

Petersburg High School

207 Viking Drive

Petersburg, WV 26847

304-257-1444 * Fax 304-257-5243

PETERSBURG HIGH SCHOOL'S MISSION

Pride-Passion-Purpose

PETERSBURG HIGH SCHOOL'S VISION

Petersburg High School will be a nationally recognized high school in academic achievement by ensuring all students receive rigorous, balanced education that will empower them to compete in an enhance society.

CORE BELIEFS

- We have pride in our school and community
- We have a passion for teaching and learning
- We have a purpose to create responsible citizens for our society

GRANT COUNTY SCHOOLS CONTACT INFORMATION

Grant County Board of Education
 204 Jefferson Avenue
 Petersburg, WV 26847
 304-257-1011 *Fax 304-257-2453

Maysville Elementary School
 7147 Highway 42 S
 Maysville, WV 26833
 304-749-7441 *Fax 304-749-7442

Petersburg Elementary School
 333 Rig Street
 Petersburg, WV 26847
 304-257-1110 *Fax 304-257-9658

South Branch Career and Technical Center
 401 Pierpont Street
 Petersburg, WV 26847
 304-257-1331 *Fax 304-257-2270

Union Educational Complex
 HC76 Box 750
 Mount Storm, WV 26839
 304-693-7612 *Fax 304-693-7150

CHAIN OF COMMAND

Concern	Contact	Phone
Teacher	Teacher	304-257-1444
Building	Principal/Assistant Principal	304-257-1444
Athletics	Athletic Director	304-257-1444
Transportation	Director	304-257-4881
Cafeteria	Food Service Director	304-257-1011
Cleaning/Maintenance	Maintenance Director	304-257-1011

Unresolved concerns or problems, that have been addressed through the proper channels, should be directed to the Superintendent (304-257-1011).

***denotes changes in rules or policy from 2022-2023 to 2023-2024.

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HIGH SCHOOL / MIDDLE SCHOOL SCHEDULE

Period	Time	Minutes
BREAKFAST	7:15-7:40	25 minutes
Homeroom/Seminar	7:43-7:53	10 minutes
1st	7:53-8:39	46 minutes
2nd	8:42-9:28	46 minutes
3rd	9:31-10:17	46 minutes
4th	10:20-11:06	46 minutes
Period (Grades 7-8)		
L1	11:06-11:36	30 minutes
5th	11:39-12:25	46 minutes
6th	12:28-1:14	46 minutes
Period (Grades 11-12)	Time	Minutes
5A	11:09-11:55	46 minutes
L2	11:55-12:25	30 minutes
6th	12:28-1:14	46 minutes

Period (Grades 9-10)	Time	Minutes
5A	11:09-11:55	46 minutes
5C	11:58-12:44	46 minutes
L3	12:44-1:14	30 minutes

Period	Time	Minutes
7th	1:17-2:03	46 minutes
8th	2:06-2:52	46 minutes
Afternoon Ann.	2:52-2:55	3 minutes

*****Tardy for school-7:43AM*****

Petersburg High/Middle School Alternate Schedules for Delays

PHS – Middle School Grades 7-8

2HR Delay Bell Schedule

Period	Time	Minutes
Breakfast	9:15-9:40	25
3 rd	9:43-10:25	42
4 th	10:28-11:06	38
L1	11:06-11:36	30

*Back on normal schedule after lunch.

PHS – Middle School Grades 7-8

3HR Delay Bell Schedule

Period	Time	Minutes
1 st	10:43-11:06	23
L1	11:06-11:36	30

*Back on normal schedule after lunch.

PHS- High School Grades 9-12

2HR Delay Bell Schedule

Period	Time	Minutes
Breakfast	9:15-9:40	25
3 rd	9:43-10:25	42
4 th	10:28-11:10	42
5A	11:13-11:55	42

*Back on regular schedule after HS 5A

PHS – High School Grades 9-12

3HR Delay Bell Schedule

Period	Time	Minutes
1 st	10:43-11:06	23

*Back on regular schedule for HS 5A

Petersburg High/Middle School – Alternate Schedules for Early Releases

PHS – High School Early Release Schedule @ 12:46

High School Lunch (L2)

Period (gr.11-12)	Time	Minutes
5A	11:09-11:42	33
L2	11:42-12:12	30
6 th	12:15-12:46	31

High School Lunch (L3)

Period (gr. 9-10)	Time	Minutes
5A	11:09-11:42	33
5C	11:45-12:15	30
L3	12:15-12:46	31

PHS – Middle School Grades 7-8 Early Release @ 12:46

Period	Time	Minutes
L1	11:06-11:36	30
5 th	11:39-12:12	33
6 th	12:15-12:46	31

IMPORTANT CONTACTS

Department of Health and Human Resources	304-257-4211
Alcohol Abuse Hotline	1-800-676-7574
WV Poison Center	1-800-642-3625
WV Coalition Against Domestic Violence	1-800-799-7233
Family Crisis	1-800-698-1240
Potomac Highlands Guild	304-257-1155
Child Abuse Hotline	1-800-352-6513
Safe School Help Line	1-800-4-1-VOICE

SCHOOL HANDBOOKS

All students will receive a handbook at the start of the school year; however, if the handbook needs to be replaced, the cost will be \$5.00. Not having a copy of the School Handbook does not excuse any student from being aware of any of the information contained in it.

EMERGENCY INFORMATION

It is imperative that the school have the most current and up to date information on every student. At the start of the school year the current information will be sent home to be updated. New information can be written on the form sent home. All forms should be returned to school even if there are no changes to be made.

HOME TO SCHOOL COMMUNICATION

Teachers will make every effort to contact parents when any matter of concern may arise, either by phone, email, or LiveGrades. Parents are encouraged to contact your child's teacher when there are questions or concerns. Messages can be left for teachers during the school day. Teachers will be able to respond on their planning periods as well as before and after school. Please respect a teacher's privacy by not making phone calls to their homes during the evening hours. **Parents/Guardians may contact the school for LiveGrades Activation Codes in order to access grades and other information in their child's/children's classes.**

DISCRIMINATION POLICY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of physical or mental handicap. In accordance with the above, Grant County Schools does not discriminate on the basis of age, race, color, national origin, sex, or handicap in its employment practices or in its programs or activities. As required by State and Federal laws, the Grant County Board of Education does not discriminate on the basis of sex, race, color, religion, marital status, handicapping condition, age, ancestry, and national origin in employment and in the administration of its educational programs and activities. Inquiries may be directed to the office of the superintendent. Grant County Schools, has devised grievance procedures and these may be obtained from the District's Section 504 Coordinator.

HARASSMENT/BULLYING

Petersburg High School is committed to providing an educational setting that is safe, secure, and free from bullying and harassment for all students and employees.

Harassment in any form, including bullying or hazing, creates a climate that is not conducive to learning and is prohibited. Harassment based upon race, religion, ethnic origin, gender, or ability will not be tolerated, and appropriate disciplinary action will be taken against any student engaging in this type of behavior.

Hazing means to recklessly or intentionally endanger the health or safety of a student or to inflict bodily injury on a student in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student so endangered or injured participated voluntarily in the relevant activity.

No employee or student, male or female, shall discriminate on the basis of gender; harass another employee or student by making unwelcome sexual advances or requests for sexual favors; or engage in other verbal or physical conduct of a sexual nature. Any employee or student who believes he or she has been subjected to sexual harassment or discrimination should file a complaint of the alleged act immediately to the Director of Student Services.

Bullying is:

- 1) Aggressive behavior that is intentional, not an accident or a joke.

- 2) An imbalance of power and strength
AND
- 3) Repeated over time

Types of Bullying:

- 1) Verbal and Non-verbal
 - 2) Property
 - 3) Sexual
 - 4) Physical
- Cyberbullying—bullying through the use of technology or electronic communication. (If it occurs during school hours) **If this does not occur during school hours, please inform law enforcement.**

FERPA

The Grant County School District maintains a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C. 1232g. The Parents of Students under the age of eighteen years and eligible students (Students who are eighteen years of age or older), have four primary rights under FERPA including the right to: (1) inspect the student's education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of the student's education records, to prevent inaccurate or misleading information, and (4) file a complaint with the United States Department of Education if they feel their rights are being violated.

