program shall be organized and maintained so that students are under the direction and supervision of the school.
11. The program shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct.

### **TEXTBOOKS**

It is the responsibility of the student to take care of the books that are issued. If the book is not returned at the time the student leaves the class either during or at the end of the term, a lost book fee is assessed. Also if the book is damaged, a fee will be assessed. It is the responsibility of the parent to see that either the textbook or fee is received by Grafton High School. Students who have outstanding fines to the school may not be permitted to participate in graduation events.

### **OFFICE 365 ACCOUNTS FOR STUDENTS**

In order to help our students prepare for success this school year, we are providing MSOffice to every student free of charge. With Office 365, your child will now have access to the latest version of Word for writing, Excel for spreadsheets, PowerPoint for presentations, OneNote for organization and note taking, and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad)
- Use with OneDrive for automatic device syncing
- Office subscription lasts for as long as your child is a student here (and as long as we continue the offer)

### **EDGE CREDIT**

The West Virginia EDGE was established in 2001. EDGE is an acronym for Earn a Degree-Graduate Early. These are high school courses that fit into specific college programs and will allow the student to receive these college credits at no charge when he/she enrolls in a participating community and technical college or other participating institutions. Students must obtain a 75% or better on the IPSI comprehensive exam or a 74% or better on the WV Department of Education End-of-Course Technical skills exam in order to receive college credit. The Community and Technical College System of WV administers this program and a form requiring both parent and student signatures must be on file. The form will be available from teachers of classes which qualify for EDGE credit.

## **MISCELLANEOUS INFORMATION**

### **SAT – STUDENT ASSISTANCE TEAM**

A Student Assistance Team has been established to provide help for students having academic/social/disciplinary or other school-related difficulties. Parents may contact the school to refer their child for this assistance.

### **GUIDANCE SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study assistance, help with home, school, social concerns, or any questions the student may feel needs to be discussed with the counselor. The counselors also assist seniors in applying for colleges and exploring scholarships and need-based financial aid opportunities. Counselors may see students either by scheduled or unscheduled conferences. Unscheduled conferences require a pass from a student's teacher if not a crisis or emergency situation.

### **SCHOOL MEALS**

#### **Meal Benefits**

Families who qualify financially will receive reduced price or free meals. Foster children regardless of the family income are eligible. Applications for meal benefits are mailed home in July and are available at the school office and the Child Nutrition office at the Taylor County BOE throughout the year. Families may apply at any time during the school year if their income situation changes. Should a family provider become unemployed during the school year, their students may be eligible during the period of unemployment. Apply online for meal benefits at [www.wvschoolmeals.net](http://www.wvschoolmeals.net).

#### **Payment Methods**

Taylor County Child Nutrition Services participate in a centralized billing procedure. Students may utilize the county's charge system for meals. Meal statements are mailed directly to the parent/guardian from City National Bank. Students who feel they have a discrepancy with the meal statement must notify the school office within five (5) days. If you have not contacted the office within five (5) days, you will be responsible for payment. Payment in full is due by the date displayed on the meal statement. Payments should be mailed directly to the address printed on the meal statement or pay for meals online at [www.parentonline.net](http://www.parentonline.net). Students with outstanding balances may have their charging privileges suspended.

#### **Meal Prices (High School):**

Student Breakfast	\$1.20
Reduced Student Breakfast	\$0.30
Adult Breakfast	\$3.00
Student Lunch	\$1.90
Reduced Student Lunch	\$0.40
Adult Lunch	\$4.00
Student <u>SECOND Lunch</u>	\$4.00 ( <u>Cash ONLY – cannot charge extra lunch</u> )
Extra Milk	\$0.35 ( <u>Cash ONLY – cannot charge extra milk</u> )

#### **Special Diets**

Students requiring modified meals due to medical or other special dietary needs must submit a medical statement signed by a physician. The Special Dietary Needs form used for this purpose is available in the school office. These forms may be submitted at any time during the year. Parents/students will be notified of the approval and the beginning date of their modified meals.

**Pregnant Students** – Please inform your counselor, nurse, principal, or other school official if you should need additional foods because of pregnancy. These needs will be met through the school meals program.

