

# PRINCIPAL'S MESSAGE

As principal of Spring Valley High School, I welcome you to the new school year. It is our goal that your school is safe, harassment free and conducive to learning. Please remember our School Expectations:

***Have Respect***

***On Time and On Task***

***Work as a Pack***

***Lead by Example***

Remembering these expectations will enable successful decision making for school, life and in your preparation for the workplace environment. While you are encouraged to become involved in clubs, athletics and other social opportunities, it is important to remember that your education is the most important part of your time at SVHS. A successful educational experience relates directly to success in the rest of your life.

The policies and information contained in this student handbook are essential for an effective school.

***Please take time to read it carefully and use it as your primary source if questions arise.*** If you or parents/guardians have any questions, please contact a teacher or member of the administrative team.

We look forward to watching your success and accomplishments as the school year unfolds.

Sincerely,

*Tammy S. Forbush*  
Principal

# Administrative Staff

<b>Administrators</b>	<b>Ext.</b>
Tammy Forbush, <i>Principal</i>	305
Juli Hutchinson, <i>Assistant Principal</i>	133
Will Totten, <i>Assistant Principal</i>	701
Shayne Carey, <i>Assistant Principal</i>	233

## **Secretaries**

Kay Clark

Mindy Mullens

Tammy Williamson

## **MISSION STATEMENT**

The mission of Spring Valley High School is to help each student to learn, grow, and succeed by inspiring dreams.

## **EDUCATIONAL PROGRAM**

### ***Spring Valley Goals***

- Through high academic expectations, students will be prepared for their future.
- Students will develop a growth mindset of respect for a safe and supportive school environment.
- Spring Valley High School will have a graduation rate of 95% or better by 2020.

### ***Spring Valley High School Key Practices***

- Setting high expectations for all students.
- Increasing access to challenging Career and Technical (CTE) 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 applied strategies that enable students to see the relationship between course content and future roles they envision.
- Having students complete a challenging and related program of study including four courses in Mathematics, four courses in Social Studies, four courses in English, and three in science. Students have an opportunity to complete four courses in a CTE major.
- Having an organizational structure and schedule that enable academic and CTE 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 CTE program 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.

### **Student Code of Conduct**

The purpose of this handbook is to provide parents and students with a summary of the rights and responsibilities for those directly involved in the educational process. Students will be responsible for the policies of Spring Valley High School, Wayne County Schools, and West Virginia Department of Education while in school, at any school sponsored activity, on the school bus, or in transit to and from SVHS and home.

### **Closed Campus**

We have a closed campus for students—this means that students remain at school during school hours, including their lunch periods. Parents who want to take their student out of school during regular hours must report to the office to sign out their student. **Visitors / Parents must follow WVDE Policy 4321.1, which states that only parent, guardian or family member may deliver outside food/beverages for their own student only. SVHS lunch runs from 11:26 to 11:56 and 12:17-12:47.**

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

Outside groups (including religious groups) checking out students must have approval from Principal, Tammy Forbush, 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.

### **Visitors**

ALL visitors must report to the main office to obtain a visitors pass. ***Social visits by outside students are prohibited, including lunch.*** 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 of the student parking lot. These spots will remain open until the spaces are needed for student parking. Only Parents, Legal Guardians, and adults 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.

### **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.

### **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. Social media announcements may also be made from the official Twitter, Facebook or Remind accounts. Individual bus run cancellations or adjustments are posted on the Board Office website: [boe.wayn.k12.wv.us](http://boe.wayn.k12.wv.us).

### **Change of Address**

Many aspects of school business, including Proof of Enrollment, grade cards, discipline, attendance contact and serious accidents or illnesses are reported to parents and require an accurate mailing address. 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.

### **Announcements**

Daily announcement requests require written notification and approval of administration. The signed request must be on the secretary's desk by 8:00 A.M. If an announcement needs to be made on the website or through social media, please notify Mr. Totten. All announcements must be approved by administration.