A parent or eligible student has the right to file a complaint with the United States Department of Education if they believe that the District has failed to comply with the requirements of FERPA. The complaint should be in writing and sent to: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

SAT

Student Assistance Team meetings are scheduled to develop a plan of support for students who are struggling in one or more classes either with behavior or academics. If a student is experiencing difficulty in a class or in general, a SAT meeting can be requested by a student, parent, or teacher to address their concerns and discuss possible solutions. The SAT is designed to address educational, behavioral, and attendance issues. Please discuss potential concerns with your child's teachers, guidance counselor, or administrator before initiating this process. SAT referral forms can be obtained in the school's front office.

FIRE AND CODE DRILLS

Fire Drills and Code Drills will be held periodically. They must be carried out in an orderly fashion and with all seriousness. If the building is to be evacuated, any open windows should be closed, and all classroom doors shall be closed and locked after the last person has left the room. No running will be permitted, and everyone shall proceed, and walk calmly to the proper exit. Students will proceed from the building in columns of two or single file to a distance at least 100 feet from the end of the building and remain with the teacher until they are directed to re-enter the building. There shall be no scuffling or talking while outside the building so that instructions may be heard if they are given. Please be familiar with evacuation routes and drill procedures.

STUDENT ILLNESS

If a student appears to be sick, they will be sent to the school health nurse if she is available. If she is not available, students will be allowed to go to the school-based health clinic if parents agree to do so, or staff will call home and discuss the best option to follow.

MEDICATION POLICY

- All medicines should be administered to students by their parents/guardian at home if at all possible. Medicine administered at school will strictly follow this policy.
- The nurse/health aide must have written instructions from the physician in order to administer prescription medications. These written instructions must be completed on the Grant County Schools Authorization for Medication Administration and include the following:
 - Student's name and purpose of medicine, dosage, and time of administration, as well as end date for administering the medicine; Parent/guardian signature giving permission to administer medicine; and to contact physician if necessary; and Physician's signature
- All prescription medicine must be in the original pharmacy bottle with proper label containing the student's name, medication, dosage, and instructions for administration.
- Non-Prescription Medicine must be in an original package with the name of the medicine and instructions.
- Authorization for Medication Administration from the parent/guardian regarding when and how much medicine to administer. Will be given according to the amount listed on the package for your child's age and weight unless the doctor's orders on a medication form indicate differently.
- **All medication must be kept by the school nurse or the principal in a secure, locked place. Students may not carry or keep medications in their lockers, sport bags, book bags, or on their persons.**
- If a student has a chronic disease or allergy that requires an emergency dose of life-saving medication to be kept on his person at all times, a statement from the attending physician on the type of medication, dosage, and method of administration should be provided for the school nurse.
- Parents are asked to call the school nurse if they have any questions about the administration of student medications.

EMERGENCY CLOSING/EARLY DISMISSAL

When the weather or any unforeseen calamity forces us to close school all day or dismiss the students early, please be advised that the following procedures will be implemented:

1. The decision to delay/close school will be made as early as possible.
2. You will be called via our School Messenger or you may listen to any of the following radio stations to determine if school has been called off: WELD 101.7 or WQWV 103.7. The following television station will be notified: WHSV TV-3.
3. The same process will be used if school is called off during the school day. **If at all possible, discuss the early closing procedure with your child in order to reduce the number of calls that may come in to the building.** These calls tie up our phone lines and make it difficult to contact the media as well as bus drivers.
4. If you have any questions about school closing procedures, please contact the administration office.

ATHLETICS/ACTIVITIES - INCLEMENT WEATHER

If school is closed, grades 7-12 may have a non-mandatory/optional practice if the superintendent, after conferring with the administration and athletic director, determines the weather conditions have cleared enough to warrant activities/practice. If school is cancelled due to weather, administration will work with the superintendent to determine if the school contests should occur as scheduled.

OUTSTANDING DEBTS/OBLIGATIONS OWED TO THE SCHOOL

Parents or Guardians of any student who has an outstanding debt (property damage, lost books, lunch bills, overdue library books, etc.) will be contacted and requested to make arrangements to pay those obligations. Seniors will be required to pay these debts before permission to participate in senior activities for graduation is granted.

AFTER HOURS IN THE BUILDING

Students are not allowed in any part of the building after school hours unless accompanied by a coach or sponsor. Students arriving early to school on buses are to report immediately to the cafeteria. At dismissal students are to leave campus if walking or riding personal vehicles. Students who ride late buses are to report directly to the cafeteria and remain there until their bus arrives. There should be no congregation of students in lobbies or outside exits. **Students who are in or around the building without supervision risk law enforcement action for trespassing.** * Parents are responsible for arranging transportation for athletic activities. Students that have practices/events that do not start immediately after must have supervision.

ANNOUNCEMENTS

Announcements will be made at the beginning and at the end of the school day over the intercom. Students are required to listen carefully to these announcements. Any announcement must be written in detail and signed by a staff member. Announcements should be brief and relevant to the majority of the student body. The Pledge of Allegiance and moment of silence will happen at the during homeroom.

VISITOR'S POLICY

All visitors must check in at the office, they will sign in and get a visitor's pass. A driver's license will be required at sign in, it will be scanned to make sure the person has permission to visit PHS. Students are not to bring relatives or friends to school as visitors. **In order to ensure school safety, all visitors must remain in the safety entrance until they are permitted into the building by office staff.**

FLOWER AND FOOD DELIVERIES

Commercial flower and food deliveries will not be accepted for students at the high school. Students returning from outside the building may not bring commercial food into the building. Parents may not bring commercially labeled food into building for students during school hours. **At no time will commercially labeled (fast food) types of food be allowed in the cafeteria.**

CLOSED CAMPUS

A closed campus means that students arrive in the morning and leave in the afternoon at dismissal. If a student is to leave during the day, there are procedures that must be followed before exiting the building. The student must sign out in the office and provide documentation as to why they are leaving. Students are not allowed to sign out for lunch and then return. Students will only be permitted to go to their cars during the day with an office pass. All notes will be verified and should be given to the office in the morning to allow time for verification. Once a student signs out they must leave the campus. They are not to loiter on any part of the grounds. If they return they are to sign back in school and return to the class they should be in at that time. In order for students to return they must have a designated appointment note with a reason for being absent (not a parent note).

No student is allowed to leave campus unless proper permission has been obtained. If this happens the student is considered skipping and it becomes a disciplinary matter.

VEHICLE RULES AND REGULATIONS

1. Student must hold a valid WV Driver's License; car must have a WV license plate.
2. Vehicle must be registered with the main office including registration, proof of insurance, and School Driver Registration Form 1.
3. All traffic laws are to be followed at all times including a 15 MPH speed limit on campus.

4. Students will park in designated areas and assigned spaces (as available). Students will enter school upon arrival, not sit in their cars. Cars should be locked at all times. Students are responsible for items left in the car.
5. Students must have a pass from the office to go to their car.
6. Students may not drive to any field trips.
7. Vehicles may be searched by administration with reasonable suspicion.
8. Vehicles without a pass or parked in a no parking area will be towed at the owner's expense.
9. Non-sibling riders must have permission from School Driver Registration Form II on file.
10. Only as many passengers are allowed in the vehicle as there are seat belts in the car.
11. Rules are in effect during school hours, at school sponsored events, and as required by law.
12. Students will be required to meet the following conditions:
 - To pay for the cost of the parking permit •
Parking permit must always be displayed.

WORK PERMITS

All students under 18 years of age must have work permits immediately upon obtaining employment. The applications for a work permit are available in the high school office. Each change of employment requires a new work permit.

INDEPENDENT STUDENT STATUS

This form only applies for students who no longer live at home, live on their own, and support themselves. An independent student consent form must be on file for any student who has turned 18 and wishes to be able to sign in or out of school. Students who are over 18 may not return after they sign out unless they have a designated appointment and provide written evidence of that upon return.