**Clubs, organizations and groups are not allowed to sell any kind of food item or drink during lunch periods.**

## **NONDISCRIMINATION POLICY**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

## **EMERGENCY DRILLS AND EMERGENCY COLOR CODES**

The school will periodically conduct emergency drills. Teachers are trained in emergency procedures and will provide students with necessary instructions.

**Fire Drills:** When these occur, students should move quickly and orderly to a designated area outside. All students are to follow the directions of the teacher. If the fire alarm should sound between classes students should leave the building quickly, quietly, and in an orderly fashion via the nearest exit. No one may re-enter the building until school administrators give the all-clear signal. No one may leave school property during the drill.

CELL PHONE USAGE DURING ANY CODE OR DRILL IS PROHIBITED EXCEPT DURING A CODE RED. Redacted copies of the school's Crisis Plan are available upon request in the school's office.

## **EXTRACURRICULAR**

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY AND PARTICIPATION**

In order for students to participate in extracurricular activities sponsored by the schools of Taylor County, (such as interscholastic athletics, student government and class officers) they must maintain a 2.0 (C) (semester average) grade point average for all subjects undertaken and meet the West Virginia and Taylor County attendance requirements. Eligibility will be determined for each semester by computing the grade point average the previous semester. Students will not be permitted to participate in any school related activity while serving an out-of-school suspension.

**Athletics:** At Grafton High School all athletes must abide by the conditions of the athletic contract or may face suspension or removal from the team. In addition, the following guidelines will apply to athletes: 1) athletes who show a pattern of tardiness, absenteeism, or being present less than half a day on the day after events **will** sit out a game or practice as determined by an administrator or coach. A warning will be provided when a pattern begins to develop with the next occurrence resulting in sitting out the event. A continuation of this pattern may result in the student losing his/her participation privilege as determined by the administrator or coach; 2) athletes who receive a technical foul or any violation written by an official due to flagrant, personal, or deliberate reasons may lose his or her participation privilege as determined by the administrator or coach; 3) athletes will follow all school, county, and state policies as well as rules and guidelines established by coaches and administrator at all activities.



**Non-Athletic Activities:** The following practice applies to participation in school related events (i.e. clubs, performance groups, and student council activities, etc.): students who show a pattern of tardiness, absenteeism, or discipline issues may be excluded from participating in school-related activities.

**Dances:** All students must be appropriately attired. No grade level below ninth will be admitted. Guests outside of Grafton High School must be enrolled full time in a high school or received their high school diploma. He/she must be 21 years old or younger. Outside guests must have prior approval by the school before they can attend.

Homecoming Court: Any girl with a 2.0 GPA the previous semester is eligible for Homecoming Court. Student escorts also must maintain a 2.0 GPA and must be in the same grade level. All students from each of the respective classes vote for their princesses in AA. Two freshmen, two sophomores, two juniors, and five seniors will become princesses. Once the five senior princesses are chosen by their class, they will be voted on by the student body. The senior receiving the most votes becomes queen, and the queen is announced and crowned at the football game.

Prom: Any student with a 2.0 GPA the previous semester is eligible for Prom Court. The prom is for any Grafton High School student assigned to a junior or senior homeroom and invited guests approved by GHS administration based on guidelines agreed upon by the advisor and prom committee. Location of prom will be determined by the prom committee, advisor and administration of Grafton High School. Attire for the prom is formal wear, including tuxedos, formal dresses and dress shoes. Anyone who does not follow the dress code will be asked to leave the prom.

#### **NATIONAL HONOR SOCIETY**

The National Honor Society is a scholastic society of excellence. To be eligible for consideration for membership, juniors and seniors must have a cumulative grade point average of 3.5 or higher. In addition to scholarship, students are also evaluated by teachers with regard to their leadership, character and service. Parents and students must understand that selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. Once a student is inducted into the National Honor Society he or she must sign a contract to uphold the expectations of the GHS chapter. Failure to do so may result in a probationary period or permanent removal from the GHS chapter.

#### **SCHOOL & COUNTY POLICIES**

##### **HARASSMENT AND ANTI -HAZING POLICY**

You are protected from racial, sexual, religious, or ethnic harassment or violence.

All hazing in public school sponsored student organizations or activities, including co-curricular and extracurricular activities, is strictly forbidden.

