

Table	of	Contents
FACULTY/STAFF		3
COUNTY MISSION STATEMENT.....		4
SCHOOL MISSION STATEMENT.....		4
SCHOOL VISION STATEMENT.....		4
CORE BELIEFS.....		4
PROGRAMS OF STUDY.....		4
GRADUATION REQUIREMENTS.....		5
DAILY TIME SCHEDULE.....		6
HANCOCK COUNTY SCHOOLS STUDENT ATTENDANCE POLICY SUMMARY.....		7
PROCEDURES REGARDING ABSENCES.....		7
EXCUSED ABSENCES.....		7
LATE ARRIVALS.....		8
HANCOCK COUNTY SCHOOLS – STUDENT TARDINESS POLICY AWARENESS LEVELS.....		8
EARLY DISMISSALS.....		9
EDUCATIONAL OPPORTUNITY PERIOD (EOP).....		9
MAKE-UP WORK.....		9
EXCEPTIONS TO FULL DAY INSTRUCTION.....		10
HANCOCK COUNTY SCHOOLS STUDENT CODE OF CONDUCT POLICY SUMMARY.....		10
INFRACTIONS AND RESULTING DISCIPLINARY ACTIONS.....		11
<i>LEVEL I VIOLATIONS:</i>		11
<i>LEVEL II VIOLATIONS:</i>		12
<i>LEVEL III VIOLATIONS:</i>		12
<i>LEVEL IV VIOLATIONS:</i>		13
COMPUTER <u>USE & INTERNET ACCESS</u>		13
WV CODE OF CONDUCT.....		13
TOBACCO CONTROL POLICY.....		14
HANCOCK COUNTY SCHOOLS EVALUATING PUPIL PROGRESS POLICY SUMMARY.....		15
PROGRESS REPORTS.....		15
REPORT CARDS.....		15
GRADING.....		16
GRADING SCALE.....		16
GRADUATION HONORS.....		16
PREVENTION RESOURCE OFFICER (PRO).....		17
SEARCH AND SEIZURE.....		18
BOOKBAGS.....		18
ACCIDENTS.....		18
SCHOOL NURSE.....		18
STUDENT MEDICATION.....		18
STUDENT DRIVING.....		18
VISITORS.....		19
LOCKERS.....		19
DRESS CODE.....		19
PUBLIC DISPLAY OF AFFECTION.....		20

CIGARETTE LIGHTERS/MATCHES.....	20
TRANSPORTATION	20
APPROPRIATE BUS CONDUCT	20
BUS ASSIGNMENTS	21
DELAYS/CLOSINGS.....	21
iPods, TAPE RECORDERS, CAMERAS, GAMES, ETC.	22
CELL PHONES	22
TELEPHONE USE	22
TRAVEL PASSES.....	23
AGENDA BOOKS	23
BEHAVIOR MODIFICATION	23
SUSPENSION	23
INTERNAL SUSPENSION.....	23
EXTERNAL SUSPENSION	23
GUIDANCE.....	23
ADDITIONAL COUNSELING AND ASSOCIATED SERVICES.....	24
TUTORING	24
STUDENT ASSISTANT TEAM.....	23
BULLETINS.....	24
COLLEGE DAY	24
MILITARY	
DAY.....	Error!
Bookmark not defined.	
SCHEDULE CHANGES	24
NATIONAL HONOR SOCIETY.....	25

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OAK GLEN HIGH SCHOOL
195 Golden Bear Drive
NEW CUMBERLAND, WV 26047
PHONE – 304-564-3500, 304-387-2063

PRINCIPAL.....Mr. Smith
ASSISTANT PRINCIPALS..... Mr. Crain
..... Mrs. Carinci-Bell
Athletic Director/Dean of Students.....Mr. Shilling
Guidance Counselor.....Ms. Sherrie Garner
Nurse.....Mrs. Shenton
Prevention Resource Officer.....Officer Cunningham

FACULTY

English –	Ms. McMillin	Fine Arts –	Mrs. Hill
	Mrs. Staley		Mrs. Michaud
	Mrs. Nelson		Mrs. Zinn
	Mrs Patterson		Mrs. Greathouse
	Mrs. Bernardi		
Mathematics –	Mrs. Zoellers	Science –	Mr. Delekta
	Mrs. Churella		Mrs. Reitter
	Mrs. Chaffin		Mrs. Patterson
	Mrs. McKinney		Mr. Quattrone
Social Studies –	Mrs. Thomas	Sp. Ed. –	Ms. Smith
	Mr. Howell		Mrs. Seymour
	Mr. Arneault		Mrs. Cornell
	Mrs. Snider		Mr. Mahan
			Mr. Hill
			Mrs. Orr
Health-P.E. –	Mr. McGillian	Occupational	
	Mrs. Enochs	and Vocational Education –	
	Mr. Santangelo		Mrs. Molish
			Mr. Wiley
			Ms. Brown – ECH
			Mr. Owens – CTE

COUNTY MISSION STATEMENT

Hancock County Schools' mission is to afford all students the academic and social skills necessary to become productive members of society.

SCHOOL MISSION STATEMENT

Oak Glen High School will educate, empower and enable all students to become caring, contributing citizens who can succeed in an ever-changing world. Oak Glen High School is committed to focusing on high expectations and individual academic success and to create a community of respect and responsibility.