LEAVING SCHOOL

- In order to leave school earlier than regular dismissal, a student must bring a note from a parent or legal guardian for each request to leave early or the parent/legal guardian must come into the main office and sign out the student.
- The note needs a signature: The main office secretary (designated person) will sign off that she called and the note is parent approved.
- The 18-year-old form letter will no longer be used, even if a student is 18 as long as they live with a parent/legal guardian they need permission to leave school property, unless they fall under independent student status.
- Leaving without prior approval of the office secretary and the principal will result in disciplinary action for skipping.
- Co-op and internship students will sign out in the main office when entering and leaving the building.

All notes must include the following information:

1. Student's FULL NAME
2. Time for signing out early
3. Parent signature and phone number where they may be reached
4. All notes must be signed by the designated person. Telephone calls will not be accepted to allow students to sign out, except in emergencies.

VO-TECH/CO-OP/INTERNSHIP/COLLEGE STUDENTS SIGN OUT

All students must sign out in the main office before they leave.

- Vo-tech students who leave the building 2nd period and afternoon Vo-tech students will not be permitted to go to their vehicles before, after, or during lunch. The student will go directly to

SBCTC.

- Co-op, Internship and College Students need to sign in and out in the main office at the appropriate times in the designated notebook.
-

OFFICE ASSISTANTS

Students may not serve as an aide until their senior year. Students are not allowed to be an aide for more than one period for any semester.

ADDING/WITHDRAWING FROM A CLASS

The following guidelines should be followed when students request to withdraw from classes:

1. Students may NOT drop from scheduled classes. In rare cases the student may request to drop a class for educational reasons. In order for this to be processed, the student must have the signature of the teacher, guidance counselor, parent, and the principal. No class will be dropped after 5 days unless an “F” is entered on his/her permanent records.
2. Changes are not made to a student’s schedule for “social” reasons.

ACADEMIC INTEGRITY***

In order for a teacher to assess the knowledge and progress of students, academic honesty is necessary. Therefore, it is the responsibility of both the student and the teacher to prevent situations where academic integrity has not been maintained. Failure to practice academic integrity is defined as the following:

- Viewing information dishonestly during any form of a formal evaluation. This includes cyber communication.
- Communicating in class with another student during a test, quiz, or at any time when completing independent work. This includes cyber communication.
- Copying or enabling the copying of independent work. This includes cyber communication.
- Providing information to another student about examinations in written or verbal form before or after an examination. This includes cyber communication.
- The removal of examination materials from the classroom before or after an exam. This includes sending through cyber space.

Plagiarism is defined as using ideas, words (written or oral), artistic productions of another as one’s original effort, or without giving due credit. Examples:

- Using materials for research papers and essays which have not been given due credit.
- Using other student’s work on a test, quiz, or homework as one’s own work.
- Using another student’s data/work or giving another student data/work, either in person or electronically to copy and pass files is not permitted.
- Handing in the same assignment to two different teachers is plagiarism.

Any student who fails to practice academic integrity will receive penalties outlined in WVDE policy 4373 under cheating. **Anyone over the age of 16 can be prosecuted for plagiarism. Using AI-generated tools to write or create student work for any class is not permitted and will be treated as plagiarism.**

*****SEMESTER EXAM POLICY**

All students enrolled in classes for graduation credit must take a comprehensive semester/term exam in ALL classes. The semester/term exam will count for 10% of the final semester/term grade.

GRADING SCALE for grades (7-12)

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

PROMOTION REQUIREMENTS: EFFECTIVE 2014-2015

Promotion Requirements for Students **that enter 9th Grade**

To be considered a:	Number of Credits Needed
Sophomore	5
Junior	10
Senior	18
Graduate	24

WVDE POLICY 2510—GRADUATION REQUIREMENTS

Core Requirements (18 credits)	
English Language Arts	4 credits English 9 English 10 or an AP® English course English 11 or an AP® English course English 12, English 12 CR or an AP® English course
Mathematics	4 credits From the approved mathematics course sequences
Science	3 credits Requirements for students who entered 9th grade prior to 2016-2017 school year Physical Science Biology or AP® Biology One additional rigorous lab science course Requirements for students who entered 9th grade 2016-2017 school year and after. Earth and Space Science Biology or AP Biology One additional rigorous lab science course

Social Studies	4 credits World Studies or an AP® Social Studies Course United States Studies or an AP® Social Studies Course Contemporary Studies or an AP® Social Studies Course Civics for the Next Generation or AP® Government and Politics
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Personalized Electives	6 credits The remaining graduation requirements are to be electives.

College Bound students will be required to take a 4th lab science and 2 credits of the same foreign language. POLICY 2510 can be found at <http://wvde.state.wv.us/policies/>

ACCEPTABLE USE POLICY (AUP)

Grant County Schools embraces the use of technology to promote educational excellence, resource sharing and communication, innovative instruction, as well as electronic access to a wide range of information. Use of our technology must be in support of education and/or research or for school business. Use must also support West Virginia Content Standards and Objectives, and be in accordance with all West Virginia Board of Education Policies. The entire WV Board of Education Policy 2460: Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet can be found at <http://wvde.state.wv.us/policies/>

Grant County Schools AUP will be distributed to each student/parent along with the **Grant County Schools Internet Agreement Form** at the beginning of each school year. This form must be signed and returned. This form must be on file in order for students to access our network.

Use of approved personal devices (laptops, tablets, smart phones): At the discretion of the school, students may use approved personal devices on the network if, and only if it meets the guidelines of the AUP and is in support of education. This also includes use of personal devices connected to the internet, but not on GCS network (3G/4G, etc.). Any student use of technology while on school property, during school hours or during a school sanctioned event MUST meet the guidelines of the AUP. If a student does not follow the guidelines/expectations set forth by WV Policy 2460, Grant County Schools AUP and/or the individual school, permanent loss of access to the network may result.

CAFETERIA/FOOD SERVICES

There are two serving lines in the cafeteria – both lines offer a full lunch and a salad/fruit bar is available. There are three eating groups during the noon hour and without full cooperation of the student body, it is difficult to keep the cafeteria clear for all students. There is a break between each eating group during which time tables are cleaned, but it is still necessary that students remove their eating utensils and other materials from the tables when they finish eating so that the next group will have a clean eating area. If students will leave the eating area the same, as they would like to find it, our cafeteria will remain clean. After eating, students may visit in the cafeteria. **At no time will commercially labeled (fast food) types of food be allowed in the cafeteria.**

The U.S Department of Agriculture 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 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.) In the operation of child feeding programs, no child will be discriminated against because of race, color, national origin, age, or disability. If you believe you have been discriminated against write immediately to Department of Agriculture, Washington, DC. 20250.

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, 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. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (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.

LOCKERS

Students in grades 7-8 are required to use their lockers to store their personal items. **Backpacks are not permitted throughout the school day for these grades.** Students in grades 9-12 may sign up for a locker at the beginning of the year.

USE OF TELEPHONE

The use of the telephone in the office and all classrooms will be limited to students for emergency calls only or with the permission of the administration. Phone messages will not be delivered to students in class unless it is an emergency situation. Messages can be taken with the student's name announced at the end of the day and the student will pick up the message in the office. Students will not be called to the phone unless it is an emergency as determined by the secretary/office staff. Students should usually be aware of prior appointments or changes in transportation before they come to school.

DRINK CONTAINERS***

Students may bring clear water bottles to fill up during the school day. Teachers and Administrators at any time sensing an issue may ask to inspect a student's drink container.

ORGANIZATIONS AND ACTIVITIES ASSEMBLIES

When assemblies or activities are held, students will sit in designated areas with their classroom teacher. Classroom teachers will also attend these events which include, but are not limited to, PBIS rewards.

SCHOOL CLUBS AND BOOSTER ORGANIZATIONS

Clubs are available at Petersburg High School. Listed are some and others may become available dependent on student interest and sponsor availability.