Sexual harassment is a violation of school policies as well as federal laws, and will not be tolerated. It occurs at school whenever unwelcome conduct on the basis of gender affects a person's learning. Sexual harassment is defined by the Equal Employment Opportunity Commission as "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonable interfering with the individual's school performance or creating an intimidating, hostile, or offensive learning environment.

Some of the kinds of behavior that courts have cited as contributing to a sexually hostile school or learning environment include:

- Discussing sexual activities with or about another student;
- Telling off-color, or obscene jokes;
- Unwelcome and intentional bumping or touching of a person's body;
- Unwelcome comments on a person's physical appearance;
- Displaying sexually suggestive pictures, magazines or photos, including inside a locker;
- Using demeaning or inappropriate terms;
- Using indecent gestures or crude and offensive language;
- Sabotaging the victim's school work in revenge; or
- Engaging in hostile or abusive physical conduct.

If you feel that you are a victim of any kind of harassment, you must first tell the person who is harassing you to STOP. If the behavior continues, you should then tell one of your teachers, guidance counselors, an Assistant Principal or the Principal.

Principals may temporarily suspend from school and count boards of education may expel from school any student who fails to abide by this policy.

### **DRESS AND APPEARANCE**

**In order to prepare students to be successful in their future endeavors, the administration and faculty at GHS expects students to keep themselves well-groomed and neatly dressed at all times while attending or representing Grafton High School. While certain attire is appropriate in other venues, we deem the following to be inappropriate for our school:**

No head coverings worn inside the building, with the exception of school designated activities and Simulated Workplace dress code. Hats/head covering should be removed when entering the school and left off until exiting the building. Hats should not be seen throughout the school day.

No sunglasses inside the building.

No blankets or pajamas.

No gang related clothing or paraphernalia.

No clothing that exposes the midpart of the body, including halter tops, bikini tops or clothing without sides, or that exposes cleavage, mid-section, or buttocks.

No clothing depicting violence, terrorism, weapons, profanity, obscenity, drugs, alcohol or sexual innuendos.

No baggy clothing that is considered to be a safety hazard or that exposes undergarments or mid sections;

No barefeet (shoes must be worn at all times).

Building administrators and faculty have the discretion to identify other inappropriate apparel that counters the mission of the school. Teachers may require students to change their clothing and may refer the student to the office if there is a problem regarding a student's attire. Parents will be contacted if needed and afforded the opportunity to bring the student appropriate clothing. Students may be disciplined or may be sent home (unexcused) if the dress code is not followed.

### **PERSONAL PROPERTY**

**Cell Phones:** Cell phones may be used in the classroom for acceptable instructional purposes with teacher permission. No cell phone use in the library. Inappropriate usage will not be tolerated. Violation will be subject to the acceptable use policy and discipline.

**Bags and Backpacks:** Book bags and large purses big enough to carry a textbook cannot be carried to classrooms if the classroom teacher prohibits the practice. They must remain in lockers or other designated areas. Bags for PE may be carried to and from PE class only. No bags will be allowed in the library.

### **TOBACCO AND TOBACCO PRODUCTS**

A student will not unlawfully possess, use, or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia, including vapor and e-cigs, intended for the manufacture, sale, and/or use of tobacco/nicotine products in any building/area under the control of a County school system, including all activities or events sponsored by the County. Such items will be confiscated by school authorities and will not be returned to the student or parent/guardian. All school property including private vehicles parked on school property are covered by this policy.

The selection of appropriate interventions and consequences for substance abuse will be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action will be to conference with the parent/guardian in an effort to direct the student to appropriate addiction services if necessary. All students shall be referred to the guidance counselor or other school health services or psychological services, if applicable, for all offenses. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors depending on the severity. In addition, students will receive after-school detention for the first offense and additional discipline for repeated occurrences as well as a request for the Prevention Resource Officer to write a citation/ticket.

## SEARCH AND SEIZURE

School officials maintain the right to search a student’s person and/or personal effects or vehicle without notice, without student consent and/or without a search warrant whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## HOT TOPIC ISSUES

The following are frequent infractions from the previous school year:

- Profanity should never be used in school. Derogatory/hateful words will also not be tolerated.
- Students are to remain in the class in which they are assigned every period unless they have written permission from a faculty member to be elsewhere.
- This is a drug/tobacco free campus, this includes vaping, or the use of chewless tobacco. Students should not have drug or tobacco-related paraphernalia, such as, spit bottles, e-cigs, and lighters. Second and subsequent tobacco violations will result in a citation from our PRO officer.
- Any tools/equipment needed for technical classes will be supplied by the instructor and are to remain in the technical area.
- Hats and/or head coverings are to be removed when entering the building and should be out of sight for the remainder the school day unless required by Simulated Workplace.
- Phone use in the classroom is limited to instructional purposes only as directed by the teacher.

