

Spring Valley High School



Handbook

1 TIMBERWOLF DRIVE
HUNTINGTON, WV 25704
PHONE: 304-429-1699
FAX: 304-429-7315 OR 304-429-2607

WEB SITE:

[HTTP://SVHS.WAYN.K12.WV.US](http://svhs.wayn.k12.wv.us)

Check out our web site for student handbook, extracurricular activities, events and schedules, faculty/staff contact information, etc.

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PRINCIPAL'S MESSAGE

As principal of Spring Valley High School, I am honored to welcome you to the new school year. The staff has been very busy preparing for your arrival. It is our goal that your building is safe, harassment free and conducive to learning. Please remember these three Golden Timber Wolf Rules:

1. *Do what is right*
2. *Do your best.*
3. *Treat others as you would like to be treated.*

Follow these three rules and you will have a very successful school year. Also, I encourage you to get involved in clubs and athletics but keeping in mind at all times you are here to get an education first and foremost. Education is one of the most valued assets known. So please take advantage of what is before you and accept the opportunities.

The policies and information contained in this student handbook are essential for an effective school. *Take time to read it carefully.* It is full of information that will guide you and keep you on the right track.

If you have any questions or concerns please feel free to bring them to my attention and we will address them. I look forward to watching your success and accomplishments as the school year unfolds.

Sincerely,

Stephen J. Morris
Principal

ADMINISTRATIVE STAFF

<u>Administrators</u>	Ext.
Stephen J. Morris, <i>Principal</i>	1305
Velvet Kelly, <i>Assistant Principal</i> <i>Vocational School</i>	1701
Sean Ferguson, <i>Assistant Principal</i> <i>Attendance / Proof of Enrollments</i>	1310
Kellerman Swann, <i>Assistant Principal</i> <i>Discipline</i>	1250
 <u>Athletics</u>	
Terry L. Porter, <i>Athletic Director</i>	1309
 <u>Secretaries</u>	
Dixie Burner, <i>Finance Secretary</i>	1311
Jackie McMullen, <i>Food Service Secretary</i>	1300
Terri Ward, <i>Attendance Secretary</i>	1303
 <u>Counselors</u>	
Jen Wiles A-G	1308
Juli Hutchinson H – M	1307
Bradley Jordan N - Z	1312

VISION STATEMENT

Spring Valley High School is committed to providing *Excellence in Education* for all students. The school will design programs and learning experiences that promote academic achievement and the personal and social growth of every student. As a richly diverse community of learners that values all its members. Spring Valley High School plays a central role in the community by linking parents, local agencies and businesses to the school.

Spring Valley High School will provide a safe and productive learning environment in which students can communicate effectively, think critically, solve problems and are technologically literate through a variety of curricular and extracurricular activities. Through a challenging course of study with high standards, students will become responsible learners who can not only work collaboratively, but also be accountable for their own academic and developmental progress.

Spring Valley High School students will graduate as lifelong learners who will make valuable contributions to society. Through the collaboration of school, home and community, every Spring Valley High School graduate will be well prepared for the demands of the modern global economy.

MISSION STATEMENT

The mission of Spring Valley High School is to prepare our students for the rigorous demands of the academic and work worlds so that they may reach their potential as self-directed, creative, and socially responsible individuals. This mission will be accomplished through excellence in teaching and learning be made stronger through active partnerships in incorporating staff, parents and the community.

EDUCATIONAL PROGRAM

Spring Valley Goals

- To increase the mathematics, science, and communication achievement and the application of learning for career-bound students to the national average of all students.
- To integrate the essential content of traditional college preparatory studies – math, science, social studies, and language arts with vocational and technical studies by creating conditions that support school leaders and teachers in carrying out certain key practices.