SCHOOL VISION STATEMENT

Through the collaborative efforts of teachers, parents, and community, students at Oak Glen High School will develop skills of critical thinking, problem solving, communication and technology.

CORE BELIEFS

1. ...that all students can learn and achieve academic success at expectations appropriate for their level.
2. ...that every student has a right to be physically comfortable in a safe, supportive, nurturing environment.
3. ...all staff will work collaboratively in PLC's to map our curriculum to drive student achievement.
4. ...that through the development of critical thinking and communication skills, students will learn and make appropriate decisions to become productive members of our society.

PROGRAMS OF STUDY

In 8th grade each student is given a **High School Programs of Study Curriculum Guide**. This curriculum guide is designed to assist students in planning their course of studies. In this curriculum guide, there are course descriptions that will acquaint students with required courses, as well as the elective curriculum. A Program of Study is a planned educational program that includes the state and county requirements for graduation. The Programs of Study are grouped into College Preparation (Professional), Technical Preparation (Skilled, or Occupational Preparation (Entry Level) pathways. EDGE, Honors and Advanced Placement Courses are available. *It is the responsibility of the student and his/her parents to read this guide and to understand the requirements for the programs of study. If you have any questions, please contact the guidance office.*

GRADUATION REQUIREMENTS

All OGHS students have developed a five (5) year plan in 8th grade which includes the selection of the pathway and career cluster with their career goal. **All high school level courses taken in 8th grade will be calculated in the student's grade point average.** All OGHS students must choose a career major in 10th grade from their chosen career cluster. **All students must participate in a work-based learning experience at some time in grades 9-12.** All OGHS students must have 24 credits to graduate. *Refer to the "High School Programs of Study" for graduation and registration guidelines.*

REFER TO THE "HIGH SCHOOL PROGRAMS OF STUDY" BOOK FOR GRADUATION AND REGISTRATION GUIDELINES.

Graduation requirements also include State-mandated Career Clusters and Majors. Each student will complete a **5-year plan** which will include the following.

- By the end of grade 8, each student will choose a Career Cluster coinciding with his/her career goal.
- By the end of grade 10, each student must choose a Career Major from his/her Career Cluster.
- During Grades 11 and 12, each student must complete at least two (2) courses per year as outlined in his/her Career Major.
- Each student in Hancock County will be required to complete a minimum of one (1) day of job shadowing.

A summary of the Career Clusters and Career Majors can be found in the Programs of Study book.

PROMOTION/RETENTION/ADVANCEMENT

In grades 9-12, promotion will be determined by credits. Students who fail courses required for graduation during the first, second, or third trimester of an academic year will be rescheduled into the class no later than the first trimester of the next school year unless the credit has been made-up by attending a summer school or by attending the credit recovery program.

Students will be classified by grade level based upon credits earned:

Freshmen or Ninth (9) Grade	0-6 credits
Sophomore or Tenth (10) Grade	6.5-12 credits
Junior or Eleventh (11) Grade	13-19 credits
Senior or Twelfth (12) Grade	19.5-27 credits

To be eligible for graduation, students must complete the established county and state requirements.

All 9th through 12th grade students in danger of failing a subject must receive a written progress report signed by the principal and the teacher. This report, upon receipt by the parents, will request that the parents contact the school for a conference to discuss the possible failing grade that their child is

making. If the parents do not contact the school within five (5) days of mailing of the letter, the principal or a designee will make telephone contact with a parent or guardian to set up a conference date and time. The date, time, and contact person's comments will be documented and maintained as part of the student's record to make certain that the parents have received the message relating to the academic status of their child in a particular class. At the conclusion of each school year (within two (2) weeks of the last day of school for students), parents/guardians of students who have not accumulated enough credits to be promoted to the next grade level will be notified by certified mail of their status and be provided information on summer school, virtual school, other available opportunities.

The Daily schedule is a Block Schedule. All core content classes are 90 minute block classes that are 18 weeks long.

DAILY TIME SCHEDULE

3A LUNCH SCHEDULE

****First Bell rings @7:20**

BLOCK I.....	7:25 – 8:55
GRAB GO BREAKFAST.....	8:55 – 9:05
BLOCK II.....	9:05 – 10:35
3 RD LUNCH.....	10:40 – 11:10
BLOCK IIIB.....	11:15 – 12:45
BLOCK IV.....	12:50 – 2:20
MORNING CAREER CENTER.....	.DEPARTS – 7:25
	RETURNS 10:20
AFTERNOON CAREER CENTER.....	DEPARTS – 11:10
	RETURNS – 2:05

DAILY TIME SCHEDULE

3B LUNCH SCHEDULE

BLOCK I.....	7:25 – 8:55
GRAB GO BREAKFAST.....	8:50 – 9:05
BLOCK II.....	9:05 – 10:35
BLOCK IIIA.....	10:40 – 12:10
3 rd LUNCH.....	12:15 – 12:45
BLOCK IV.....	12:50 – 2:20
MORNING CAREER CENTER.....	.DEPARTS – 7:25
	RETURNS – 10:20
AFTERNOON CAREER CENTER.....	DEPARTS – 11:10
	RETURNS – 2:05