- FFA
- Student Council

- National Honor Society
- Student Leadership Team

Student council meets periodically throughout the school year. Officers and sponsors request a meeting time through the principal. The following organizations are in place to support the students and staff of the school. Please check with the school office for regularly scheduled meeting dates:

- Band Boosters
- Athletic Boosters
- Local School Improvement Council/PTO

STUDENTS IN LEADERSHIP POSITIONS

All students elected or appointed to leadership positions will sign a Code of Conduct. This contract will hold student leaders to the highest standards in academics, character, and attitude. As per the contract, student leaders who represent the school in a negative way or who receive disciplinary action for violation of any school rules may be removed from their position immediately at the discretion of the sponsor and principal. This contract extends to students' online presence and social media activity.

BY-LAWS OF THE PETERSBURG HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY **REVISED MARCH 2014**

I. The National Constitution of the National Honor Society is the primary source for policy information. All local policies and procedures must be consistent with the National Constitution and the National Honor Society Handbook. These by-laws establish local procedures for chapter operation within the guidelines set forth by the National Constitution and the National Honor Society Handbook.

II. All members of the Petersburg High School Chapter of the National Honor Society must be full-time students carrying four core-course subjects per year. All juniors shall have completed a total of two weighted courses by the end of their junior year and all seniors shall have completed a total of four weighted courses upon graduation. All seniors shall take at least one weighted course their senior year. Failure to meet these requirements will subject members to dismissal. If a member leaves school and reenters, he or she must be reevaluated for membership, meeting the same criteria for original membership. One induction ceremony per school year will be conducted during the second semester. The time for this ceremony will be fixed by the sponsor with the advice of the principal. Candidates for membership will be notified prior to April 30.

III. Selection for membership is by a five-member Faculty Council and is based on the qualities of scholarship, character, leadership, and service as set forth by the National Constitution. Once selected, members have the responsibility of continuing to demonstrate these qualities.

IV. Scholastic eligibility will be determined for all students completing at least four semesters at Petersburg High School (two semesters of ninth grade and two semesters of tenth grade). Eleventh and twelfth graders who were not scholastically eligible after four semesters will have their academic records reviewed after five semesters, and then after seven semesters, to determine whether they have attained scholastic eligibility during the succeeding semesters. Transfer students must complete at least four semesters of high school and complete at least one semester at

Petersburg High School. In addition, transfer students with only one or two complete semesters at Petersburg High School must have the recommendation of the principal from their previous school in order to meet scholastic eligibility.

V. Scholastic eligibility will be based upon the achievement of an overall grade point average for all course work of 3.85 or higher. The member must also have a 3.52 for the semester preceding his or her induction. If a semester average of 3.85 is not attained, and/or if an overall grade point average of 3.85 is not maintained, the member assumes probationary status for the next semester. If a member on probation fails to regain the required grade point average of 3.85, he or she is dismissed membership pursuant to the National Honor Society's standard dismissal procedures.

VI. Students who are scholastically eligible must also demonstrate good leadership, service, and character. Written criteria standards for leadership, service, and character as outlined in the National Honor Society Handbook

are available to all interested parties. Scholastically eligible students will be notified and given two weeks to submit the Student Activity Information Form and any other verifiable information which defines the candidate's leadership, service, and character. Submission of the Student Activity Information Form and other verifiable information is not required of candidates, but is advised so that the Faculty Council will have documented information when considering the candidate's selection for membership. All Petersburg High School faculty members will be invited to make comments on candidates (in writing on a faculty evaluation form), but the actual selections will be made by the five members of the Faculty Council appointed by the principal. Candidates receiving a majority vote of the Faculty Council will be extended membership into the chapter. Candidates accepting membership will be inducted into the chapter.

VII. A member can be dismissed when his or her performance falls below the standards by which the member was selected. A member must perform and document at least three service activities per semester, only two of these may be with the same organization, and at least three school based activities per semester, only two of these may be with the same organizations. A member must also document one leadership activity each semester. Any member who acquires two or more discipline referrals per year will be required to have a hearing with the Faculty Council to discuss disciplinary and dismissal procedures. Dismissal is determined by the Petersburg High School Faculty Council, and a written description of procedures for dismissal is available to all interested parties. In all cases of impending dismissal, a chapter member will have the right to be notified in writing of the offenses and to a hearing before the Faculty Council.

VIII. Dismissal from the chapter prohibits the student from sitting with the National Honor Society at graduation or wearing any symbols or insignia identifying the student with the National Honor Society.

ATHLETICS

***On August 12, 1983, the State Board of Education adopted Policy #2436.10 (C-Rule). Students must maintain a 2.0 average to participate in interscholastic athletics and cheerleading.** The student's eligibility is determined for each semester by his/her GPA the previous semester. Students are encouraged to actively take part in the provided athletic program at Petersburg High School. The following sport programs are available at PHS: Football (V-MS), Girls Basketball (V-MS), Wrestling (JV,V,MS), Boys Basketball (V-JV-MS), Baseball (V, JV, MS), Girls Track (V, MS), Softball (V, JV, MS), Boys Track (V, MS) Boys Tennis, Girls Tennis, Cheerleading (V-MS), Boys Soccer (JV,V,MS), Girls Soccer (JV,V,MS), Volleyball (V, JV), Golf (JV,V,MS). Prior to the first day of practice, athletes must have a valid physical on file. Prior to the 3 day of practice of each season all athletes/parents must sign the Grant County Schools Code of Conduct and Expectations Informed Consent Agreement.

DANCES AND ACTIVITIES:

Dances and other social activities are scheduled throughout the year. Clubs and organizations that wish to sponsor activities during the year must decide what activity they want and contact the administration to consider the scheduling.

Before asking for activity dates, the program must be discussed with the group sponsor. When a date has been set, a checklist will be presented to the members of the organization to assist them in arranging for the activity. Items on this checklist must be completed and the list returned to the office three days before the activity is to occur. Parts of clubs or organizations may not sponsor activities.

Closed Activities: All dances and certain events are closed, meaning when you enter the building you remain there until you decide to leave, you may not re-enter the building.

Procedures for all dances:

- 1) Students will be required to sign in when being admitted to a school dance.
- 2) All students must enter within 1 hour of the start of the dance.

(Example: Prom starts at 8:00 pm, then at 9:00 pm no entry will be permitted).

- 3) If students want to leave prior to the end of the dance they need to sign out and mark the time. (Example: If the dance is over at 11:00 pm, and you sign out before you need to sign out and mark the time). Students will not be permitted to re-enter.
- 4) A student may bring a guest if a signed form of approval comes from the school in which the guest is attending or formerly attended (even if graduated).
- 5) If a student is suspended at the time a dance is occurring they will not be permitted to attend. (For example if a student is suspended for 3 days starting on Friday and continuing to the following week, and the dance is on Saturday, the student would not be eligible to attend the dance).
- 6) Social Suspension may occur for a behavior event that would result in a student not being able to attend a school function such as a dance.
- 7) Students that are expelled or in the Alternate Learning Center will not be permitted to attend dance or extracurricular activities.

Sr. High Dances

- 1) The **homecoming dance** is for grades 9-12.
Prom is for grades 11 and 12. You may bring a guest, following the guidelines below.
- 2) No middle school students are allowed (Anyone in 8th grade and below).
- 3) No one over the age of 20 may attend a dance, unless they are still a current student at PHS.
- 4) A guest form is required to be completed. The form can be picked up in the main office and must be submitted three days before the dance.

Middle School Dances:

- 1) No guests are allowed to attend from other schools.
- 2) No one below 7th grade or above 8th grade is permitted to attend the dance.

Security: All dances and certain other social activities will require the presence of staff and other adults as chaperones.

Time limit: All dances and activities must end at 11:00 P.M. with the exception of the Junior/Senior Prom. (Unless otherwise indicated)

DANCE GUIDELINES

The following are prohibited:

- 1) Pelvic thrusting, intertwined legs, lap dancing, hands on knees, obscene gestures, and mimicking sexual activity.
- 2) Front to front dancing is permitted as long as it is appropriate.
- 3) Hands should be kept in appropriate places during slow dances.
- 4) Any chaperone has the right to deem dancing inappropriate and warn a student.