Spring Valley High School Key Practices

- Setting higher expectations and getting all students to meet them;
- Increasing access to challenging vocational studies, with a major emphasis on using high-level math, science, social studies, language arts, and problem-solving competencies in the context of modern business and technical studies;
- Increasing access to academic studies that teach the essential concepts from the college preparatory curriculum through functional and applies strategies that enable students to see the relationship between course content and future roles they envision for themselves;

- Having students complete a challenging and related program of study including three courses in mathematics and three in science with at least two credits in each course equivalent in content to courses offered in the college preparatory program and having students complete at least four courses in a vocational major and two courses in related areas;
- Having an organizational structure and schedule that enable academic and vocational teachers to have the time to plan and deliver an integrated curriculum aimed at teaching high-status academic and technical content;
- Having each student actively engaged in the learning process;
- Involving each student and his/her parent in an individual advisement system aimed at ensuring that each student completes an accelerated and coherent program of academic study with a vocational or academic major;
- Providing a structured system of extra help to enable career-bound students to complete successfully an accelerated program of study that includes high-level academic content and a major;
- Using student assessment and program evaluation information to check and improve the curriculum, instruction, school climate, organization and management

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in Wayne County Public Schools. Incidents should be reported immediately to administrators, guidance counselors, or teachers.

NONDISCRIMINATION POLICY STATEMENT

It is the policy of Wayne County Schools not to discriminate on the basis of sex, marital status, race, color, national origin, religion, age, and handicapping condition against its students and employees in its schools' educational programs and activities and employment as required by these laws: Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights of 1964; Executive Order 11246 (as amended by E. O. 11375), 1968; Federal Policy Interpretation No. 2 (religious objection to participation in coeducational classes) of 1978; Section 504 of the Rehabilitation Act of 1973; P. L. 94-142 of 1976; and other State and Federal Statutes that deal with equity to students and employees.

If you, as a student or employee, believe you have been discriminated against on the basis of sex, marital status, race, color, national origin, religion, age, and handicapping condition, you may make a claim that your rights have been denied. This claim or grievance may be filed formally with Coordinator Title IX, Wayne County Board of Education, Box 70, and Wayne, WV 25570. 305-272-5116

CIVIL RIGHTS NON-DISCRIMINATION STATEMENTS (Next Page)



West Virginia
Department of Education

Dr. Steven L. Paine, State Superintendent of Schools
1900 Kanawha Boulevard, East, Building 6
Charleston, West Virginia 25305-0330
Phone: 304-558-2681
Fax: 304-558-0048

<http://wvde.state.wv.us>

May 21, 2008

Food Service Directors

CIVIL RIGHTS
NON-DISCRIMINATION STATEMENTS

The Office of Child Nutrition has been notified by the United States Department of Agriculture (USDA) of changes in regulations regarding Civil Rights in Child Nutrition Programs. The Civil Rights language used for the non-discrimination poster, news releases and publications has changed.

The non-discrimination and complaint statements must appear on all program materials produced by the school or facility for public distribution. This includes menus, county and school student handbooks, websites, bid documents as well as, information given to parents regarding Child Nutrition Programs. The revised language reads:

In accordance with Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202)720-2600 (Voice or TDD).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call toll free (866)632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800)877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

If material is too small to include the full statement or if the material is only one page (such as menus), the material must, at a minimum, include the following statement:

"This institution is an equal opportunity provider."

The print size of this statement cannot be smaller than the text of the material.

At this time, new posters are not available. You are permitted to make copies of the poster for use in your facilities. The Office of Child Nutrition has available only copies of the poster. If you need a copy please contact this office at (304)558-2708.

Sincerely,

Richard J. Goff, Executive Director
Office of Child Nutrition

RJG/CG/cds

WEST VIRGINIA BOARD OF EDUCATION
2007-2008

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Brian E. Noland, Ex Officio, James L. Skidmore, Ex Officio, Steven L. Paine, Ex Officio

GRADING SYSTEM

Report cards are issued at the end of the first semester and at the end of the second semester. Prior to that, progress reports are issued every six weeks.

A	93 - 100	Superior
B	85 - 92	Good
C	75 - 84	Average
D	65 - 74	Passing
F	Below 65	Failure

Grade questions should be directed to the classroom teachers. If further clarification is necessary, the matter should be referred to the administrator. Engrade should be checked regularly to stay current on academic progress.