### **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 personal tablets, portable game systems, laptop computers, thumb drives, and cell phones. 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.**

## **STUDENT SERVICES**

### **School Counseling**

Counseling 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.

### **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.

### **Student Health Center**

A student who becomes ill or injured during the day should obtain a pass from his/her teacher (except in an emergency) before reporting to Health Services Room located in the Counseling 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 undocumented medication found in the possession of 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.

### **Computer Network/Internet and School Provided Devices**

Students are responsible for appropriate behavior on school provided computers and when using network resources. The network and computers are provided as a privilege for students to conduct research, complete classroom tasks, and complete technology-enhanced collaborative projects. Students are responsible for their behavior and their communications over the network and on computers. Network storage areas and computers 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 and equipment appropriately. Failure to comply with district and school rules may result in a loss of use of technical devices and network access, disciplinary action by school administration and referral to law enforcement agencies. Students must have a signed Acceptable Use Agreement and 1:1 Agreement before they will be allowed access to the network and issued a device.

### **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.

### **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 and are responsible for safeguarding the combination to that locker.

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.

### **Spring Valley High School Attendance Procedures**

Regular attendance is a crucial component to academic success. Students need to make every effort to attend each and every class every day. The following procedures have been established to facilitate this expectation at SVHS

1. To report an absence, the parent/guardian should call the school before 8:00 AM at 304-429-1699.
2. For Absences: Students are expected to submit a written note to the 1<sup>st</sup> period teacher when calling roll on the instructional day on the day of the student's return. The Administration will determine if the absence is considered excused. However, the student's absence will always be considered unexcused without a written

note from the parent/guardian. Doctors' excuses may be verified. Note that an excessive number of absences may result in revocation of driving privileges and attendance at special school functions.

3. All students should be on time and attend school every day. WV State law requires a legal notification be mailed home when a student has three (3) or more unexcused absences and a parent/administrator conference at five (5) unexcused days.
4. All students arriving late or returning from an appointment must report immediately to the Main Office to sign in.
5. Tardiness or absence from class beyond fifteen minutes constitutes an official absence from that class. On the fourth tardy in any given class, the student will be assigned detention, with subsequent disciplinary measures for continued infractions
6. Sign-Outs: All students must sign out in the office before leaving the school premises. The parent/guardian and/or student must sign out and check with the Attendance Secretary before leaving. Any student leaving his/her assigned area of the school without properly signing out will be subject to disciplinary measures.
7. For Requests to Leave School: A written request from the parent/guardian must be presented to the Attendance Secretary before the start of the instructional day. The following information must be included: Time of departure, contact number of parent/guardian, reason for dismissal, name of doctor (if applicable), and student's means of transportation. Students will not be called from class until parent/guardian arrival. Students who drive and have written notice from parent/guardian will be given an office note to report for checkout at the specified time—**THAT NOTE DOES NOT INDICATE PERMISSION TO LEAVE SCHOOL GROUNDS, ONLY TO REPORT TO THE OFFICE FOR CHECKOUT.**
8. **No Phone calls will be accepted to check a student out of school.** Unless a written request has been filed with the Attendance Secretary before the start of the instructional day the parent /guardian must come into the Main Office to check out his or her child. Parents must list on the emergency card or have on file an alternate approved adult who, in emergency or exceptional situations, may need to substitute for the parent
9. **Parent's Request for Early Dismissal:** When a parent/guardian requests that his/her child leave school, the parent accepts responsibility for the safety of the child.
10. **No early dismissals accepted on the days of semester finals.** Semester finals function as comprehensive assessments culminating a semester of instruction, therefore, no appointments or vacations should be scheduled on those dates. Dates for semester finals will be announced in advance on the school webpage.
11. **No early dismissals during special events, such as assemblies.**

### **Arrival/Departure to School**

Spring Valley High School is a closed campus. All students must remain on campus once they arrive on the premises unless they follow the attendance guidelines for signing out. Any student who leaves the school campus **without permission** during the school day will be subject to disciplinary action.