## DUE PROCESS

Students will be afforded due process rights before and/or during disciplinary actions being taken. This includes oral or written notice of the charges and an opportunity to respond to the charges.

## DISCIPLINE

All students are expected to follow classroom, school, and county rules and regulations during school or at any school function. The following are some disciplinary options that may be used depending on code infraction:

- Lunch Detention
- School Service Assignment
- After-School Detention
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- Expulsion

\*If school is cancelled due to inclement weather during a student’s suspension, the suspension will be extended one day for each cancelled school day.

<b>LEVEL 1: Minimally Disruptive Behaviors</b> --disrupt the educational process and the orderly operation of the school but do not pose direct danger to self or to others. Misbehaviors can usually be handled by individual staff member.	
<b>Procedures:</b>	
1. Immediate intervention by the staff member who is supervising and who observes the misconduct.	
2. If the staff member perceives the beginning of continual Level I misconduct, a proper and accurate record should be maintained in the classroom and parents notified by the teacher.	
<b>Behaviors:</b>	<b>Interventions/Consequences</b>
*Cheating/ plagiarism	*Administrator/student conference or reprimand
*Deceit/ lying	*Administrator and teacher-parent/guardian conference
*Disruptive/ disrespectful conduct	*Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.
*Failure to serve detention	*Counseling referrals and conference to support staff or agencies
*Falsifying identity	*Daily/weekly progress reports
*Inappropriate appearance	*Behavioral contracts
*Inappropriate display of affection	*Change in the student's class schedule
*Inappropriate language	*School service assignment
*Possession of inappropriate personal property	*Confiscation of inappropriate item
*Skipping class	*Revocation of privileges
*Tardiness	*Restitution/restoration
*Vehicle parking violation	*Detention (lunch, before and/or after school)
*Other student misconduct similar to above examples may also serve as grounds for Level 1 disciplinary action	*Denial of participation in class and/or school activities
	*Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (WV Code §18A-5-1)
	*In-school suspension (ISS)
	*Out-of-school suspension for Level I is used at the discretion of the school administrator (OSS)
	*Law enforcement notification if warranted

<b>LEVEL 2: Disruptive &amp; Potentially Harmful Behaviors</b> --disrupt the educational process and/or pose potential harm or danger to self and/or others. Behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others. These behaviors require the intervention of personnel at the administrative level.	
<b>Procedures:</b>	
1. The student is referred to the Principal/ Assistant Principal for appropriate disciplinary action.	
2. A proper record of the offense and disciplinary action is maintained.	
3. The teacher is informed of the disciplinary action within two working days of the referral.	
<b>Behaviors:</b>	<b>Interventions/Consequences</b>
*Gang-related activity	*Administrator/student conference or reprimand
*Habitual violation of school rules or policies	*Administrator and teacher- parent/guardian conference
*Insubordination	*Referral to support staff or agencies for counseling or other therapeutic services
*Leaving school without permission	*Daily/weekly progress reports
*Physical fight without injury	*Behavioral contracts
*Possession of imitation weapon	*Change in the student's class schedule
*Possession of knife not meeting dangerous weapon definition	*School service assignment
*Profane language/ obscene gesture/ indecent act toward... employee or a student	*Confiscation of inappropriate item
*Technology misuse	*Revocation of privileges (including use of technology)
*Other possible student misconduct, similar to the above examples, may also serve as ground for Level 2 disciplinary action.	*Restitution/restoration
	*Before and/or after-school detention
	*Denial of participation in class and/or school activities
	*Immediate exclusion by teacher from the classroom
	*In-school suspension
	*Out-of-school suspension
	*The principal and/or superintendent may recommend placement in an Alternative Education program
	*Expulsion
	*Law enforcement notification if warranted