Parents can log in to check on their child by logging into: <http://engradewv.com>.

WAYNE COUNTY SECONDARY SCHOOLS GRADING POLICY

Middle and Secondary Schools will issue a subject area grade report every six weeks to all students. Each report will reflect the student's academic progress toward the mastery of the content standards of the state of West Virginia and Wayne County. The six-week percentage grades will be averaged at the end of the semester to determine the final grade for the class. If an average of 5 or above is reached, then the grade should be rounded to the higher percentage. Upon completion of the course, a final grade will be issued with the recorded grade being used to determine promotion, eligibility or credit fulfillment of the graduation requirements as set forth in the state code and county policy.

CLOSED CAMPUS

We have a closed campus for students, which means that students are to remain at school during school hours, including their lunch periods. Parents who want to take their children out of school during regular hours should report to the office to sign out their children. **Visitors / Parents are not allowed to bring food or drinks from outside sources during school hours.**

No student may leave with another student or adult. Only parents, legal guardians and people listed on the emergency green card will be allowed to check students out.

Outside groups (including religious groups) must have approval from Principal Stephen Morris before groups are allowed to leave school grounds. Outside groups must submit a written description of the event and a list of students attending the event, IN ADVANCE for approval. Parental consent must be included.

TRESPASSING

Spring Valley High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus that the administration deems to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agency. All visitors must first check in with security officer at front gate then report to the main office.

SCHOOL CANCELLATION

Should school be postponed due to inclement weather, the following procedure will be in effect. Students and parents should listen to area radio stations or watch television in the morning between 5:30 and 7:00 a.m. During this time, an announcement will be made if classes are to be canceled. If the school is **NOT** mentioned in the announcements, school will go on as usual. Students should not come to school if it is closed because of the weather. School will continue the following day unless otherwise noted on radio or television. Whenever possible, students and parents should not call the school office to ask if school will be held.

STUDENT SERVICES POLICY

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning; interpretation of scores; occupational information; study tips; help with home, school, and/or social concerns; or any questions the student may want to discuss with the counselors. Students who want to visit a counselor should contact the counselor in the guidance office to arrange for an appointment.

The testing program is one method of determining the academic level, interests, and abilities of student. This information enables the school to assist all students in achieving successes in school. Test information is available through the counselor to the student, parent, and teacher.

A cumulative record folder is kept for each student, which is a comprehensive record of the student throughout all his/her school years.

Parents are always welcome to call or to make an appointment to visit.

TELEPHONES

Students will be allowed to use the telephone in the office only to contact their parent or guardian or in case of an emergency. Students who use the telephone must have permission from a secretary or the principal. Students cannot make any long distance calls that will be charged to the school.

CELL PHONES

Due to a Homeland Safety & Security issues, student cell phone usage is prohibited during school hours. Violation of this policy will result in confiscation of the phone, parent conference and / or suspension. The school will not be responsible for confiscated, lost, or stolen phones. ** If a student uses their camera/video recording device on their cell phone to record other students on school grounds, they will be subject to immediate suspension and possible legal ramifications.

MESSAGES

If messages are of an emergency nature, the office staff will make every effort to deliver them without delay. However, it is not possible to accept and hand-deliver all of the telephone messages that come to the high school without interrupting classes and interfering with the learning environment. Students should ask friends and employers to leave messages at their homes, not at school. Parents need to leave actual messages rather than “phone home”. Students do not have enough time between classes to make personal calls.

LUNCH PERIODS

Two lunch periods operate daily. See daily schedule for exact times. The cafeteria is a supervised area similar to a classroom. Students are expected to follow all standard rules of behavior during lunch. A hot lunch program is available with a healthy variety of dishes as well as salad bar. No fast foods can be delivered to the school. All students are encouraged to have lunch every day. **NO FOOD OR DRINK OUTSIDE OF THE LUNCHROOM. Spring Valley High School will be providing breakfast and lunch meals free of charge to all students.**

BUS NOTES

Bus notes must be turned in to the office no later than 9:00 a.m. with parent name & contact information for verification by an administrator. No student will be allowed to ride another bus without a note from an administrator. Notes must also include student name, grade, and WVEIS ID number.