Until the first bell at 7:45 students shall report to the commons or cafeteria. Students may report to the academic wing only with a written note from the teacher whose class they are going to for that day. No students will be permitted to the academic wing without a current note from the instructor.

### **Student Drop Off/ Pick up**

Students must be dropped off only at the Main School. Students may not be dropped off at the Career and Technical Center at any time. All students must enter the main building through the commons. No students are to be dropped in the teacher parking lot or in the bus lane. Students who arrive to school after 7:55 am must report to the Main Office and sign in.

Please park only 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 or the Teacher parking lot. This road and lot are to be kept open at all times. If pick up is necessary while a student is in the CTE Building, the parent is still required to sign out the student in the main office. There is to be no sign out at the CTE Building.** A bell schedule is provided on the school website [www.svhs.wayn.k12.wv.us](http://www.svhs.wayn.k12.wv.us) Please become aware of the start and end of class times for your student and make check-out arrangements so that class instruction is interrupted as little as possible.

### **Student Parking Lot/Driver's 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 **\$60.00** 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 may 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 any time.

Students are not to drive or park at the Vocational Parking lot at any time unless approved by an administrator.

Failure to comply will result in suspension of parking pass.

***STUDENT DRIVERS WITH EXCESSIVE DAYS TARDY TO SCHOOL or LEAVING WITHOUT PROPER SIGN OUT WILL RESULT IN LOSS OF PARKING PASS.***

***Excessive requests for student drivers to be excused for home emergencies or errands may result in the revocation of the parking permit. Students will not be dismissed by phone request at any time unless office personnel can verify the identity of the caller.***

### **Proof of Enrollment/Driver's License**

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 on the [Wayne County Schools website](#) under the Parent/Student tab or on the Spring Valley website under the Student tab. The process may take two weeks. Approved proof of enrollments will be in the school office.

### **Bus Notes and Other Information**

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

Bus transportation to and from school is a privilege. 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 must obey the bus driver at all times and treat him/her with courtesy. Parents will be notified if misconduct occurs on the bus. If misconduct conduct continues, the student's bus riding privilege may be suspended (kicked off the bus). This does not constitute an excused absence from school.

If you have a question about a bus run, please contact the Bus Garage at 304-272-5164. Inclement weather or road condition decisions are not made at the school level. **Transportation issues are shared on the county website [boe.wayn.k12.wv.us](http://boe.wayn.k12.wv.us) and will appear in a box at the top of the main page when needed.**

Any student who rides to an event on a school bus will also return to school on the bus unless the sponsor has written permission from parent/guardian for the student to return some other way.

CTE Bus is to be treated as any other bus, with same rules and expected behavior. Students are expected to be on time to board the bus. No extra trips will be made unless requested by an administrator. Missing the bus is NOT an excused tardy.

### Telephones

Students will be allowed to use the telephone in the office only to contact their parent or guardian in case of an emergency ONLY. 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.

### Grading System

Each grading period last Six Weeks

<u>Grade Letter</u>	<u>Score</u>	<u>Rating</u>
A	90-100	Superior
B	80-89	Good
C	70-79	Average
D	60-69	Passing
F	Below 60	Failure

### 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.

### Make-Up Policy

Upon the first day back after an absence, each student is expected to check with teachers regarding any work and/or evaluation activities missed during the absence.

Note that the Make-Up policy does not extend to any assignment made prior to the student's absence. Assignments made prior to the student's absence are to be submitted upon the student's return to class. Other due dates for work remain unaffected by the absences. The student is responsible for taking tests/quizzes announced prior to days missed on the date established.

WCS Make-Up Policy states that, for each day absent, the student will have one day allowed for make-up work.