<b>LEVEL 3: Imminently Dangerous, Illegal and/ or Aggressive Behaviors</b> --are willfully committed and are known to be illegal and/ or harmful to people and/ or property. The principal shall address these inappropriate behaviors in accordance with WV Code §18A-5-1a, subsections (b) through (h).	
<b>Procedures:</b>	
1. Within one working day of the referral, the administrator initiates disciplinary action by investigating the behavior and conferring with staff on the extent of the consequences.	
2. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.	
3. There may be restitution of property and damages.	
4. A proper and accurate record of offenses and disciplinary action is maintained.	
5. The teacher is informed of the disciplinary action within two working days.	
<b>Behaviors:</b>	<b>Interventions/Consequences</b>
*Battery against a student	***Level III behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer, or actual arrest.***
*Defacing school property/ vandalism	***In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. May include:
*False fire alarm	*Administrator/ student conference or reprimand
*Fraud/ forgery	*Administrator and teacher-parent/ guardian conference
*Gambling	*Referral to support staff or agencies for counseling or other therapeutic services
*Hazing	*Notification of appropriate Health and Human Resources
*Improper or negligent operation of a motor vehicle	*Daily/weekly progress reports
*Larceny	*Behavioral contracts
*Sexual misconduct	*Change in student's class schedule
*Threat of injury/ assault against... employee or a student	*School service assignment
*Trespassing	*Confiscation of appropriate item(s)
*Other possible student misconduct similar to the above examples may also serve as grounds for disciplinary action.	*Revocation of privileges
	*Restitution/ restoration
	*Before and/or after-school detention
	*Denial of participation in class and/or activities
	*Immediate exclusion by teacher from classroom
	*In-school suspension
	*Out-of-school suspension for up to ten days
	*The principal and/or superintendent may recommend placement in Alternative Education program
(note: Level 3 is cont'd...)	*Expulsion

<b>Procedures:</b> <i>cont'd from previous page</i>	
<b>Behaviors:</b>	<b>Interventions/Consequences</b>
<b>Harassment/</b>	
<b>Bullying/ Intimidation--</b>	
<b>including:</b>	Upon receipt of a complaint of racial, sexual and/ or religious/ ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff, or public guest).
<i>Cyber-bullying</i>	
<i>Sexual harassment</i>	
<i>Racial harassment</i>	
<i>Religious/ ethnic harassment</i>	
<i>Sexual violence</i>	
<i>Racial violence</i>	
<i>Religious/ ethnic violence</i>	
<b>Imitation drugs: possession, use, distribution, or sale</b>	The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school.
<b>Inhalant abuse</b>	
<b>Possession/ use of substance containing tobacco and/or nicotine</b>	

<b>LEVEL 4: Safe School Act Behaviors</b> --are consistent with those addressed in WV Code §18A-5-1a (a) and (b). The following Level 4 behaviors are aligned with WV Code §§61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1994. These laws require that the principal, superintendent, and county board address Level 4 behaviors in a specific manner as outlined in WV Code §18A-5-1a.	
<b>Procedures:</b>	
1. An administrator verifies the offense, confers with the staff involved, and meets with the student immediately.	
2. Parents are notified, if possible, and the student is removed from the school environment as soon as feasible.	
3. When deemed appropriate, school officials would contact a law enforcement agency and assist in prosecuting the offender.	
<b>Behaviors:</b>	<b>Interventions/Consequences</b>
*Battery against a school employee	The law requires that the principal, superintendent, and county board address Level 4 behaviors in a specific manner as outlined in WV Code §18A-5-1a.
*Felony	
*Illegal substance related behaviors	
*Possession and/or use of dangerous weapon	

**TAYLOR COUNTY SCHOOLS  
ELECTRONIC RESOURCES, TECHNOLOGIES  
AND INTERNET ACCEPTABLE USE POLICY  
(AUP)  
July 1, 2015**

## **1. INTRODUCTION**

This document formalizes the policy for users of Taylor County Schools' network and access to the Internet via West Virginia Network for Educational Telecomputing (WVNET). All users, including students, teachers, administrators, staff, substitute personnel, and educational organizations are covered by this policy and are expected to be familiar with its provisions. Access to the Internet will provide students and educators with:

- a. Electronic mail communication
- b. Information and news services
- c. Public domain and software of all types
- d. Discussion groups on a variety of subjects
- e. Connections to many libraries, companies, agencies and businesses
- f. Virtual courses and educational resources
- g. Online staff development
- h. Electronic educational tools and e-learning platforms.