ACCIDENT INSURANCE

Do you realize that if students are injured at school there is no insurance to pay for treatment? People often mistakenly believe that the school insures their children against injury. The school insurance only covers cases of negligence in which there is clearly a case of liability on the part of the school personnel.

You may have full coverage through a family policy from your parent’s place of work, but if you have no coverage or only partial coverage, consider purchasing a student accident policy. This coverage will insure you during school hours, going to and from school and at school activities.

CHANGE OF ADDRESS POLICY

All serious accidents or illnesses are reported to parents. Parents should keep the school informed during the school year of changes in telephone numbers, mailing addresses, and/or persons to contact in case of an emergency. It is absolutely necessary to have telephone numbers available to reach parents. Please contact the main office to make any changes to your child's records.

COMPUTER NETWORK AND INTERNET

Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks, and communicate with others.

Students are responsible for their behavior and their communications over the network.

Network storage areas will be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, disciplinary action by school administration and referral to law enforcement agencies.

VISITORS

Any visitor must report to the main office to obtain a visitors pass.

Social visits by outside students are prohibited.

Anyone coming on the high school campus to pick up students for early dismissal or after the regular school day should use the parking lot on the far side of the gymnasium, next to the student lot. Additional Parent parking is located on the hill side in the student parking lot. These spots will remain open until the spaces are needed for student parking.

Only Parents, Legal Guardians, and people listed on the emergency green card will be allowed to check out students. Students are not allowed to leave school with another student or adult not listed. Identification will be needed when picking up a student from SVHS.

STUDENT HEALTH CENTER

A student who becomes ill or injured during the day should obtain a pass and make a call from his/her teacher (except in an emergency) before going to Health Services Room, located in the Guidance Suite. It is very important that parents/guardians submit current information regarding home and work phone numbers and names and phone numbers of persons to contact if parents cannot be reached regarding student illness or injury.

Parents/guardians should also inform the school nurse of any changes in a student's health status which occur during the school year. **Students will not be permitted to call home for an illness that is not verified by the health center.**

Medications / Non-Prescription Medication

Students taking medications must obtain school permission forms if taking the medications on school grounds during school time. Prescription medication must be submitted to and taken in the main office.

- Medication must be in the original labeled container stating name of student, name of medication, amount, time to be taken, prescriber's name and current date.
- The parent/guardian must provide a written request that the school complies with the physician's order to give the medication.
- A physician must sign the medication form.
- It is the student's responsibility to come to the main office at the proper time to take the medication.

Any medication found on a student will be confiscated, a call home made, and possible disciplinary consequences may occur.

HEALTH CENTER FEES

Services that would normally be charged for at a clinic will be billed to the parent's insurance when available. Students who do not have insurance or have lower incomes may qualify for discount or some free services. In general, students who qualify for the Free/Reduced Lunch Program are not billed for most services.

The health center will be open according to a regular, published schedule during school hours. During evenings, weekends, and vacations, students enrolled in health center who need to speak to a health care provider may do so by calling 529-0645

Valley Health Systems, Inc. and the Department of Pediatrics operate the health center at Marshall University. Cabell-Huntington Hospital and St. Mary's Hospital provide additional financial support.

STUDENT PARKING LOT/ DRIVING RESPONSIBILITIES

Wayne County Schools run school buses to transport all students to and from school daily.

Parking at Spring Valley High School is a privilege that students may take advantage of by purchasing a parking pass for a non-transferable non-refundable fee of **\$50.00** per year

Students will have an assigned parking place.

This color-coded pass permits the purchaser access to the student parking lot for that school year simply by displaying the pass in the front windshield. This pass must be displayed to enter and park in the student lot. If this permit is lost, a replacement cost of \$5.00 will be charged.

Violators will be towed if pass is not displayed.