Infractions:

1st offense—first warning

2nd offense—last warning

3rd remove from dance

PETERSBURG HIGH SCHOOL DRESS CODE AND GROOMING EXPECTATIONS

Petersburg High School expects student dress and grooming to reflect high standards of personal conduct. Student's attire should promote a positive, safe and healthy atmosphere within the school. Cleanliness, neatness, appropriateness, modesty, and impact on the learning environment are the criteria that should dictate the student's choice of school dress and grooming on any given day. The way you dress reflects the kind of person you are. Cleanliness, good grooming and appropriate attire are important. Extremes in dress and personal appearance that cause distraction or pose health problems are not acceptable.

Improper Dress: The way you dress reflects the kind of person you are. Cleanliness, good grooming and appropriate attire are important. Extremes in dress and personal appearance that cause distraction or pose health problems are not acceptable.

- You may not wear hats, hoods, chains, blankets and/or sunglasses inside the school, any of its classrooms, the offices, or the gymnasium.
- Students **MUST** wear footwear at all times.
- Halter-tops, tank tops, spaghetti straps and any tops that reveal cleavage and/or expose chest, rib areas, stomach, or hips are **NOT** considered appropriate dress for school and are prohibited. Your attire must also cover the entire midriff without being revealing while performing normal activities such as bending, stretching and sitting.
- Shorts and skirts must be no shorter than mid-thigh length.
- You should **NOT** wear clothing in such a way that undergarments show when performing normal activities such as bending, stretching and sitting. Undergarment-like clothing is prohibited. "Sagging" is not appropriate.
- You may **NOT** wear garments or jewelry, or carry accessories, with profane or provocative pictures or messages advertising tobacco or alcoholic beverages, drug use, racial discrimination, promoting violence, or depicting sexual innuendo.
- Hair pulls, hair bands, or hair ties that are used to keep hair in place are acceptable. Bandanas used as hair bands are not acceptable.

Clothing that detracts from the learning environment is not necessarily limited to the above examples. You share responsibility with your parents to follow the dress code. If you violate the rules you will be sent to the office and parents will be contacted. Your parents will then be required to either escort you home to change clothes or to bring appropriate clothing to the student. If you continue to violate the dress code, you may be subject to further discipline. The administration is the final authority on what is considered inappropriate for the school environment. **The school administration reserves the right to not admit or remove any student from any extracurricular activity/event for clothing that is deemed as inappropriate.**

ABSENCES FROM SCHOOL

REPORTING OF ABSENCES IS THE DIRECT RESPONSIBILITY OF THE STUDENT

All students who return to school after absences of any nature (including suspension and partial day sign-out) will bring a signed written note from the parent, a doctor, a dentist, or a clinic indicating directory information as to the reason for the absence(s) within 5 school days of the return. Students 18 years of age will be responsible for their own excuses. All notes will be presented directly to the school attendance office upon arrival.

THE NOTE MUST STATE:

1. Student's full name
2. The dates of the absence
3. The reason for the absence
4. The signature of the parent/guardian, or student
5. Phone number
6. Student ID number

It is the responsibility of the principal or designee to determine the excuse to be excused or unexcused. PHS will maintain an up-to-date file of such statements for each student. Students who are receiving homebound instruction will be counted as present.

Students who do not have a 1st period class in the building are required to sign in at the front office. Students who do not sign in will be counted as absent. Students who are late for class, and as a result are counted absent, will be responsible for correcting these absences within three (3) school days by presenting a signed written note to office personnel. Students arriving after attendance count are responsible for signing in at the main office immediately upon arrival.

EXCUSED ABSENCES

Absences will be marked as excused for the reasons noted below:

1. Illness /injury of a student when verified by a physician's written statement. Specific dates must be given. **Notes for absences should be turned in the day the student returns or within 3 days.**
2. Illnesses of a student verified by a statement from the custodial parent/legal guardian. Students receive 5 parent notes per semester.
3. Health care/legal appointments, when the absence is verified in writing by the provider, which cannot be scheduled outside the school day. These should be scheduled outside the school day whenever possible.
4. For medical absences due to illness of more than two weeks' duration, the student must request homebound instruction by contacting the board of education office.
5. If a student accumulates more than ten (10) absences for illness (with a health care provider's note), the school may require a letter of explanation from the health care provider.
6. Up to five (5) days can be excused for an absence due to the illness or hospitalization of the infant child of an enrolled student. The student must present a health care provider's statement to the principal or designee. In order to have the absence considered excused, the student's parent must be the infant's primary care provider.
7. An absence will be counted as an excused absence for up to three (3) days resulting from a death in the immediate family.
8. An absence will be counted as excused when it is caused by court subpoena or with verification of the student being a party to the court action.
9. A student who anticipates an absence due to a family trip, participation in a non-school activity, etc., should contact the principal in advance of the absence to obtain the Leave of Educational Value form.
10. A student who is a participant in an off-campus school activity (field trip, athletic contest, 4-H activity, up to three days for college visits), will be counted school excused but is responsible to make up work missed. Prior approval *must* be obtained from the principal and verification of attendance will be required.
11. Observation of religious holidays.
12. School approved curricular or extracurricular activities

LEAVES OF EDUCATIONAL VALUE

Leaves of educational value can be excused by the attendance director when they adhere to these stipulations:

- Prior approval of the principal;
- **Two-weeks prior** submission and approval of educational plan detailing objectives and activities; to be completed with a teacher.
- Leaves in excess of five (5) days require board approval.
- We do not recommend more than one such activity per school year.

UNEXCUSED ABSENCES

Absences will be marked as unexcused for the following reasons:

1. Absences not verified by a statement.
2. Parent notes that exceed 5 days per semester.
3. Expulsion or out-of-school suspension dates are to be counted as unexcused absences.
4. When a student misses the bus, the absence will be counted as an *unexcused* absence.
5. If a student accumulates five (5) total unexcused absences per school year, a referral to the county attendance director will be made by the principal or designee.
6. Any student with five (5) total unexcused absences will be served with a legal notice for truancy, after which a complaint or warrant may be issued. This section also applies to any 18-year old student who is enrolled in Grant County Schools. More than one warrant may be issued on the same complaint with each day of truancy constituting a separate offense.
7. If a student accumulates five (5) unexcused absences per class per semester, a referral will be made by the course teacher to the principal.

MAKE-UP WORK

Students have the same number of days to make-up work as they have been absent from school (i.e. if a student is absent three (3) days, he/she has three (3) days after returning to make up the missed work). If a student is absent only one (1) day, he/she is responsible for making up "pop" quizzes the day he/she returns. Assignments which were given previous to the absence must still be turned in on the due date regardless of the number of days missed. If a student is absent for more than one (1) day, he/she will have a one (1) day grace period before making up any unannounced assignments or quizzes.

If a student has been assigned OSS, his/her teachers will be notified and requested to send work to the office to be picked up by a designated person to take home for that student. They are responsible to complete that work and return it to the school for the teacher to grade accordingly. **Students and/or parents are responsible for requesting homework.** Homework can be requested by contacting the front office before noon. Sufficient time, as determined by the teacher, must be allowed for a teacher to honor such request. **On the third (3RD) day of absence, parents are encouraged to call and request any assignments.**

PARENTS MAY ONLY REQUEST ASSIGNMENTS FOR ABSENCES OF THREE (3) OR MORE DAYS IN DURATION.

EXTRACURRICULAR ACTIVITIES

A student not in attendance at school shall not practice or take part in the activity/event. Athletes who are tardy to school must provide a written excuse from their parents for the tardy. They will be allowed two such notes per season. If they are tardy to school after this, they will not be allowed to participate in practice or a game on that day. Students not in attendance at school for the day may risk not being admitted to extracurricular events as determined by the event coordinator and recognition of the fact that the student was not in attendance that day.

TARDINESS

Tardiness will be defined as arriving after the tardy bell rings. **Tardiness of more than 15 minutes to a class will be counted and written up as skipping.**

Tardies: (Procedures)

- The teacher will lock and close their door after the bell rings for class.
- Students will not be permitted to class until they show a pass from the office.
- If the student does not have a pass, they will not be permitted to enter the classroom until they receive an office pass.
- Please call the main office to alert someone that a student will be coming up to the office because they did not have a tardy slip so they do not skip.
- Once in the main office the student will sign in on the tardy computer. Those sheets will be reviewed daily by the office staff and tallied to keep track of student tardies on an individual basis.
- Missing class time to go to the office could result in missing class instruction, you are responsible for missed work.