2-HOUR DELAY SCHEDULE

3A LUNCH SCHEDULE

BLOCK I.....	9:25 – 10:26
BLOCK II.....	10:31 – 11:32
3 RD LUNCH.....	11:37 – 12:07

BLOCK IIIB.....	12:12– 1:13
BLOCK V.....	1:18 – 2:20

3B LUNCH SCHEDULE

BLOCK I.....	9:25 – 10:26
BLOCK II.....	10:31 – 11:32
BLOCK III.....	11:37 – 12:38
3A LUNCH.....	12:43 – 1:13
BLOCK IV.....	1:18 – 2:20
MORNING CAREER CENTER.....	DEPARTS – 9:25
	RETURNS 11:20
AFTERNOON CAREER CENTER.....	DEPARTS – 12:07
	RETURNS – 2:05

HANCOCK COUNTY SCHOOLS
STUDENT ATTENDANCE POLICY SUMMARY

*Not only is daily attendance required by West Virginia State Law, it is essential for successful completion of each course of study. **The most common cause of academic failure is absence.** Because the Hancock County Board of Education and its employees expect students to succeed, we require students to attend school regularly and to be prompt in arriving for classes.*

PROCEDURES REGARDING ABSENCES

To comply with state law (18-8-1 and 18-8-2), all schools must record excused and unexcused absences. For uniformity, the following procedures should be followed:

When a student is absent, it is the responsibility of the parent or legal guardian to inform the school by **phone** of the reason for the child’s absence. If phone contact has not been made, upon returning to school, the student shall present a **written note**. If phone contact or note is not presented within three days, the absence shall remain unexcused. Principals may waive this requirement if circumstances warrant.

Students on Homebound Instruction, Out-of-School Placement, Extended Hospital stays, and/or Alternative Education are not exempt from the Attendance Laws of the State of West Virginia.

EXCUSED ABSENCES

The following are legal, excused absences as approved by the Hancock County Board of Education:

- a. Personal illness (verified by parents/guardians). When personal illness exceeds **5 days per year**, a SAT meeting or forum will convene if necessary. ⁷Parents will be notified of a pending

SAT. (In the case of extenuating circumstances, the principal/designee may waive this guideline.)

- b. Death in the family will be defined by State Attendance Code interpretation.
- c. Religious holidays with verification.
- d. Academic or School related absence(Attending Leadership conference)
- e. Parent request. **Limited to five days for the school year, and prior approval is required**

Absences for all other reasons not stipulated in board policy will be considered unexcused. For statistical purposes, attendance will be reported and aggregated to the nearest half day according to the following definitions: Full-day attendance is being present at least .74 of the school day.

Half-day attendance is being present at least .50 of the school day.

UNEXCUSED ABSENCES

- 1. Students who are failing and have missed excessive days (10) will not be permitted to school dances.

LATE ARRIVALS

Late arrivals are considered absences from school. Reasons for these absences must be provided, verified, and recorded as excused or unexcused. If a student is not present for one half of a class period, he/she will be considered absent for that class. A student arriving late to school **must** first report to the main office and provide an explanation. The excuse must be verified by phone contact with parent or written note.

If a student is tardy because of a doctor/dentist appointment or legal obligation, a **Return to School Form** signed by the doctor, dentist or the court should be given to the office when reporting to school.

HIGH SCHOOL STUDENT TARDY POLICY TO SCHOOL

A student arriving late for school must first report to the office and provide an explanation to the attendance secretary. The excuse must be verified by phone contact with parent or written note presented by the following day.

Level 1: 5 tardies – Students/Parent Notification-Parents will be notified by letter at 5 tardies. Letter will include expected time schedule to be followed. **Internal Suspension will be assigned at #5.**

Level 2: 10 tardies – Attendance Director Notification-Parents will be notified by letter at 10 tardies. Parents will be required to attend a meeting at school. **1 days of Internal Suspension will be assigned.**

Level 3: 12 tardies – Agency Referral-After 10 tardies, Parents will be referred to one of the following agencies:

- 1. Juvenile Mediation
- 2. Juvenile Probation
- 3. DHHR
- 4. Suspension of Driving Privileges to school

****Students that reach 10 tardies to school/class and have 5 unexcused absences will be eliminated from Dances and Field trips per each semester.**

EARLY DISMISSALS

Early dismissals are considered absences from school. Students will not be dismissed from school unless the parent or guardian, or individual designated by the parent or guardian comes to the school office and signs a release form. *Age of student is not an exception. NO STUDENT WILL BE RELEASED TO ANYONE NOT AUTHORIZED BY THE PARENT OR GUARDIAN!*

In an extreme emergency, the principal may release the child to another party, but that individual must pick the student up in the office and sign the release form. The principal must be satisfied that the release is legitimate. (Written permission from the parent/guardian must be presented at the time of release.)