You may use this pass on any vehicle owned by the family. Students are to drive their vehicles in a responsible manner at all times. Failure to do this can result in suspension or revocation of parking privileges. Students must present valid driver's license, proof of insurance, and registration when purchasing a pass.

Students leaving at the end of the day are not allowed to turn around in the Vocational Parking Lot at anytime. Students are not to drive or park at the Vocational Parking lot at anytime unless approved by an administrator. Failure to comply will be suspension of parking pass.

STUDENT DRIVERS TARDY TO SCHOOL WILL RESULT IN LOSS OF PARKING PASS.

STUDENT DROP OFF/ Pick up

Students may be dropped off only at the Main School. Students may not be dropped off at the Vocational Center at any time. All students who arrive to school after 8:00 am must report to the Main Office and sign in. Those students who are tardy will be sent to ISS until the next class period begins; unless accompanied by a doctor's note.

Please park in the areas provided for student pick up. Additional parking for parents will be provided in the student lot against the hillside. The hillside will remain open for parent parking unless needed for additional parking for students.

Parents are not to park in the lane behind the school. This road is to be kept open at all times.

PROOF OF ENROLLMENT / DRIVERS PERMIT

Any student fifteen years of age, but less than eighteen years of age, who is properly enrolled in a West Virginia public school, may request from the school a proof of enrollment / attendance status to apply for a drivers permit. The student must not have exceeded fifteen (15) unexcused absences for that school year.

If a student has a driver's permit and then fails to abide by the attendance policy and accumulates more than fifteen (15) unexcused absences in a school year, the attendance director shall within five (5) days notify the West Virginia Division of motor vehicles for license revocation.

Proof of enrollment must be obtained at a time when the driving test will occur. We will not write out enrollments every month for the same student.

Students may apply for a proof of enrollment in the school office. The process may take two weeks. Approved proof of enrollments will be in the school office.

Duplicate Proof of Enrollment forms within the same month, must be approved by an administrator.

TEXTBOOKS

Textbooks are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student will be charged to cover the damages.

Upon receipt of a textbook, the student is to write his/her name, the school year, room number, period, and teacher's name on a single line on the inside of the front cover. This information will be used in returning lost books to the owner. Fees for lost or damaged books must be paid before the end of each semester.

ANNOUNCEMENTS

Daily announcements are given by written notification and with approval of Mr. Morris on Terri Wards desk by 8:00 A.M. each morning. If you want an announcement made on the website or through social media, see Mr. Totten. All announcements must be approved by Mr. Morris, principal.

VALUABLES

Large amounts of money and other valuables not needed for school should not be brought to school. If, due to some unusual circumstance, students find it necessary to have such items at school, they should check them into the principal's office for safekeeping.

The school is **NOT** responsible for any lost or stolen items brought to school. This includes tables, ipads, portable game systems, laptop computers, thumb drives, cell phones, game boys, etc. If these items are brought to school, it is the responsibility of the student to keep these items safe. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

LOCKERS

The high school owns and maintains hall lockers, which are rented to students on a yearly basis for five (\$5) dollars per year. The lockers are for storing books, coats, and other items during the school year. Since the lockers are school property, the school reserves the right to joint control over the students' lockers, including the right search lockers at any time. Students are to use only the locker assigned to them.

Students are responsible for keeping their lockers clean and free of debris and graffiti and for reporting needed repairs to the principal's office. Vandalism to a locker will result in the student having to pay for repairs or losing the privilege of being loaned a locker for the next semester or school year.

INJURY / PHYSICAL DISABILITY EMERGENCY EVACUATION

Anyone not able to manipulate stairs due to a temporary injury or permanent disability should contact Principal Stephen Morris immediately to devise an individualized evacuation plan.

WAYNE COUNTY ATTENDANCE POLICY CONDENSED STUDENT VERSION REVISED AUGUST 2006

The Wayne County Board of Education believes that regular attendance is a requirement for the delivery of formal education to the county's public school students. The basic intent of this attendance policy is to promote school attendance and meet the individual needs of students to help them reach their potential. Since programs of students are planned and learning outcomes taught so that each day's work builds on work previously completed, all students are expected to attend school regularly and to be on time for classes. A direct relationship exists between good attendance, student performance, graduation, and good work habits in the marketplace.