Consequences: (Reset each semester)

- 3rd tardy to any class will result in an administrator/student conference, and count as one-day absence (Towards exam exemption and attendance incentive)
- 4th tardy to any class will result in an administrator/student conference plus 1 day of lunch detention.
- 5th tardy to any class will result in 1 day of after school detention and an administrator/student/parent conference via phone or in person.
- 6th tardy to any class will result in an administrator/student/parent conference via phone or in person plus 2 days of after school detention, and count as one-day absence (Towards exam exemption and the attendance incentive).
- Any further tardies will be seen as a habitual violation of school rules. Student will receive 1 day of out-of-school suspension, the student will be required to take exams in all classes, and a SAT will be held to determine future consequences, which could include alternative school, social

suspension and/or a suspension/expulsion if deemed necessary. Student driving privileges will be revoked for a 9-week period.

SKIPPING

- Skipping will be determined as leaving school or class without authorization. Continued acts of this nature may be considered willful insubordination.
- Being out of class for longer than 15 minutes without verification from the office or school nurse of whereabouts.
- Once the student has boarded the bus or entered the school premises, an excuse from the principal's office must be secured by the student prior to leaving **any** time **before** dismissal time. Except in emergencies, a student will have permission of his/her parent or guardian before being released from school.

GRADUATION

Graduation is a special time and ceremony not only for our seniors but for our staff, parents, guardians, friends, and family as it marks the end of childhood and the beginning of adulthood. Graduation is a privilege and not a right, there are certain expectations that need to be met in order to participate in graduation and senior activities.

- Any senior who is expelled or placed in the alternative learning center will not be permitted to participate in senior activities including graduation.
- Any senior who has more than 10 days of OSS will not be permitted to participate in senior activities including graduation.
- All students will dress appropriately for graduation.
- If any student participates in a senior prank they will be expelled, prosecuted, and will not participate in any senior activities including graduation.
- Any student who directly cusses a teacher will receive OSS, a second occurrence will result in recommendation for alternative school and the student will not participate in any senior activities including graduation.
- Any other offense is at the principal's discretion on whether a student will or will not walk in the graduation ceremony.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

The following information is contained within WVDE Policy 4373, Expected Behavior in Safe and Supportive Schools, you may use the following web site: <http://wvde.state.wv.us/policies/p4373-new.pdf>.

EXPECTED STUDENT DISPOSITIONS

Rationale for Developing Expected Dispositions

Our nation's founders envisioned the American education system as an institutional structure that would prepare each generation to be active, principled citizens. This vision has placed a great responsibility on schools to sustain a

democratic culture. To accomplish this charge, schools must deliberately focus on conveying democratic principles through the explicit curriculum and through the implicit learning that is affected by the manner in which all individuals within a school interact with one another.

Schools must consistently and persistently work to improve student knowledge, skills, and dispositions that convey our nation's democratic principles. Dispositions are the values, commitments, and ethics that influence one's behaviors toward others and affect learning, motivation, and development. Dispositions are affected by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility and social justice. Ideally, the teaching and learning of these valued dispositions should be the shared responsibility of every school employee, student, parent, and community member; and these stakeholders should be engaged in supporting the development of these dispositions.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights and responsibilities go hand in hand. Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. These include the right to the equal protection by the laws and the right to the privileges and immunities of United States citizenship. Enjoyment of these rights is governed by due process of law. School officials have control over student safety, welfare, and behavior from the time a student boards the school bus or arrives at school until the student returns home or to their designated bus stop. To meet this responsibility, school officials have the right and obligation to adopt rules and regulations for the purpose of maintaining order, discipline and creating a positive learning environment. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

Section 1: The Right to a Thorough and Efficient Education

All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday, as long as they continue to be enrolled as a student after their seventeenth birthday or until their graduation. A student who has not graduated may attend school until they are twenty-one.

Public schooling is tuition-free for all students. School systems however, may charge tuition for summer school and before/after-school programs, if offered, provided that any student whose parents, in the judgment of the board, are unable to pay such tuition, may attend at a reduced charge or without charge except for post-secondary, community education, or adult preparatory programs.

Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing utensils and computers if their use is part of the curriculum. Students may be required to purchase their own equipment, such as instruments and costumes, for performance-based classes, such as band, orchestra, choir, dance and theatre. However, students shall not be denied participation in a class because their parents/guardians cannot afford to do so. Schools have contingency plans to accommodate students and families who do not have the financial means to make these purchases.

Section 2: Student Inquiry and Expression

Schools may not conduct, sponsor, or endorse religious activities during school hours. Individual students have the right to practice their own religion in a manner that does not interfere with the orderly conduct of classes and may form student groups with a religious focus that meet after school. Students have the right to be absent from school, on a reasonable basis, for religious instruction and/or for participation in religious activities. An opportunity must be provided for students to make up any work missed; however, it is the student's responsibility to make up such work pursuant to the rules established by the school or county.

Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and substantially disrupt the work and discipline of the school or infringe upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited.

or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner reasonably related to educational purposes.

Section 3: Non-curriculum Related Student Groups

When high schools allow one or more student groups whose purpose is not directly related to any class taught at the school to meet at the school, this is referred to as a limited open forum. If a school is a limited open forum for any purpose, the school must allow religious, political, and/or philosophical group meetings as long as the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.

Section 4: Extra-Curricular Activities

Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in a GED program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the mid-point of the second semester (the nine week point) in the same manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10. Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

Section 5: Privacy

Students have certain privacy rights regarding school records. To ensure this privacy, WVBE Policy 4350 – Collection, Maintenance and Disclosure of Student Data provides regulations for schools to follow regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older. A school counselor or other school official may be needed to assist in interpreting the information in a student's permanent record file, but their assistance is not required.

If a student or parent/guardian believes that information contained in an education record is inaccurate or misleading or violates the student's privacy or other rights, the student or parent/guardian may request that the records be amended. If the school does not amend the records, a hearing may be requested to challenge the content of the records.

Except in certain instances, school officials may not release information from a student's records without the consent of a parent or guardian, or student if the student is eighteen years of age or older. For example, confidential medical information cannot be released without the consent of the parents or guardians or eligible students' specific written consent. However, under certain conditions, authorized persons or agencies may receive information without consent. For example, if school officials are served with a valid subpoena for student information, the parents or guardians must be provided notice prior to compliance with the subpoena in order that they may voice any objections in the venue that issued the subpoena.

Directory information may be released without seeking prior consent of the parents or guardians unless they refuse to waive consent at the beginning of each school year after receiving notification by the school of their statutory rights under the law.

Section 6: Protection from Unreasonable Searches and Seizures and Self-Incrimination

Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Although school personnel have more latitude than police officers in this regard, because they do not need

search warrants, search and seizures of lockers or students by school officials must still be reasonable, based upon the information known by them at the time of the search. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.

Students also have a right under federal and state constitutions not to incriminate themselves about a crime when questioned on school grounds by an individual acting in the capacity of a law enforcement official. They are entitled to be informed of their right against self-incrimination if they are in a custodial setting, in other words, they are not at liberty to terminate the interrogation and leave. Students do not have a constitutional right against self-incrimination when being questioned by school officials or PRO Officers acting under the supervision of school officials who are investigating school related misconduct.

Section 7: Child Abuse Prevention

Students have the right to grow up without being physically or sexually abused at the school, in the home or the community. W.Va Code §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students in getting needed help to prevent the abuse from recurring.

SCHOOL BUS TRANSPORTATION

Students who ride the school bus are to ride the bus to school and back home on the bus. Riding the bus part way to school and getting into a car to ride the rest of the way will not be permitted.

Students who need to ride a different bus to school or to another stop after school must provide the office a note from a parent and have it signed by the principal or designee. Bus notes should be left in the office at the beginning of the school day and can be picked up during lunch after the note has been verified. The safety and well-being of all students is the utmost concern. Therefore, safety regulations regarding school bus transportation are necessary.