With connections to computers and people all over the world comes the availability of materials that may not be considered to be of appropriate educational value. On a global network, it is impossible to completely restrict access to controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks and computers provided by the school system is not abused and that all users treat one another with respect.

## **2. ACCOUNTABILITY AND RESPONSIBILITY**

**The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.** Each student who will access the Internet will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. This is accomplished through the program Common Sense Media. Based upon acceptable use of guidelines outlined in this document, the West Virginia Department of Education (WVDE) and WVNET system administrators and Taylor County Schools' will deem what is inappropriate use, and their decision is final. **Also, system administrators and/or local teachers/administrators may deny user access at any time as necessary.** As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations. Computer and Internet usage in Taylor County Schools' must be consistent with the educational objectives of each school, Taylor County Board of Education, and the WVDE. This policy and all computer use must be in compliance with West Virginia Board of Education (WVBOE) Policy 2460, Children's Online Privacy Protection Act (COPPA), and the Children's Internet Protection Act (CIPA). Access to the Internet is provided as a privilege to students who agree to act in a considerate and responsible manner. Transmission of any material in violation of any U.S. or state law regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutes is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

## **3. PARENTAL CONSENT**

Students must have written parental consent to use this system, network, and Internet. A parent may rescind his/her consent in writing at any time, subsequently terminating the student's use of this service.

## **4. SECURITY**

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users. Users must not use another user's account or give their password to others. Attempts to log into any system as a system administrator will result in cancellation of user privileges and may result in other disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access. WVDE and Taylor County Schools' provide filtering, but no system can totally filter unacceptable materials. Users assume responsibility for responsible use of the Internet and self-monitoring of materials accessed.

## **5. USER RESPONSIBILITIES**

It is the responsibility of any person using Taylor County Schools' network or Internet to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in making decisions about the appropriate use of network and Internet resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her administrator and/or the Director of Technology for Taylor County Schools. Use of Taylor County resources shall constitute acceptance of the terms of these guidelines.

### **A. EDUCATOR RESPONSIBILITIES**

It is the responsibility of educators who are using Taylor County Schools' network devices with students to teach students about safe and responsible use of the Internet and network. Educators are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable Use Policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that Taylor County Schools access the student's account in order to review the use of Taylor County network devices by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator and/or the Director of Technology directly.

### **B. STUDENT RESPONSIBILITIES**

It is the responsibility of students who are using Taylor County Schools' network devices to learn about safe and responsible use of the Internet and network. They are responsible to use these resources appropriately. They must abide by the Acceptable Use Policy as stated in this document. If a student is misusing the system, educators in the district have the right to discontinue his/her use of the system and/or to impose further disciplinary action (See Taylor County Schools' Policy 5600 – Student Discipline) up to and including suspension or expulsion.

### **C. ACCEPTABLE USES AND BEHAVIOR**

The purpose of the Internet and school network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Students are responsible for proper behavior and communication on the Internet just as they are in a school building. General school rules for behavior and communication apply for computer and Internet usage. District/school equipment that is used off site is subject to the same rules as when used on site. Specific examples of acceptable use from state and local policies include, but are not limited to:

1. Use must be in support of education and research consistent with county and state policies for academic use.
2. All student use of Internet must be under the supervision of a teacher/administrator, without exception.
3. Training will be provided for individuals accessing the Internet and this Acceptable Use Policy, signed by parent/guardian, student, and teacher, will be on file.
4. Use must be consistent with the school's rules for computers and networks.
5. WVDE K-12 E-mail accounts are provided as an instructional tool rather than a personal email address or forum.

6. Comply with fair-use laws and other copyright regulations while accessing and utilizing the Internet and other network materials and resources. Software may be copied if it is clearly identified as shareware, in the public domain, or with written permission of the copyright owner.
7. Users must be polite and considerate of others.
8. If a security problem is identified, notify the system administrator immediately.
9. Users may be occasionally required to update registration, password, and account information in order to continue Internet access.