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year or upon enrolling in the publicly supported kindergarten program and shall continue to the sixteenth birthday or for so long as the student shall continue to be enrolled in a school system after the sixteenth birthday. Each parent/guardian is responsible for fully cooperating in and completing the enrollment process for their children.

EXCUSED ABSENCES

Each school is required by the school laws of West Virginia to carefully monitor the attendance of its students. The following definitions shall be used for determining an excused absence.

Should a student be absent, all excuses are due to the school administrator within 30 calendar days after returning to school.

1. Illness or injury of the student with a doctor's written verification.
2. Illness of the student verified in writing by the parent, not to exceed a total of five (5) days per semester. Absences verified by the parent become excessive when they exceed five (5) days per semester. The School administrator has the discretion to confer with the parent/guardian to verify reasons for absences.
3. Illness or injury in the family when a doctor verifies the student absences as essential.
4. Home fire, flood or other emergency absence approved by the principal.
5. Death in the family with a limit of three days except in extraordinary circumstances. "Family" will be defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, or any person living in the same household.
6. Educational leaves with prior approval of the principal, which must include prior submission and approval of an educational plan detailing objectives and activities. Verification of the implementation of the educational plan is required upon the student's return. Any request for more than five days must be approved by the Board of Education.
7. Routine early dismissals necessary for the student to receive on-going medical care, psychiatric care, psychological assistance, professional counseling, or related personal training if prior approval is obtained by the principal. The submission of a personal treatment or transition plan detailing objectives and activities of the program is required before the principal will consider a "Standing Approval for Early Dismissal" for the requesting student. The principal may require professional verification for such care from the provider of such services. Verification of the student's participation is required upon the student's return to school after such early dismissal.
8. School approved curricular or extracurricular activities.
9. Legal obligations with written verification.
10. Failure of a bus to run or extremely hazardous conditions.
11. Observations of religious holidays.
12. Handicapped students absences should be addressed in accordance with the Regulations for the Education of Exceptional Students (WV State Board of Education Policy 2419).
13. Participation in a home/hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.

UNEXCUSED ABSENCES

Any absence not defined in section of ‘Excused Absences’ shall be considered unexcused absences.

Unexcused absences may be reported the Director of Attendance to determine if further action is necessary and will be used for denial and revocation of student driving privileges.

Any student that accumulates 15 or more unexcused absences during any school year the driving permit or driver’s license will be revoked.

Parents have the right to appeal application of this policy through the Appeals Procedures for Citizens (WV Board of Education Policy 721).

CLASS TARDIES, EARLY DISMISSALS, AND HALF-DAY CREDIT

Class tardies and early dismissals (unless student has been granted a “Standing Approval for Early Dismissal”) by the principal as defined in “Excused Absences”) are viewed as discipline problems and will be handled at each school with reasonable preventions and consequences.

1. Full-day attendance is being present at least three-fourths of the school day.
2. Half-day attendance is being present at least one-half of the school day.

MAKING UP MISSED WORK FOR ABSENCES

Within the following time lines, students with absences are responsible for all work missed during absences. There may be no withholding of credit and/or grades unless the student, after given an opportunity to make up work fails to do so.

1. Upon return to school, a student will be granted a day of make up work for each day student is absent. It is the responsibility of the student to request make-up work.
2. If a student is absent from school on the day before a test and the test was announced prior to the absence, he/she must take the examination as scheduled or receive a grade of zero (0). If a student is absent on a test date, he/she has one instructional day after returning to school to take the examination. In order to minimize disruption to the classroom, a teacher may require the work to be made up outside the class.

ATTENDANCE AUDITS

For any student that has been absent for ten (10) or more days during the school year, the principal or designee will audit the records or attendance of such students using the attendance notes on file. The nature of each absence should be verified in sequence. Should a student be absent for five consecutive days or ten unexcused absences cumulatively per year, the disposition of the case will be based on West Virginia Code 18-8-4. Furthermore, the parents/guardians will receive notification at five absences and ten unexcused absences concerning the students who are in danger of not achieving the minimum amount of instruction needed in order to receive credit for a class.