To ensure safe operation of buses, it is necessary for student passengers to be orderly and cooperative. Drivers will require orderliness on the buses.

Parents as well as students are requested to read the following safety regulations. Compliance by students results in safety for all; noncompliance may result in the loss of a student's school bus riding privilege. Principals will handle cases requiring disciplinary measures, but while on the bus, students are under the authority of and directly responsible to the bus driver.

SCHOOL/ATHLETIC TRIPS

Students are to exhibit proper behavior at all times when on a trip outside the school. This would include all stops at food and lodging establishments. Students not complying may have parents called and be returned home with them or be restricted on future trips.

Pep Bus Policy- Students with failing grades or any out-of-school suspensions will not be permitted to attend any pep bus activities. Students that are assigned lunch detention or in-school suspension on the date of the trip will not be permitted to attend.

BUS DRIVER RESPONSIBILITIES

Drivers will remind students of their responsibilities and establish reasonable procedures for seating, loading, and behavior.

1. A driver is permitted to apply force and restraint as is reasonable and necessary to control students.
2. Drivers will report discipline problems or bus damage to the principal for action.
3. A driver may request the principal to deny transportation for a time to a disorderly student. The principal may do so by notifying the parents and the Superintendent of his/her action.
4. Smoking will not be permitted.
5. Drivers are not permitted to make stops (other than for emergencies) any place except pickup points for students, as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
6. Students will not be left on a bus unattended.
7. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

STUDENT & PARENT BUS RESPONSIBILITIES

1. Parents and students must assume that school bus transportation is a privilege to the student, not a right.
2. Students will ride on assigned buses. Parents must request, in writing, any exception to this rule. Requests shall be made to the building administrator.
3. Students will ride their assigned buses both to and from school unless a written request, signed by the parents and principal, asking permission to be let off the bus at some other stop is presented to the bus driver. The request must go through the office at school. Parents will assume the responsibility for the student when such a request is made and granted.
4. Parents are responsible for the safety and conduct of students while going to and from pickup points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the Superintendent and Board of Education.
6. Parents shall be held responsible for any damage to a bus by their children.
7. No radios, stereos, cell phones, or tape recorders are allowed, unless permission has been granted by the building principal. These are not to be played while being transported.
8. Eating and littering are not permitted on buses.
9. Drugs of any type, including alcohol, shall not be permitted on buses at any time.
10. Possession or the use of tobacco in any form is not allowed on the bus at any time.
11. Noise on a bus shall be kept to a minimum at all times in the interest of safety of operation.
12. Absolute quiet must be maintained at railroad crossings or other danger areas.
13. Nothing shall be thrown out of the bus or extended out of the window.
14. All parts of student's bodies shall be kept inside the school bus at all times.
15. While students are riding the bus, animals, firearms, ammunition, explosives, or other dangerous materials or objects which may interfere with the safe operation of the vehicle shall not be transported.
16. Students may transport musical instruments, class projects, or other necessary articles so long as they can be held in the student's lap.
17. No student shall stand up, leave, or be out of his/her seat for any reason while the bus is in motion.
18. Students shall be required to perform two rear-door emergency evacuation drills per year. These will be supervised by the driver.
19. Students shall be waiting, in an orderly manner, at the assigned boarding point, to board the bus when it stops in the morning. No pushing or shoving is allowed when boarding the bus.
20. Students shall sit three to a seat. Seats are to be assigned by the driver to maintain order and for evacuation purposes. The number of passengers shall not exceed 10 percent of the manufactured rated capacity. No one is allowed to stand.

The driver has the authority to enforce all the above regulations. The students shall conduct themselves on the school bus as they would in a classroom, except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse student transportation because of

misconduct, the school administration shall notify the parents of such refusal with a full explanation for this action. The bus driver then shall not permit the student to board the bus until the end of the suspension.

STUDENT BUS BEHAVIOR

Drivers are to report student misbehavior to the Transportation Director and document by usage of the "Bus Conduct Report". All four copies of the conduct report are to be turned in to the Principal. The white copy will go to the parents. The yellow copy will be kept by the school. The pink and gold copy will be returned to the driver.

STUDENT BUS SUSPENSION GUIDELINES

In most instances, bus discipline will involve suspension from bus-riding privileges. There are instances where students may be punished under the Student Code of Conduct; i.e., numbers 1, 2, 3, 4, 6, 11, and 16.

Maximum bus suspension– 10 school days

- 1 Use of tobacco in any form
- 2 Fighting on the bus
- 3 Cursing the bus driver
- 4 Striking the bus driver
- 5 Throwing objects in, out of, or at the bus
- 6 Possession or consumption of alcohol or drugs
- 7 Departure from emergency exit
- 8 Destruction of bus property (five days and payment for damages)
- 9 Failure to remain seated
- 10 Refusing to obey driver
- 11 Lighting matches
- 12 Hanging out of window
- 13 Spitting
- 14 Disobeying bus monitor
- 15 Bothering others
- 16 Vandalism

PROCEDURES FOR STUDENT BUS SUSPENSIONS

Suspensions will be determined at the time of the conference with the Transportation Director and student. Oral warnings: No bus conduct report issued.

First rule infraction: Student orally told by driver to obey the rule, and a "Bus Conduct Report" marked first offense is issued.

Second rule infraction: Student advised a "Bus Conduct Report" marked second offense will be sent to parents, transportation director and principal. Depending upon the severity of the rule infraction, the student could be taken to the transportation director with the "Bus Conductor Report".

Third rule infraction: Suspension of a student's bus-riding privileges. Length of suspension is determined by the principal.

A "Bus Conduct Report" marked third offense will be mailed with the letter to student's parents stating the restrictions and reasons for suspension.

STUDENTS WILL NEVER BE REMOVED OR SUSPENDED FROM A BUS UNTIL PROPER PROCEDURES HAVE BEEN FOLLOWED AND PARENTS OR GUARDIANS HAVE BEEN NOTIFIED.

STUDENTS SUSPENDED FROM ONE BUS ARE SUSPENDED FROM RIDING ALL BUSES THIS INCLUDES RIDING TO AND FROM SPORTING EVENTS AS A MEMBER OF A TEAM.

***Special note: Under the title "General Rules" we wish to emphasize the following two rules:**

1. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
2. Equipment such as music instruments, athletic uniforms, etc. which cannot be held by passengers in their seats shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of the handicapped shall be used and stored as required by local policies. A clear aisle to the exit doors must be maintained at all times.

INAPPROPRIATE BEHAVIOR AND MEANINGFUL INTERVENTIONS AND CONSEQUENCES (WVDE Policy 4373)

Section 1: Addressing Inappropriate Behavior with Meaningful Interventions and Consequences

The purpose of these regulations is to provide schools with policy that creates and ensures an orderly and safe environment that is conducive to learning. This policy requires that all schools respond immediately and consistently to any behavior that disrupts the learning environment in a manner that effectively deters future incidents and affirms respect for individuals. Inappropriate behaviors include but are not limited to incidents of harassment, intimidation, bullying, substance abuse and/or violence. The intent is for students to learn and exhibit appropriate behavior. All interventions and consequences are in effect on all school property and at all school sanctioned events, including extracurricular activities. Each district, with support from the WVDE and RESAs, will implement proactive, preventative, and responsive programs, outline investigatory and reporting procedures, and delineate meaningful interventions and consequences in response to inappropriate behavior.

This policy classifies inappropriate student behavior in four levels. County policies may reclassify Level 2 and 3 inappropriate behaviors depending on the severity or repetition of the behaviors and provided this reclassification assures that the treatment of the inappropriate behavior is consistent with West Virginia Code.

County/school policies should identify appropriate and meaningful interventions and consequences that include, but are not limited to, examples provided in this policy. It is not a requirement that all schools offer every intervention and consequence listed in this policy. School administrators and staff are encouraged to exhaust all available school and community resources to provide appropriate school-based intervention strategies designed to keep students in school and engaged in instruction.

Out-of-school suspension strategies should be used sparingly and shall never deny a student access to instructional material and information necessary to maintain their academic progress. Out-of-school suspension is not a recommended consequence or intervention for Level 1 behaviors; however, the determination of interventions and consequences is at the discretion of the school administrator for levels 1, 2 and 3. West Virginia Code requires that the principal shall suspend a student who commits a behavior classified as Level 4 in this policy. Level 3 and 4 behaviors are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct.