Parents of students who expect to be absent because of illness for an extended period should contact the school by Day 3 to acquire necessary assignments. Assigned work may be picked up at the end of Day 4.

Time and place for making up evaluation activities such as tests and quizzes will be established between the student and teacher. The deadline for making up tests and quizzes is not to extend beyond five school days following the student's return to class.

Certain activities such as labs, lectures, class discussions, or special programs and presentations cannot be effectively repeated or replicated. It should be noted that students persisting in missing the aforementioned activities are likely to lose corresponding points that may be impossible to successfully complete

### Schoology (<https://www.schoology.com/>)

Schoology is a website designed to provide parents and students access to keep an accurate account of current academic progress in all classes as well as an online platform for teachers to make assignments, students to take quizzes, etc. To ensure academic success, all parents and students are expected to access Schoology on a weekly basis. If a computer is not available to you at your home, you may check Schoology from any computer with public access, such as the public library or from a cell phone. Schoology also has an App on the Apple AppStore and Google Play Store. Teachers are expected to update grades and assignments in Schoology at a minimum of twice a week.

Schoology also features a messaging system so the parent can send a note to the teacher if his/her child is having academic difficulty. Parents are encouraged to contact the teacher with any important questions or concerns, as well as attend parent/teacher conferences in October and March. Parents should understand that emails are designed to make a quick connection and should not be used for more involved issues. Serious concerns should be addressed via



a phone call or conference appointment. Students are reminded of the make-up policy and are expected to assume the responsibility of contacting the teacher.

### **Advanced Placement (AP) Courses**

Students enrolled in AP courses must fulfill all AP obligations listed in the course syllabus. Failure to complete any summer assignment is sufficient grounds for removal from the course. Students enrolled in an AP course are required to take the AP exam in May. Any student who violates the contract by declining to take the examination will not receive AP credit for any semester of the course, and will be required to pay a return fee. There is a non-refundable AP fee, but there are tuition waivers available. Please see the school's AP Coordinator or guidance counselor for more information.

## **General Rules, Regulations and Policies**

### **Minor Behavior Infractions**

These are behaviors that are outlined in WVBE Policy 4373. These behaviors will be handled by teachers and consequences will be determined by the classroom teacher. However, repeated behavior issues within classroom will be referred to an Administrator.

1<sup>st</sup> Offense classroom instructor determined consequences as defined by Policy 4373

2<sup>nd</sup> Offense classroom instructor determined consequences and parent notification with verbal or written response

3<sup>rd</sup> Offense student will be referred to the Administrator

### **Major Behavior Infractions**

These are behaviors that are outlined in WVBE Policy 4373 and will be referred to the administration immediately and consequences will be determined at the administrative level.

### **Special Points of Emphasis**

- Any form of an Electronic Cigarette or "Vapor Pen" will be confiscated and treated as a tobacco device
- All students are REQUIRED to have a teacher issued hall pass when out of class during instructional time
- No food or drinks in the classrooms or computer labs without written administrator approval
- Appropriate use of County provided computers will be adhered to at all times. Abuse may result in the loss of device. Depending on severity of misuse, criminal charges may apply.
- School Dress Code will be adhered to at all times.
- Excessive tardies may result in administrative discipline. Tardy is defined as not in class and ready to work at the tardy bell.

### **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

### **Tobacco Policy**

Please refer to the WV State Code 16-9A and Policy 4373 for the complete policy concerning tobacco products and electronic tobacco products. Tobacco and nicotine products of all types are prohibited on school grounds and at all school events on school or other grounds.

### **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. Student lockers and desks 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

### **DRESS CODE**

As stated in the opening letter and in the Vision/Mission statements, the goal of Spring Valley High School is to prepare students for the next stage of their life, both academically and in the workplace. School is the workplace for the student. Nearly every workplace and many higher education programs have dress requirements. Appropriate dress contributes to safety, personal attitude and respect given and received. The first impression granted by your dress will be how you are initially perceived and is often very difficult to overcome. Many well-advertised and expensive clothing items are more appropriate for out of school situations.