MAKE-UP WORK

All students will have the opportunity to make up work. The following provisions shall be made in all schools:

- a. **It is the responsibility of the student** upon returning to school to contact the teacher for make-up work and to complete all work within the time period allotted.
- b. **It is the responsibility of each teacher** to provide make-up work and to inform students of the procedures to be followed in obtaining and completing work.
- c. **A student shall be given the number of days missed to complete all make-up work.** (Example: A student that misses 2 days of school will be given 2 days to complete make-up work.) **5 days will be the maximum number of days allowed to complete make-up work. An extension will not be granted if additional days are missed within the time period allotted.**
- d. **If a student arrives late to school**, he/she is responsible for contacting the teacher that day to take any test scheduled or submit any work due that day.
- e. **Failure of the student to contact the teacher or make up the work** within the time allotted will result in a **“0” grade** for work not completed.
- f. A teacher should use professional judgment in granting exceptions to these rules if he/she determines a student’s special individual needs warrant considerations.
- g. Make-up test day is Wednesday after school.

When a student has been absent for **2 days**, and it is clear that he/she will be absent for at least **one additional day** or more, a parent may request homework assignments from the teachers. Calls for ⁹ these assignments should be placed to

the office by 2:30 p.m. during the second day of the absence so that the parent can pick up the homework by 2:15 p.m. on the **THIRD** day of the student's absence.

EXCEPTIONS TO FULL DAY INSTRUCTION

Attendance for all four years during grades 9-12 is important to attain full benefit from the educational programs offered in Hancock County. All students are scheduled for the full instructional day for all four years. A twelfth grade student attaining his/her program of studies (Career Major) and maintaining a 2.0 average in both core classes and career major classes and with the approval of his/her parents or guardian may apply for short day scheduling if the student is:

- A. Engaged in post secondary study at an approved institution. The student must show verification of enrollment and time schedule of classes.
- B. Engages in the fulfillment of spousal duties as either the husband or wife in a legal marriage.
- C. Actively participates in child-rearing activities as the father or mother of such child.
- D. Becomes regularly employed as a full or part-time employee, or is engaged in the operation of a business venture or entrepreneurial enterprise.
- E. Participate in some activity or course of conduct which will, or is calculated to enhance the attainment of the student's personal career goals.

Students applying for short day must first meet with his/her high school guidance counselor to ascertain program of study (Career Major) completion. The student must complete an application and return completed application to the guidance counselor. Parent or guardian must sign the application form in the presence of the high school guidance counselor. Upon approval of the principal, the application will be forwarded to the superintendent for board approval. Applications will be reviewed only during the first two board meetings of each semester.

HANCOCK COUNTY SCHOOLS **STUDENT CODE OF CONDUCT POLICY SUMMARY**

All students enrolled in Hancock County Schools have the obligation not only to take advantage of the educational and extracurricular activities offered, but also through their behavior to assist in advancing our mission and objectives. Students must fulfill this obligation by respecting school rules and conducting themselves in a manner that is appropriate to various situations. It is not possible to write rules to cover every case of behavior. Generally, if students have a positive outlook and contribute to a classroom atmosphere that is conducive to learning and to a school atmosphere that makes school a good place for students to grow, they will experience success.

Equal Education Opportunity

The right of a student to participate fully in classroom instruction and extra curricular activities shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood or marriage.

This policy is not intended to be a comprehensive document. It has been developed to serve as a guideline for administration of the provisions of the following:

- School Laws of West Virginia
- WV Safe School Act of 1995 (HB 2073)
- West Virginia Student Code of Conduct (Policy 4373)
- Bullying, Harassment and Intimidation (Policy 2430)
- Tobacco Control (Policy 2422 5a)
- Hancock County Schools Student Attendance Policy
- Hancock County Schools Telecommunications Policy

Any student whose behavior violates these acts of legislation and this policy will be disciplined.

For complete policy and responses to inappropriate student behavior, please refer to Hancock County Board of Education Policy JG-R and WV Policy 4373. Copies are available for review in the Hancock County Board of Education office, individual schools, and the Hancock County Schools website which is www.hancockschools.org.

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

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

INFRACTIONS AND RESULTING DISCIPLINARY ACTIONS

(On the grounds/parking lot or in an educational facility, school bus, school-sponsored function or while under the authority of school personnel)

LEVEL I VIOLATIONS:

- A. Anti-social conduct
- B. Cheating/academic misconduct
- C. Disorderly conduct
- D. Improper operation of motor vehicle

- E. Inappropriate display of affection
- F. Inappropriate dress and grooming
- G. Leaving school without permission
- H. Possession of inappropriate personal property
- I. Tardiness
- J. Technology abuse
- K. Tobacco
- L. Trespassing
- M. Truancy
- N.

SCHOOL RESPONSE TO LEVEL I VIOLATIONS:

- a. Administrator/student/parent conference or reprimand
- b. Administrator and teacher – parent/guardian conference
- c. Conflict resolution and peer mediation program
- d. Referral to support staff
- e. Referral to a tobacco cessation program
- f. Daily/weekly progress reports
- g. Behavioral Contracts
- h. Change in the student’s class schedule
- i. School service assignment
- j. Confiscation of inappropriate item
- k. Restitution/restoration
- l. Before and/or after-school detention
- m. Denial of participation in class and/or school activities
- n. Immediate exclusion by teacher from one class
- o. Weekend detention
- p. In-school suspension
- q. Out of school suspension for up to three (3) days
- r. Law enforcement notification

LEVEL II VIOLATIONS:

- A. Bullying/Harassment/Intimidation
- B. Failure to serve assigned detention
- C. False identification
- D. Forgery
- E. Fraud
- F. Gambling
- G. Gang activity
- H. Insubordination/Unruly conduct
- I. Loitering
- J. Theft or possession of stolen property (valued less than \$100)