#### **D. UNACCEPTABLE USES AND BEHAVIOR**

The resources available to Taylor County Schools' users are to be used for educational purposes, as noted above. In the interest of helping users understand inappropriate use, the following list clarifies what users should not do:

1. Respect yourself and other Internet users while being SAFE online
  - Users will not reveal personal information about themselves or others.
  - Users will not use, send, or display hate mail, forwards (FWD:), harassing or discriminatory remarks, or other antisocial communications (cyberbullying).
  - Users will not intentionally seek information on/obtain copies of, or modify files, other data, or passwords belonging to other users; do not misrepresent other users on the network or impersonate someone else online.
  - Users will not access or share sexually explicit (including nude or semi-nude images of yourself or others), obscene, or otherwise inappropriate materials-including sexting and inappropriate SMS/MMS messages.
  - Do not intercept communications intended for other persons or log in through another person's account or attempt to access another user's password or files (identity theft/hacking).
  - Do not send hurtful or untrue (defamatory or libelous) materials concerning a person or group of people • ("sexting", inappropriate SMS/MMS messages)
  - Users will not participate in cyber bullying: the act of making personal attacks or threats against anyone.
  - Any illegal activities are prohibited.
2. Use technology for instructional/educational purposes
  - Students should use technology for school-related purposes only during the instructional day.
  - Students can access collaborative networking sites under the direct supervision of a teacher or administrator.
  - Students can access voice and video live communications, relay chat, (Skype, GMail, WVDE Virtual School, etc) only under the direct supervision of a teacher or administrator
3. Be careful of what you download from the Internet
  - Do not use the Internet in any way that could disrupt the use of the Internet by other users (e.g., downloading large files during prime usage time, sending mass email messages, annoying other users, peer-to-peer file sharing.)
  - Do not use the network to download entertainment software or other files not related to the mission and objectives of Taylor County Schools.
  - Do not download, upload, distribute, or install unauthorized software (including shareware and freeware), files, or any other materials that are not specifically related to an educational project or in violation of federal copyright laws.
4. Be responsible about technical equipment and network usage
  - Do not allow for-profit institutions to use the network or internet for commercial activities (fundraising on school sites, links to websites with ads)
  - Do not use the Internet or network to further any political or religious purpose
  - Do not gain unauthorized access to computers or telecommunication networks
  - Do not interfere with the operation of technology resources, including placing a computer virus on any computer system, including the network system
  - Do not use the internet for personal business



- Do not attempt to gain unauthorized access to the network system
- Do not vandalize any technology equipment which is defined as any attempt to harm or destroy data of another user or any connections or equipment that are part of the internet.

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing WVDE or district policies such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit materials, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or group of people. Users also may not create, send, or store messages, pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

## **6. NO EXPECTATION OF PRIVACY**

Taylor County Schools retains the right to inspect any user's Virtual Hard Drive (VHD) and the files it contains. Taylor County Schools' also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of Taylor County tools by a student whom they think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Monitoring software may be used to periodically monitor computers by all users. Use of Taylor County Schools' technology resources constitutes consent for the Taylor County Schools' staff to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access.

## **7. PASSWORDS**

Each user shall be required to use and maintain a password that was created according to Taylor County Schools' guidelines if a password is provided. This password is used to access the Taylor County Schools computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. Users will be held accountable for all activity that takes place under their password.

## **8. VIOLATIONS/SANCTIONS**

**Failure to observe these guidelines may subject users to termination of their Taylor County Schools' accounts and/or Internet and network access privileges. Failure to observe guidelines may also result in disciplinary action that may include suspension or expulsion from school. Taylor County Schools' will also advise law enforcement agencies of illegal activities conducted through Taylor County Schools' resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Taylor County Schools' resources.**

## **9. DISCLAIMERS/CONCLUSIONS**

A. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages.

Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

B. WVDE, WVNET and Taylor County Schools' will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.

C. WVDE, WVNET and Taylor County Schools' make no warranties (expressed or implied) with regard to any costs or charges incurred as a result of seeing or accepting any information and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

D. WVDE, WVNET, and Taylor County Schools' deny any responsibility for the accuracy or quality of information obtained through the system.

E. WVDE, WVNET and Taylor County Schools' reserve the right to change its policies and rules at any time.

- F. All provisions of this agreement are subordinate to local, state and federal statutes. G. This policy is in compliance with state and federal telecommunications rules and regulations.