In certain instances the Student Assistance Team/Appeals Committee will meet consider special circumstances (i.e., chronic and acute illnesses, dangerous home conditions, etc.) for consideration of appropriate interventions and to rule on such cases of excessive absences or tardies, or other concerns that the School Attendance Counselor may deem necessary. The team will meet at the request of a student, parent, medical provider or social services provider.

SCHOOL ATTENDANCE AS A CONDITON OF LICENSING FOR PRIVILEGE OF OPERATION OF MOTOR VEHICLE.

Any student at least 15, but less than 18 years of age, who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an Exemption A, B, or K non-public school may request from the attendance director or chief administrator of the appropriate school system, documentation of enrollment/attendance status. This documentation must be provided on a form approved by the West Virginia Department of Education for presentation to the West Virginia Division of Motor Vehicles when making an application for, or reinstatement of, an instruction permit or license to operate a motor vehicle.

Any student that accumulates 15 or more unexcused absences during any school year the driving permit or license will be revoked.

Should a students driving permit or license be revoked, the student is required to maintain satisfactory attendance. Satisfactory attendance being defined as no unexcused absences during one complete semester following the revocation of his/her driving permit or license.

In accordance with W.Va.Code 17B-2-3 and 17B-2-5, the West Virginia Division of Motor Vehicles shall deny a license or instruction permit for the operation of a motor vehicle to any person under the age of eighteen who does not at the time of application present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state approved institution or organization, or has obtained such certificate; (2) is enrolled in a secondary school of this state; (3) is a WV resident enrolled in an out-of-state school; (4) is excused from such requirement due to circumstances beyond his/her control; or (5) is enrolled in an institution of higher education as a full-time student in this state or any other state.

No later than five days after following the appropriate due process from the date of withdrawal, the attendance director or chief administrator of the school system shall notify the West Virginia Division of Motor Vehicles of the withdrawal from any school of any student fifteen years of age, but less than eighteen years of age, except as provided in W.Va. Code 18-8-11(d).

For the purposes of this section and pursuant to W.Va. Code 18-8-11, withdrawal is defined as more than ten consecutive or fifteen days total, unexcused absences during any school year. Suspension or expulsion from school or imprisonment in a jail or a West Virginia correctional facility is not a circumstance beyond the control of the person. If suspended, the West Virginia Division of Motor Vehicles may not reinstate a license before the end of the semester following that in which the withdrawal occurred.

HOMELESS CHILDREN AND YOUTH

These are individuals who lack a fixed, regular, and adequate nighttime residence and include:

1. Children and youths who are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or campgrounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

Preventing Behavior Problems

Policy: Prevention is the name of the game. There is a desperate need for personal communication between parents and children. The following are suggestions for parents:

- ❖ Listen to your children!
- ❖ Hear their needs!
- ❖ Be positive!
- ❖ Be honest!
- ❖ Discipline when necessary!

Parents should not depend on efforts outside the home. Only parents can communicate effectively within a family situation. The school reserves the right to refer a student to the appropriate community agency.

ACTIONS vs. CONSEQUENCES

Under certain circumstances or based on an individual's discipline record, the maximum consequence could be imposed on a first violation. **We may utilize one or all means available to us, at our discretion, to enforce our discipline plan.** Students are held accountable for acts that occur at any time including: on school grounds, going to and from school, lunch time, or any school sponsored activity at Spring Valley or in any other town.

Definitions:

1. **"Controlled Substance"** means any drug or alcoholic substance
2. **"Harassment / Bullying"** means to torment, annoy, or intimidate another person that causes physical or mental anxiety or creates a hostile environment.