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

- a. Any Level I response
- b. Out-of-school suspension for up to ten (10) days

LEVEL III VIOLATIONS:

- A. Alcohol
- B. Defacing school property
- C. Disobeying a teacher in a willful manner
- D. Hazing
- E. Improper or negligent operation of a motor vehicle
- F. Marijuana (Simple Possession)
- G. Physical altercation
- H. Profane language
- I. Sexual/obscene behavior
- J. Theft (valued between \$100 to \$999)
- K. Threat of injury or injury
- L. Violation of school rules or policies

SCHOOL RESPONSE TO LEVEL III VIOLATIONS:

- a. Suspension
- b. Suspension with recommendation for expulsion
- c. Any school responses to Level I or II violations
- d. Agency notification

LEVEL IV VIOLATIONS:

- A. Battery on a school employee
- B. Felony
- C. Possession of a controlled substance
- D. Possession of a firearm or deadly weapon
- E. Sale of a narcotic drug

SCHOOL RESPONSE TO LEVEL IV VIOLATIONS:

- a. Suspension from school and possible expulsion with county approval
- b. Expulsion

COMPUTER USE AND INTERNET ACCESS POLICY

The use of the Computer Network and the Internet are intended to support education and research. Both the WV Department of Education and the Hancock County Schools Acceptable Use Policies state that computer use is a privilege not a right. All students and parents must have a signed consent and wavier form on file before the student will be given access (AUP)

TELECOMMUNICATIONS ACCEPTABLE USE POLICY.

WEST VIRGINIA CODE OF CONDUCT FOR STUDENTS

Students in the West Virginia public schools, in order to have the opportunity to reach their potential, shall:

1. Attend school faithfully, complete their assignments on time, and work to their full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and ¹³others in authority.

4. Refrain from aggressive or threatening behavior toward fellow students, teachers, staff, or other members of the school community.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

SUMMARY OF INFORMATION IN STUDENT RIGHTS HANDBOOK

1. **RIGHTS AND RESPONSIBILITIES OF STUDENTS** - Rights and responsibilities go hand and hand. As a student in West Virginia, you have basic rights and responsibilities. As a student, it is your responsibility to obey rules and regulations and to cooperate with school authorities who enforce these rules and regulations.
2. **A THOROUGH AND EFFICIENT EDUCATION** - Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it.
3. **STUDENT INQUIRY AND EXPRESSION** - The US and WV constitutions guarantee certain freedoms and the responsibilities that go with them, including freedom of religion, speech, the press, to assemble peaceably, and to petition the government.
4. **CO-CURRICULAR ACTIVITIES** - regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood or pregnancy, you have the right to participate in extracurricular activities.
5. **PERSONAL APPEARANCE** - As a student, you have the right to choose the reasonable styles of dress and hair.
6. **PRIVACY** - You have certain privacy rights in regards to your school records.
7. **CONTRABAND: ALCOHOL, DRUGS, TOBACCO, DEADLY WEAPONS** - You may not possess or use alcohol, drugs, tobacco, or deadly weapons.
8. **PROTECTION FROM UNREASONABLE SEARCHES AND SEIZURES** - The US and WV constitution's guarantee certain protections, including protection from unreasonable searches and seizures.
9. **POLICE IN SCHOOLS** - Police have the responsibility to enforce laws and the rights to enter schools. If you are questioned by the police, you must be given the same rights as citizens outside the school.
10. **DISCIPLINE** - Disciplinary action may be taken against you if you violate the West Virginia Student Code of Conduct, local board policies or school rules and regulations.
11. **ATTENDANCE** - Once you are enrolled in school, you are required to attend until graduation or withdrawal.

12. **CHILD ABUSE PREVENTION** - You have the right to grow up without being physically or sexually abused at school, in the home or community.
13. **HARASSMENT** - You are protected from racial, sexual, religious, or ethnic harassment and/or violence.
14. **FOOD IN CLASSROOMS** – Students may have water in the classroom but eating in the rooms is not permitted. A class may schedule a food to be used for educational purposes and must be approved by Administration.

TOBACCO CONTROL POLICY

The Hancock County Board of Education Policy sets the parameters for establishing a tobacco free environment. The authority for this action may be found in the WV Constitution, Article XII, Section 2; WV Code 16-19A-1 through 16-9-4 and 18-2-5 and the WV Board of Education Tobacco Control Policy 2422.5A.

ENFORCEMENT:

- Penalties – The penalties of this policy are in accordance with other policies of the Hancock County Board of Education.
- 1st Offense – 3 days Out of School Suspension
- 2nd Offense – 5 days Out of School Suspension
- Parent/guardian notification, referral to a tobacco education program, in-school or outside-school environment suspension.
- Police notification and/or prosecution.

SMOKING AND SMOKELESS TOBACCO

No tobacco product shall be used at any time by any student on any property or in any building owned and operated by the Board of Education. *Possession of tobacco products by students under the age of 21 is prohibited.* Offenders will be dealt with in accordance with the Discipline Policy.