**Wayne County's Policy** reflects the requirements of the WVDE policies relating to dress and grooming:

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program and process of the schools...such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health, safety or welfare of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational process;
- C. distracts or is indecent to the extent that it interferes with the teaching and learning process;
- D. displays or promotes drug, alcohol or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles and at all school-affiliated functions.

**In an effort to prevent misunderstanding, the following requirements and definitions are to be followed at SVHS:**

**Head coverings** (hats, scarves, bandanas, etc) are permitted only for documented religious or medical reasons.

**Clothing should project a positive appearance.** It must not display or promote drug, alcohol or tobacco related products, have indecent, obscene, racially degrading or sexually suggestive messages, or promote violence. No gang symbols allowed.

**Upper garments** must cover the waistband of the lower garment without exposed skin between whether standing, sitting or stretching. Dresses/tunics and other tops worn with leggings/tights must be of a length that falls to mid-thigh when standing and sitting. If mesh or lace is worn, it must be over a top meeting guidelines. Straps must be over 3” as worn and cover all undergarments. If under 3” and worn with a layered item, the sweater/jacket/shirt must be worn at all times.

**Lower garments** must be worn at waist level, as designed. No undergarments are to be visible at any time. Holes may not be above mid-thigh. Shorts/skirts must be of a length that falls to mid-thigh on that individual.

**Other:**

No pajamas, house slippers or blankets at any time.

Decorations and accessories must be safe—No sharp pointed beads, rivets or studs. No wallet chains.

**Specific classes** may have clothing requirements unique to that environment. Those requirements will be communicated in writing by the teacher.

**Violation of Dress Code** consequences may include being asked to remove hat or accessories, change clothes, turn a shirt inside out, call for replacement or wear jacket/sweater. Repeated violations will be addressed as insubordination and addressed through discipline procedures. Refusal to correct violations will be immediately addressed as insubordination. While a reasonable time may be allowed for replacement items to arrive, the inability to contact a parent is not an excuse for noncompliance. A student may be assigned to ISS in that case.

**While every effort has been made to give clear information to enable appropriate dress without disagreement, it must be understood that it is impossible to define every scenario. Final decisions concerning appropriate dress disagreements rest with administration, however, every staff member is empowered and expected to enforce these rules.**

### **Care of School and Personal Property**

Students are responsible for the proper care of all books, technology, supplies, and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage which is done or replace the item or both. Students should limit items brought to school to those necessary for school activities. The Administration is not responsible for unnecessary items brought to school which are lost or stolen. Thefts should be reported to the office to aid in recovery. Lockers should be locked in halls and gymnasium dressing rooms at all times.

Students wanting to display special signs in the hallways for events or special occasions must have approval from the administration. In no case are signs to be posted on painted walls.

### **Student Assigned Tablets**

Wayne County Students are assigned tablets for the use and enhancement of their education. Parents and students are responsible for maintaining these tools and ensuring that they are utilized properly. Students are REQUIRED to bring tablets charged and ready to use each instructional day for ALL classes.

- Required for ALL classes
- Tablets are to be charged at all times
- Tablets that need maintenance are to be turned into the school's technology contact or front office.
- If a student loses tablet privileges they are not excused from any course work that requires technology tools.

### **Academic Misconduct**

Cheating is considered a very serious offense at Spring Valley High School and will be handled accordingly. Any student who has copied another's work, allows another to copy his/her work, cheats on a test or assignment, or who commits plagiarism in the composition process will receive a permanent zero for that instructional activity with no opportunity provided to redeem the loss of that point value. The administration, as well as parents, will be notified of all such incidents; when relevant, a report will also be submitted to the National Honor Society Staff Sponsor for deliberation.