3. **“Serious physical injury”** means serious impairment of physical condition including loss of consciousness, bone fracture, loss or impairment of any body part, a wound requiring stitches, or serious disfigurement.
4. **“Suspension”** means temporary removal from school as well as loss of the ability to attend any school sponsored functions.
5. **“Detention Interventions”** include mornings, in-house suspension (ISS), lunch, and after school
6. **“Loss of Activities”** means not attending any extra-curricular, sports, or daytime activities that are not class required.

TOBACCO POLICY

Please refer to the WV State Code 16-9A for the complete policy concerning tobacco products and electronic tobacco products.

Also the WVDE Policy 4373.

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Behaviors	Definitions – Level 3	Interventions and Consequences
Imitation Drugs: Possession, Use, Distribution or Sale	A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.	The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.
Inhalant Abuse	A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.	
Possession/Use of Substance Containing Tobacco and/or Nicotine	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.</p> <p><u>Special considerations</u> according to West Virginia Code §16-9A-4.</p> <ul style="list-style-type: none"> • No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. • Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students. • An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events. 	

Tobacco Violation Consequences

First infraction will be a fine written by law enforcement, community service, and suspension.

Future infractions will be doubled and released to law enforcement.

DRESS CODE

INAPPROPRIATE DRESS AND GROOMING.

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of self or others. This includes dressing in a manner that is distracting or indecent, to the extent that it interferes with the teaching and/or learning process, including wearing any apparel that displays or promotes any inappropriate language, drug-, alcohol-, or tobacco- related product that is prohibited in school building, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.

HATS / HEAD COVERINGS: May not be worn in the building at any time (confiscation of item with repeated infractions).

Administrators will contact parents for any violation of the dress code.

SEARCHES

Federal and state constitutions guarantee protection for all citizens from unreasonable searches and seizures. State and federal laws regulate searches and seizures by police officers. Although school personnel are less restricted than police officers in this regard, searches and seizures by school officials must be reasonable. School officials who conduct reasonable searches do not need search warrants.

Your locker and desk are held secure from everyone except school officials or their designees who do have the right to search them. As a student, you have a right to privacy and may reasonably expect that your locker or your persona will not be searched unless the search is reasonable, based upon the information known by official at the time of search.

Personal property may be searched by those authorized where there is “reasonable suspicion” to believe that your property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.

The Fourth Amendment protects you from arbitrary searches by the police and by school officials.

BUS POLICIES

General

Bus transportation to and from school is a privilege. The behavior of students on school buses is a concern of everyone involved with school transportation. It is the responsibility of each bus rider to behave in an orderly and courteous manner to ensure the safety and well being of all passengers.

Students should obey the bus driver at all times and treat the driver with the same courtesy they show their classroom teachers. Bus rider rules are clearly posted in each bus. Students should review these rules regularly and ask the bus driver for clarification of the rules if needed. Parents will be notified if there is misconduct by a school student on the bus. If such misconduct continues, the student's bus riding privilege may be suspended by school authorities.

If you have a question about your child's bus run, please contact the bus garage at: 304-272-5164.

The school does not know what bus runs are running during inclement weather. Please call the bus garage with any questions concerning your student's bus.

Bus Safety Rules

- Be on time to the bus stop.
- Stay off the road at all times while waiting for the bus.
- Never walk toward the bus when it is moving.
- Sit in the first empty space on the bus.
- Help the driver by being quiet on the bus.
- Keep your head and hands inside the bus at all times.
- After leaving the bus, walk straight home.
- Do not talk to strangers when walking to or from the bus stop.
- When crossing the street in front of the bus, walk at least ten feet in front of the bus, stop, check traffic, watch for the driver's signal, and then cross the road.
- If you drop something while getting off the bus, wait until the bus is gone to go back for it. The driver cannot see beside the bus.
- Students will have 10 minutes from the time the dismissal bell rings and the buses leave the school grounds.

Bus notes must be turned in to the office no later than 9:00 a.m. with parent name & contact information for verification by an administrator. No student will be allowed to ride another bus without a note from an administrator. Notes must also include student name, grade, and WVEIS ID number.

Activities Transportation

Any student who rides to an event on a school bus will also return home on the bus unless the sponsor has written or personal permission from the parents for the student to return home some other way.