

RCHS

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Roane County
High School



Student Handbook

David S. Tupper, Principal

PHONE NUMBERS

High School Office.....	927-6420
Guidance Office.....	927-6421
Emergency School Closings	927-5050
School Bus Garage.....	927-6426
Board of Education Office	927-6400
Safe Schools Hotline.....	1-866-723-3982

Office hours during school... 7:30-4:00

Office hours during summer 7:30-3:30

Summer Lunch Hour..... 11:30-12:30

The school is closed on all holidays.

Parents may call at any time to arrange a conference with a teacher or an administrator to discuss their concerns.

All people entering Roane County High School will do so through the front doors. All other doors will be locked during the school day to help provide a safe school environment.

Parental Involvement: Commitment to Academic Excellence

In order to increase the academic success of our students, it is crucial that students take advantage of the academic opportunities afforded at Roane County High School. Students, however, cannot begin to maximize these opportunities without sustained academic involvement on the part of their parents. Clearly, without your active engagement, the odds of your child succeeding academically are minimal at best. As a parent, by emphasizing education as an utmost priority, as well as one of life's greatest privileges, you are conveying the foundation upon which your child will build his/her future.

Specifically, following the guidelines below will assist us in forging the partnership necessary for academic success. It is important that you:

- 1) Become familiar with the rules and procedures established in the Student Handbook, making sure your child knows them well and follows them accordingly.
- 2) Encourage your child to become responsible and accountable for his/ her own learning, in that school is viewed as the most important "job," and approaches the "workplace" accordingly: i.e., well-prepared, appropriately dressed, and with the proper attitude. Provide loving support, but, at the same time, establish firm boundaries/ expectations and administer consequences for infractions.
- 3) Help to foster good organizational habits; guide your child into appropriate study habits. See that he or she keeps an accurate record of grades.
- 4) Help your child establish an academic vision with specific goals to set and meet personal deadlines. Encourage him/ her in the development of self-discipline, time and stress management.
- 5) See that regular and prompt attendance is maintained. Review and Test days are particularly crucial.
- 6) See that Tutorial sessions are utilized on a routine basis. Teachers are available each day 7:15 a.m. to 8:05 a.m.
- 7) Make sure quality study time is provided each evening, that assignments are completed, test concepts and information mastered, deadlines met.
- 8) Be a pivotal part of your child's high school career. Regularly inquire about classes, assignments or tests involved. Communicate with the teachers as needed, and be sure to attend extra-curricular activities, and join a school organization.
- 9) Remember Edline is available to you, to check our child's grade and to keep in touch with his/ her teachers!

If you work hard in adhering to the basic guidelines above, you will be establishing not only excellent ground rules for your child, but also the proper attitude. Indeed, by acting as guide and mentor for your charge(s), you, as parent or guardian, have the opportunity to inspire excellence, instill enthusiasm, promote diligence, foster responsibility, and demand accountability.

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CALENDAR

AUGUST

- 19 Freshman Orientation (In lieu parent/teacher conference)
- 20 First day for students
- 27 Underclassman pictures

SEPTEMBER

- 06 Holiday (Labor Day)
- 11 ACT

OCTOBER

- 13 PSAT
- 14 Instructional Support Day - No school for students (BWF weekend)
- 23 ACT Test (8:00 a.m.)
- 25 First nine weeks ends
- 29 ACT PLAN Test
- 29 Report Cards go home

NOVEMBER

- 02 Election Day - no school
- 03-05 ACT PLAN make-ups
- 11 Holiday (Veterans' Day)
- 23-26 Deer Week

DECEMBER

- 01 Work Keys (Seniors)
- 11 ACT TEST (8:00 a.m.)
- 23 ISE Day - No school for students
- 24-31 Christmas Break

JANUARY

- 01 Holiday (New Year's Day)
- 04-15 Vocational EOC Exams
- 12 Final Exams - Blocks 3 and 4
- 13 Final Exams - Blocks 1 and 2
- 13 End of First Semester
- 14 Second Semester Begins
- 17 Holiday (Martin Luther King Jr.)
- 21 Report Cards go home

FEBRUARY

- 12 ACT Test
- 21 ISE Day - No school for students

MARCH

- 01-11 Work Keys (Seniors)
- 21 End third nine weeks
- 21-April 1 WESTEST 2 Online Writing Test (grades 9-11)
- 25 Report Cards go home