### **Breakfast / Lunch**

**Breakfast** will be served after 1<sup>st</sup> Block/2<sup>nd</sup> period. Fruit will be available at no charge in the commons from 7:00-7:45. Breakfast location is determined by 2<sup>nd</sup> period class: 2<sup>nd</sup> floor stays on 2<sup>nd</sup> floor. 1<sup>st</sup> floor Academic Wing stays on 1<sup>st</sup> floor in Academic Wing. Gym, Music Hallway and CTE Students eat in the Commons. Students may be seated in designated classrooms or in the hallway, as long as behavior allows.

**Lunch** will be provided at set times, depending upon the location of 5th period class. During lunch, students are to remain in the Commons area. They are not permitted in any other areas.

Orders/special deliveries from outside restaurants are prohibited unless delivered by parent/guardian for their own student only in accordance with WVDE Policy 4321.1

### **Off-Limit Areas to Students**

Students are reminded that certain areas are not accessible during the instructional day and that violations may result in disciplinary action for trespassing.

#### ***Off-limits:***

- Gym/locker room during class, if not enrolled; before the first bell or during lunchtime.
- Elevator, unless authorized by administrator
- Vehicles at any time. Once in school, access to vehicle must be authorized by an administrator
- Academic Wing before the first bell and during assigned lunch

### **Hall Passes**

Being out of class for any reason is a privilege. Any student out of class must have a hall pass with the name, destination, date, time, and teacher signature.

### **Hallway**

Students are to walk in an orderly fashion down hallways during break time. Students should only stop to retrieve items from lockers and then proceed to class. Between classes students are not permitted to:

- Obstruct the flow of traffic in anyway
- To loiter in front of the media center or restroom hallways
- To loiter in stairwells

Students who are found in routine hallway misconduct will face disciplinary actions for school safety violations. During instruction, only students with a hall pass are permitted in the hallways.

Students with a hall pass are not permitted to

- Stop and distract students in another classroom during instructional time
- Buy a snack from the machines
- Socialize with other students
- Students are not permitted in any other area than what their pass clearly states

Violation of these rules will be seen as skipping and disciplinary action will result.

### **Restrooms**

Restrooms are to be utilized at break and during lunches and with teacher permission during class time. Students need to remember these facilities are for the use of everyone. Please make an effort to maintain a clean and hygienic environment. Report needed materials to staff so that it may be restocked timely.

Students are **not** permitted to display the following behavior:

- Socialize inside of restrooms or at the communal sink during class time
- Vandalize bathroom facilities
- Obstruct entrance or exit to the restroom
- Smoke or use any other prohibited substances
- More than one person per stall at anytime

### **Commons**

- Students are not permitted in the commons during instructional time
- Before school, during lunch, and after school, students are to be seated at tables correctly
- Students are not permitted to sit in window sills
- Students are not to loiter in the area between the front doors leading outside at anytime
- Common restrooms are to be used before the first bell, lunch, and after school.
- Only gym classes are permitted to use Commons Restroom during instructional time.

### **Public Displays Between Students**

Students are permitted to hold hands between classes but no student should engage in public display beyond what is appropriate for a school environment

- Students are not permitted physical contact beyond hand holding outside the classroom this includes but is not limited to: kissing, hugging, caressing or showing any physical affection that is deemed inappropriate by administration
- Students are not permitted any display of physical affection in any classroom during instruction

### **School Dance Rules**

- Student attire must meet the dress code and all students must be fully clothed at all times.
- Students will arrive in a timely manner and NO student, regardless of age will be permitted to leave until the end of the event unless accompanied by a legal guardian
- Students who have several disciplinary actions or attendance violations may not be permitted to attend, as this is a privilege not a requirement
- Students will conduct themselves appropriately
- No lewd or sexually suggestive dancing will be permitted (for example, no front to back dancing)

Violators of these policies will be immediately removed and will face disciplinary actions from administration without refund of entry cost. All requirements of WVDE Policy 4373 are in force whether the dance is on or off school grounds.