### **NETWORK POLICIES AND MISCELLANEOUS TECHNOLOGY USE**

All technology guidelines are designed to maximize time on task, protecting the emphasis on academics and the prescribed curriculum. These guidelines also protect the integrity of the teaching and learning process. With this in mind, Taylor County Schools' offers clarification on specific issues as follows:

#### **CYBERBULLYING**

Cyberbullying will not be tolerated. Educators will educate students about responsible behavior, and students will assume responsibility for Internet and network use that demonstrates respect for themselves and others. Any conduct that meets the definition of "harassment, intimidation or bullying" that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or disrupts or interferes with the orderly operation of the school shall be subject to disciplinary action regardless of whether the conduct occurs on school property, at a school sponsored function, occurs during school time, or, involves the use of school property, shall be subject to disciplinary action.

#### **GAMING**

Use of the Internet and network system will be for educational purposes. Games not related to instructional objectives will not be accessed during the school day. Teachers and administrators will be responsible for monitoring Internet and network use and ensuring that access is for the purpose of furthering instructional goals.

**ACCEPTABLE USE POLICY AGREEMENT**

School / Location: \_\_\_\_\_

**STUDENTS:**

As a user of the Taylor County Schools computer network, I have read (or it has been explained to me) and agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be temporarily or permanently revoked and disciplinary action may be taken, up to and including suspension/expulsion. I understand that commission of any crime via Internet falls under State and Federal authority.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**PARENTS/GUARDIANS OF MINORS:**

As a parent or legal guardian of the above signed student, I have read this Acceptable Use Policy. I grant permission for him/her to access networked computer services such as electronic mail (E-mail) and the Internet for educational purposes. I understand that he/she is expected to use good judgment and, to follow rules, policies, and classroom guidelines in making contact on school telecommunication networks (e.g. the Internet). I understand that Taylor County Schools and the West Virginia Department of Education have taken precautions to minimize objectionable material. However, I recognize it is impossible to restrict access to all controversial materials. When using the Internet, I realize that students might read material, including e-mail, that is controversial or offensive. If a violation of this policy occurs, the offending student will be subject to school discipline policy, and if actual laws were broken, possible criminal penalties. I give my permission to access Internet and apply/obtain at no cost a West Virginia Department of Education E-mail account for my child. I voluntarily agree to release, hold harmless, defend, and indemnify, the Taylor County Schools, its officers, board members, employees and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use, including, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -- setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media. I have read and discussed the Taylor County Schools Acceptable Policy with my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION FORM FOR WORLD WIDE WEB/NEWSPAPER PUBLISHING OF STUDENT WORK**

I understand that my child's work or writing may be published on the district's Social Media accounts or web page at <http://www.taylorcountyboe.net>. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the above publishing. I may withdraw permission in writing at any time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION FORM FOR FACEBOOK/TWITTER/WORLD WIDE WEB/NEWSPAPER PUBLISHING OF STUDENT PHOTOGRAPHY**

I understand that my child's photograph may be published on the district's Social Media accounts or the district's web page at <http://www.taylorcountyboe.net>. I further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the above publishing. I may withdraw permission in writing at any time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION FOR USE OF THE REMIND APP**

Taylor County schools and its employees have permission to utilize the REMIND app to contact my student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE REMOVE THIS FORM FROM THE HANDBOOK**  
**COMPLETE THE FORM, AND RETURN IT TO THE SCHOOL**

**GRAFTON HIGH SCHOOL  
OFFICE OF THE PRINCIPAL  
PHONE (304) 265-3046**

DEAR PARENT:

**PLEASE SIGN AND RETURN TO THE SCHOOL VIA YOUR CHILD OR BY MAIL BY AUGUST 18.**

I have received and reviewed my child's Grafton High School student handbook for the school year 2017-2018. This handbook covers policies, regulations, and other important information about Grafton High School and our expectations of students. Students will be responsible for following the rules and regulations listed in this handbook. Parents should discuss the information with their child. Questions about any of the policies in this handbook should be referred to the school administration. The student handbook will be discussed with your child during a school assembly and/or in their advisor group.

I have read the Student Handbook and accept full responsibility for complying with the policies and regulations as stated.

NAME OF STUDENT \_\_\_\_\_  
(Please print or type)

STUDENT NUMBER \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF A/A TEACHER \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

PARENT E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: The school system reserves the right to modify policies governing the operation of the school at any time such changes are considered necessary. Copies of complete Taylor County Policies are available upon request.**