HANCOCK COUNTY SCHOOLS

EVALUATING PUPIL PROGRESS POLICY SUMMARY

*To assure excellence in education, evaluating pupil progress is a continuous process. A variety of methods are utilized to achieve a fair and accurate report. **Frequent communication between parents and teachers is an essential component of education.***

Through telephone calls, letters and progress reports, assignment books, etc., teachers and parents should keep communication lines open.

PROGRESS REPORTS

Progress reports are given to students four times each school year. They can be expected midway through each grading period (refer to the Hancock County Schools Official Calendar for the distribution dates).

REPORT CARDS

Report cards are distributed to the students four times during the school year (refer to the Hancock County Schools Official Calendar for the distribution dates). The report cards become the property of the parents and need not be returned to the school.

The grades received midway through a term are “indicative” grades. The grades received at the end of each term are “final” grades and are the grades used in the calculation of a student’s GPA.

GRADING

The level of achievement, for grades 1-12, is reported with A, B, C, D, F. Plus and minus signs are not used on report cards, although they may be used on progress reports and in grading tests and daily assignments.

GRADING SCALE FOR NON-WEIGHTED COURSE GRADES

When averaging grades for report cards, the following grading scale is used:

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

GRADING SCALE FOR WEIGHTED, ADVANCED PLACEMENT (AP) COURSE GRADES

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

“I” – Incomplete – Indicates that some work is yet to be completed to gain credit for the class.

Plus and minus signs are not used on report cards. Unresolved Incomplete grades become Fs after 10 days.

FINAL EXAMS – final exams count for 15% of the grade. All students who miss three or more days of school are required to take a final exam in each class.

NATIONAL NONOR SOCIETY - students must have a cumulative GPA of 3.5 (not rounded up), must pass one Dual Credit or AP class, possess good character (in and out of school), and belong to two (2) clubs, organizations or WVSSAC sanctioned sports.

LIVE GRADES

Parents and students may open a secure account for the purpose of reviewing student's grades and assignments over the internet.

GRADUATION HONORS

HIGHEST HONORS

- Must have a full schedule (i.e. No Permanent Early Dismissals or Late Arrivals; may not be a teacher's assistant or an office assistant, or lab assistant)
- Must have a GPA of 4.0 or above
- Must take at least one Advanced Placement Course (AP)

HIGH HONORS

- Must have a GPA between 3.7 and 3.99, inclusive

HONORS

- Must have a GPA between 3.4 and 3.69, inclusive

A notation of Highest Honors, High Honors, or Honors will be made on the student's diploma and transcript.

These summaries are not intended to be comprehensive documents. They have been developed to serve as a guideline for the administration of the Hancock County Schools Student Attendance Policy and Student Code of Conduct Policy.

For the complete *Student Attendance Policy*, refer to the Hancock County Board of Education Policy JE, for the complete *Student Code of Conduct Policy*, refer to the Hancock County Board of Education Policy JG, and for the complete *Evaluating Pupil Progress Policy*, refer to the Hancock County Board of Education Policy IHA.

Copies of these policies may be obtained in the Hancock County Board of Education office, individual schools and the Hancock County School's website – www.hancockschools.org.

SAFETY

PREVENTION RESOURCE OFFICER (PRO)

A trained uniformed police officer will be available on the school campus to provide maximum safety for all individuals at Oak Glen High School. The purpose of the PRO is to adhere to community policing principles, provide education in all areas of law, to act as a deterrent to crime and to be a positive role model and mentor for the youth of 17Oak Glen High School.

SEARCH AND SEIZURE

School officials may search a student, locker, vehicle and other personal property if they have reasonable suspicion to believe that such a search will reveal evidence of a violation of the law or rules of the school.

BOOK BAGS

Book bags, backpacks or gym bags are not permitted in the classroom or cafeteria. **Room 214 will be a designated room for sports bags used for after school athletics or activities. The room will not be opened until the end of the day.**

ACCIDENTS

Students must report accidents to the teacher in charge. This must be done immediately! The teacher is responsible for the completion of an accident report form.

SCHOOL NURSE

The services of a professional nurse are available to the students. Check with the main office for her time schedule. Students must have their agenda signed and timed by a teacher to see the nurse during class time. The nurse, principal, or secretary will verify in the student's agenda that they were in the office and the time they left.

STUDENT MEDICATION

Students are not permitted to have medication (over the counter or prescription) at school! If it is necessary for a student to take medication during school hours, he/she must bring the medication in the original container with a doctor's written order to the office, **immediately** when he/she enters the building. A form must be completed and signed by a parent/guardian. The medicine will remain in the nurse's office and administered there.

STUDENT DRIVING

Students who wish to drive to school must receive permission from the principal by obtaining a parking permit from the office. **This parking permit must be displayed in the window of the vehicle when it is parked on the school grounds! The cost of a parking permit is \$30.00.** Any student who drives to school without a permit is subject to his/her car being towed at his/her expense! Any student driving without a parking pass will receive a ticket on parking ticket on your car that must be the cost of a parking pass(\$30). Parking permits are subject to be **revoked** for speeding and/or reckless driving on

school grounds, improper parking, leaving school grounds without permission, or excessive tardies and/or absences from school.

VISITORS

The school policy is to accept only those visitors who have legitimate business at school. Guests and visitors must register in the Main Office to receive a visitor's pass, which they must display while they are in the building. **Student visitors from outside the school must acquire permission from the principal.** Visitors are expected to leave promptly when their business is completed. They must sign out at the Main Office and return their visitor's pass. Unauthorized persons will be asked to leave, and law officials will be notified if they do not comply.