In order to create consistency among all schools in the application of out-of-school suspension and expulsion as they relate to inter-scholastic extracurricular activities, any student suspended or expelled from school is also suspended from extracurricular activities for the duration of the out-of-school suspension or expulsion.

When administering interventions and consequences, it is required to determine if a student warrants protection under the IDEA, WVBE Policy 2419 and or Section 504

2023-2024 NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

This is to inform all staff, students, and parents that the Grant County Board of Education has fulfilled the requirements of the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 in regards to the inspection of its buildings for asbestos containing materials.

A management plan has been developed by accredited planners and is on file in the principal's office. This document contains information concerning asbestos containing materials identified to be present in our school.

If you have any questions concerning the content of this document, please contact the Director of Facilities as the Designated Asbestos Program Manager, Grant County Board of Education, phone 257-1011 ex 18.

NOTIFICATION OF AVAILABILITY OF INTEGRATED PEST MANAGEMENT PLAN

This is to inform all staff, students, and parents that the Grant County Board of Education has fulfilled the requirements of the Title 61 Legislative Rules for the West Virginia Department of Agriculture Series 12J in regards to the inspection of its buildings for an integrated pest management plan.

A management plan has been developed by accredited planners and is on file in the principal's office. This document contains information concerning the control of insect, rodent, and plant pests that may be identified to be present in our school.

As part of this plan the parent is entitled to request personal notification of any application of pesticides in or around the school. If you desire such notification contact the building principal or the Director of Facilities.

If you have any questions concerning the content of this document, please contact the Director of Facilities as the Integrated Pest Manager, Grant County Board of Education, phone 257-1011 ex 18. June 30, 2017.

RIGHT TO KNOW

As a parent of a student in Grant County Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the West Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call the Grant County Schools Personnel Director at 304-257-1011, extension 24.

CELL PHONE POLICY AND CONTRACT***

- **Teachers will have the ultimate decision in their classroom whether or not a student may or may not charge their cell phone. However, no student is to charge a cell phone, iPad, etc. by plugging it into a school computer.**
- **Students in grades 9-12 may use their cell phones in any common areas between classes or at lunch. Upon entrance to the classroom all cellphones and/or earbuds, must be secured in a pocket, purse, or backpack and silenced.**

MIDDLE SCHOOL EXPECTATIONS

- **Cell phones and other electronic devices with ear buds or headphones are not permitted by middle school students from the bell to report to first period until last bell of the day (7:43 AM-2:55 PM)**

Consequences: Any student refusing to turn in or put away a cell phone when asked by a school employee will be sent to the office and addressed by an administrator. Upon investigation it will be determined if the incident was insubordination, the punishment will be a 1-day suspension. If a student does not give the cell phone to an administrator, then the student will be suspended 1 day for insubordination. If it occurs a second time, for any reason, the student will be suspended 2 days. If it occurs a third time the student will be suspended for 3 days and recommended for a SAT to discuss possible solutions such as alternative school and/or expulsion if the situation is deemed necessary by administration. All incidents are to be recorded in WVEIS

- 1st infraction:** Student will have their cell phone confiscated (turned into the office) and serve lunch detention. Their cell phone will be returned the same day after dismissal.
- 2nd infraction:** Student will have their cell phone confiscated and turned into the main office. The student will serve one day of ISS. The parent will be required to come in to retrieve the cell phone and talk to administration about consequences moving forward. The cell phone will be returned to the parent after the meeting.
- 3rd infraction:** Student will have their cell phone confiscated and turned into the main office. School administration will address the situation. One day of after school detention will be assigned. A parent may pick up the cell phone at the end of the day.
- 4th infraction:** Student will have their cell phone confiscated and turned into the main office. School administration will address the situation. One day of OSS will be assigned. A parent may pick up the cell phone. A cell phone contract with a daily turn-in policy will be put in place.
- 5th infraction:** Student will have their cell phone confiscated and turned into the main office. School administration will call the parents and superintendent of schools to notify them of the violation and the habitual violation of school rules. A county SAT will be held to discuss how to resolve this issue and decide if alternative school is a necessary placement. Phone will be held until the meeting and then returned to the parent after the meeting is complete. **Any other infractions after this point will result in the principal recommending to the superintendent of school’s expulsion of the student for habitual violation of school rules.**

Student Printed Name	Student Signature	Date
Parent Printed Name	Parent Signature	Date

**NOTICE TO PARENTS PARENTAL CONSENT TO ACCESS PUBLIC BENEFITS OR INSURANCE
(E.G, MEDICAID)**

This notice informs parents of the Individuals with Disabilities Education Act of 2004 (IDEA) regulations at 34 CRF §300.154, effective March 18, 2013, regarding written notification and parent consent to access public benefits or insurance, such as Medicaid. Before the school district accesses the parent’s or child’s Medicaid or other publicly funded benefits for the first time to seek reimbursement for services provided to an eligible student, and annually thereafter, this written notice is provided to inform parents of the following:

- A prior written parental consent will be requested to release personal information from a child's education records or information about the services that may be provided for the purpose of billing Medicaid or another specific agency for Individualized Education Program (IEP) services.
- The consent form will state the student's personal education records and information that will be disclosed, the purpose of the disclosure (e.g. Medicaid billing) and the agency to which the records will be released. By consenting, parents state they understand and agree that their or their child's public benefits or insurance will be accessed to reimburse the cost of services.
- Parents cannot be required to sign up for or enroll in public benefits or insurance programs for their child to receive free appropriate public education, that is, IEP services.
- Parents are not required to pay out-of-pocket expense such as a deductible or co-pay amount resulting from filing a claim, but may pay the cost that otherwise would be paid by parents.
- Parents must be informed that their public benefits or insurance (e.g., Medicaid) will not be billed if it would:
 - result in a decrease in lifetime benefits;
 - result in the child's parents paying for services that would otherwise be covered and that are needed for the child outside of the time the child is in school;
 - result in an increase in premiums or discontinuation of public benefits or insurance; or
 - risk loss of eligibility for home and community-based waivers based on the total (aggregated) health-related expenditures for the child or the child's parents.
- Parents have the right to withdraw consent to disclose their child's personal information for billing purposes at any time.

Parents' withdrawal of consent, or refusal to provide consent, to release their child's personal information for purposes of accessing their public benefits or insurance (e.g., for Medicaid billing) does not relieve the school district of its responsibility to ensure that all required IEP services are provided at no cost to parents. West Virginia Department of Education--March 2017

PLEASE DETACH THIS SHEET AND RETURN IT WITH SIGNATURES TO THE FIRST PERIOD TEACHER.

The **Petersburg High School Handbook** has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. Since parents/guardians can be held responsible for the actions of their children, they should become involved in the education of their children.

Parents/Guardians should take special notice of the attendance section of this handbook as well as the Student Code of Conduct, which reflect West Virginia State Code and Grant County Schools Policies.

The success of your son/daughter requires our joint cooperation. We request that you read this document and discuss it with your son/daughter. Please sign this sheet, tear it out of the handbook, and return it to your son/daughter's first period teacher. Your signature does not mean that you necessarily agree with the contents of this book. It does represent that you have received a copy of the handbook and are aware of its contents, and that it is applicable to all students.

If you have any suggestions, questions, or concerns, please call the principal at 304-257-1444, extension 224. We are looking forward to a successful year.

Decision Making Skills and Responsible Behavior

Students at Petersburg High School should display the characteristics of honesty, respect, fairness, and also consider the needs of others when making decisions.

Students will also practice personal responsibility in making ethical decisions. Students should be able to relate these to social norms and expectations of authority. Anticipation of consequences should be an integral part of decision making.

Finally, Petersburg High School students should understand the value of acceptable behavior in one's future plans involving school, local community, state, and nation.

My son/daughter and I have read this document and are aware of its contents.

Print the name of the 1st period teacher _____

Print student's name

Grade

Student Signature

Date

Parent/Guardian Signature

Date