LOCKERS

Each student is assigned a locker at the beginning of the school year. Lockers are school property, loaned to students for their convenience. Each student is responsible for the proper care of his/her locker. No student is permitted to move to another locker without the permission of the office! Lockers are to be locked at all times. Students are not permitted to **JAM** the locks with paper or other items. If this occurs, the student will be disciplined and held financially responsible to replace the lock if it will not work because of his/her negligence! Lockers are available in the locker rooms for students enrolled in P.E. classes or are participating in a sport. These lockers are only assigned by the P.E. teacher or a coach! Students are responsible to provide their own lock. An extra key must be given to the teacher or the coach. The same locker rules and responsibilities apply. Students are only permitted to go to their lockers during the changing of classes

DRESS CODE

You have a right to determine your own style of dress and grooming provided your appearance does not interfere with your own health and safety or that of others and does not interfere with the educational process of the school.

****Administration has the right to determine whether a student has committed a dress code violation.**

The following guidelines have been established to aid parents and students in selecting the proper attire for the school year.

1. Shorts and skirts should be a reasonable length and should not fit too tightly.
2. Students are not permitted to wear shirts that have too much skin.
3. Any clothing that is considered unsafe, dangerous, a health hazard, contains offensive or obscene symbols, slogans, or words degrading

- gender, culture, religious, or ethnic values, ideas of questionable language or sexual morality, alcohol or tobacco ads, symbols that may represent gangs is not allowed
4. Spiked collars/cuffs or chains, long or thick neck chains, dog collars, choke chains, etc.
 5. No hats, no backpacks, or trench coats.

RESULT:

1. A student who is not dressed in an acceptable manner may be directed to modify his/her dress and grooming or will be requested to obtain proper clothing before returning to class.
2. When dress and grooming appears to endanger the safety of the students or interferes with the school's mission, as determined by the principal, further disciplinary action may result from failure to comply with dress restriction.

PUBLIC DISPLAY OF AFFECTION

A student shall not engage in any display of public affection on school grounds or at any activity under the direction of the school. Disciplinary action may result if a student fails to comply.

CIGARETTE LIGHTERS/MATCHES

These items are not permitted in school or on a school bus!

TRANSPORTATION

Transported students are under the authority of the bus driver from the time they board the bus until the time they arrive at the school or at their respective homes. Students are to **ONLY RIDE THEIR ASSIGNED BUS!**

A request by parents for special permission for a student to ride an **alternate bus must be submitted in writing to the principal's office before the start of the school day.**

APPROPRIATE BUS CONDUCT

Rules posted on the bus shall be followed at all times! The bus driver may assign students to special seats.

A student must give his/her name and address to the driver when requested.

The bus driver has complete authority! A student's behavior when riding, exiting, or waiting for buses must be beyond reproach. **The following conduct is PROHIBITED on school buses:**

- Smoking or the use of tobacco products
- Use of vulgar or profane language
- Fighting, pushing or shoving
- Damaging seat and/or other bus parts
- Not remaining seated while the bus is in motion
- Not keeping all parts of your body inside the bus and your feet on the floor
- Eating and/or drinking
- Getting off the bus at a stop other than your own
- Loud, boisterous conduct
- Littering or throwing objects from the bus and/or on the bus
- Continually arriving late to the bus stop
- Not crossing in front of the bus

Students are to report promptly to the principal when instructed to do so by the bus driver and are encouraged to be cooperative with the bus driver and/or principal in giving information concerning bus misbehavior.

Any student found damaging a bus in any form, while on or off the bus, intentionally or unintentionally, will pay for the damage!

DISCIPLINE PROCEDURES

Any unfavorable conduct, not specifically covered in the preceding regulations, but which is determined by the bus driver, principal, and/or Director of Transportation to be detrimental to the safe operation of the bus, may be cause for disciplinary action or suspension of bus privileges. If a student's behavior is such that it endangers the safety of the riders, this chain of discipline will be escalated accordingly.

BUS ASSIGNMENTS

A list of bus stops will be published before school begins. You should arrive at your assigned stop at least 5 minutes before the scheduled time. **All students should wait a minimum of thirty (30) minutes before leaving the stop area!** Your parents should use their discretion in the length of time you wait for the bus in bad weather. If your parents choose to use their discretion, they must also provide you with the necessary transportation to school. If normal transportation is not available after thirty minutes, it is suggested that your parents assume the responsibility for transporting you to school.

DELAYS/CLOSINGS

In case of inclement weather or other emergency conditions which may require the closing of school, announcements will be broadcast giving that information, on the following stations: **WEIR, WSTV, WRKY, WWVA, KDKA, 14WK/WK AM/FM, WOMP, WTOV-TV and WTRF-TV**. When possible, these announcements will be made late in the evening, prior to the anticipated delay or closing. If school is delayed or cancelled in the morning, the announcements will be made prior to the bus pick-up times.

TAPE RECORDERS, CAMERAS, GAMES, ETC.

Tape recorders, cameras, or electronic games are not permitted in school without permission from school administration. If students are caught using these items in school, they will be confiscated and sent to the main office. The second offense will constitute parent/guardian claiming them in the main office.

CELL PHONE USE POLICY

Cell phones are permitted to be brought to school because so many of our students are involved in extra curricular activities.

All cell phones can be used before 7:15 am, at the students lunch time, and after 2:20!!

Cell phones are not permitted in the classrooms – unless a teacher permits for usage in the classroom for an activity.

Each teacher will have a Cell phone pocket storage in their room for students to place phones in the sleeve for safety.

Sanctions if a student is using a cell phone during times not permitted:

- **1st Offense** – The students will receive a warning and it will be documented as 1st offense.

The student will receive a warning about 2nd offense!

- **2nd Offense** – The cell phone will be confiscated by the teacher and sent to the office. A parent will be contacted and the student will be given the phone at the end of the day. The next day results in the student leaving the phone in the main office locked up with a secretary & returned by day's end.

The student is warned that the next offense will be an Internal Suspension.

- **3rd Offense** – The cell phone will be confiscated by the teacher and sent to the office. Student will receive a one day Internal suspension and will get phone at end of day.
- **4th Offense** – The cell phone will be sent to the office and student will receive a one day out of school suspension. The student will get phone at end of the day.

The 5th offense will result in 3 day out of school suspension.

TELEPHONE USE

Students may use the office phones for **emergency calls** after first obtaining permission from the secretary or principal. All other calls should be

made on the pay phones located near the Little Theater. The pay phones may **only** be used before school, during class changes, during lunch or after school. **Students are not permitted to leave class to use the phones!**

AGENDA USAGE

Students are not permitted in the halls or traveling within the school while classes are in session! It is the responsibility of the student to have his/her agenda book, signed and timed, by a teacher, principal, nurse or secretary when he/she has been given permission to be out of the classroom, during class time, regardless of the reason! **Students must have their OWN agenda books with them at all times and signed by a teacher or staff member.**

STUDENTS SENT TO THE OFFICE

Students must report to the office **IMMEDIATELY** when told to do so by a teacher or school employee. Refusal to comply is **defiance of authority** and will result in **disciplinary action!**

AGENDA BOOKS

Students are given an agenda book at the start of the school year. Students are to have their agenda books with them at all times. These books are filled with school information for the student and parents. Agenda books are a valuable tool to help students remember their assignments (they should write them in their agenda daily) and planning their time. Students must have their agenda books, signed and timed by a teacher, when traveling throughout the school. Students are not permitted to use another student's agenda. Students are not to tear out pages from their agenda. It is to be kept in good condition with no graffiti written in or on it! Students are responsible for the replacement cost of their agenda book. The cost of replacing a lost or damaged agenda book is \$5.00.

BEHAVIOR MODIFICATION

SUSPENSION

Only a principal can suspend a student. A suspension may be internal or external, at the discretion of the principal, pending the investigation of the charged offense. Suspensions may range from a single block to a maximum of 10 days, depending on the nature and severity of the offense.

INTERNAL SUSPENSION

At the discretion of the principals or pending investigation of the charged offense, a student may be assigned to the Internal Suspension Room.

EXTERNAL SUSPENSION

If a suspension is external, a parent/guardian will be notified and the student will be sent home for the time designated.

GUIDANCE

Guidance services are available to all students at all times. College bulletins, vocational school brochures, applications and career and occupational information are maintained at the Guidance Center for student use.

ADDITIONAL COUNSELING AND ASSOCIATED SERVICES

A need has arisen for additional counseling and associated services to be provided at the high school level. To meet this need, Hancock County Schools has entered into an agreement with the following agencies to provide services at the school during the school day: *Wellspring Family Services, Family Connections and Healthways*. Hancock County School will monitor the services provided by these agencies to see that the best possible service is provided for the students and families of our learning community.

TUTORING

Many teachers will offer Tutoring after school or during lunch times. This will be worked out with each individual student and their instructor.

STUDENT ASSISTANCE TEAM (SAT)

West Virginia Board of Education Policy 2510 requires each school to establish a student assistance team (SAT) that reviews individual student needs when a student demonstrates poor academic performance and/or engages in disruptive behavior. A principal, staff personnel or parent may request a SAT meeting.

The purpose of the SAT team is to provide a formalized intervention process to address student needs. When warranted, this intervention process is a written plan managed by a trained school based team. SAT membership includes: principal or designee, special education teacher, regular education teacher, child's current teacher, parent, and other appropriate staff. Parent's input is valuable and they are encouraged to attend.

Prior to the meeting, the team will collect pertinent information. This information may include, but is not limited to: grades, state testing results, informal/formal reading and math assessments, discipline reports, health reports, attendance, etc. At the SAT meeting(s), the team will review, discuss, and if necessary, recommend appropriate instructional and/or behavioral intervention strategies for the student. For a minimum of 4 weeks, team members will monitor the effectiveness of the strategies to determine the need for continuation, modification and/or termination of educational intervention plan or the need to refer for multi-disciplinary evaluation.

SCHEDULE CHANGES

All schedule changes are handled by the guidance counselors *prior to the beginning of the school year*. Students will have ample opportunity in the summer for schedule changes. Schedule changes will depend on a "space available" basis. Only administration or teacher-initiated schedule changes will be approved once school is in session.