APRIL

- 04-08 WESTEST 2 Writing Makeup
- 09 ACT Test
- 13 ISE Day - No school for students
- 25-29 Spring Break

MAY

- 03-27 Vocational EOC Exams
- 14 Prom
- 16-20 WESTEST 2 (Grades 9-11)
- 23-27 WESTEST 2 Makeup
- 26 Senior Final Exams - Blocks 1 and 2
- 27 Senior Final Exams - Blocks 3 and 4
- 27 Last Day*
- 30 Holiday (Memorial Day)

JUNE

- 03 Graduation Practice (8:00 a.m.)
- 03 Graduation (7:00 p.m.)*
- 11 ACT Test (8:00 a.m.)
- 17 Final report cards mailed

*Pending weather cancellations.

BELL SCHEDULE

REGULAR DAY

Student Bell	7:50
Homeroom	7:55-8:05
1st Block	8:09-9:39
2nd Block	9:43-11:13
LUNCH.....	11:13-12:03
3rd Block	12:07-1:37
4th Block (A)	1:41-2:26
4th Block (B)	2:30-3:15

2-HOUR DELAY

First Bell	9:45
Homeroom	9:50 - 9:55
1st Block	9:59 - 10:38
2nd Block	10:42-11:20
LUNCH.....	11:20-12:10
3rd Block	12:14-1:34
4th Block (A)	1:41-2:26
4th Block (B)	2:30-3:15

LUNCH HOUR

With the hour long lunch comes responsibility. If a student is anyway disruptive, engaged in fighting, or other behavior that is deemed to be inappropriate then the student will lose the privilege of the hour long lunch and be assigned to tutoring.

GRADUATION REQUIREMENTS

Students in grade 12, who entered grade 9 in 2006-2007, will be required to complete a minimum of 26 credits to complete graduation requirements.

English	4 credits
Social Studies	4 credits
Math	4 credits

(Successful completion of Applied Math I and II is equivalent to an Algebra I credit and a credit for a course prior to Algebra I. At least 2 of the 4 credits have to be Algebra I and above for entry level. For skilled and professional at least 3 of the 4 credits must be Algebra I and above)

Science	3 credits
(4 credits required if professional career pathway; CATS 9, two courses above the CATS level)	
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Keyboarding	1 credit
Career Majors	3 credits
Electives	4 credits
Foreign Language- Two (2) courses required for professional pathway.	
<u>Work-Based Learning</u>	<u>3 hours</u>
Total Credits	26 credits

Students in Grade 12, who entered grade 9 in 2007-2008, will be required to complete a total of 27 credits. The following classes are required credits for high school graduation.

English	4 credits
Social Studies	4 credits
Math	4 credits

(Successful completion of Applied Math I and II is equivalent to an Algebra I credit and a credit for a course prior to Algebra I. At least 2 of the 4 credits have to be Algebra I and above, for entry level. For skilled and professional at least 3 of the 4 credits must be Algebra I and above)

Science	3 credits
(4 Credits required if professional career pathway)	
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Keyboarding	1 credit
Career Majors	4 credits
Electives	4 credits
Foreign Language-Two (2) courses required for professional pathway.	
Work-Based Learning.....	3 hours
<u>Total Credits</u>	<u>27 credits</u>

Students in Grade 11, who entered grade 9 in 2008-2009 and students in grade 10 who entered grade 9 in 2009-2010, will be required to complete a minimum of 27 credits. The following classes are required credits for high school graduation.

English	4 credits
Social Studies	4 credits
Math	4 credits
(Starting with Algebra I)	
Science	3 credits
(Physical science, Biology/Conceptual Biology, Chemistry or Conceptual Chemistry or Life Science or Earth Science. Professional pathway will need 4 credits)	
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Keyboarding	1 credit
Career Majors	4 credits
Electives	4 credits
Foreign Language-Two (2) courses required for professional pathway.	
Work-Based Learning.....	3 hours
<u>Total Credits</u>	<u>27 credits</u>

Students entering grade 9 in the school year 2010-2011 will be required to complete a minimum of 27 credits. The following classes are required credits for high school graduation.

English	4 credits
Social Studies	4 credits
Math	4 credits
(Starting with Algebra I and Geometry)	
Science	3 credits
(Physical Science, Biology or Conceptual Biology, Chemistry or Conceptual Chemistry)	
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Keyboarding	1 credit
Career Majors	4 credits
Electives	4 credits
Foreign Language.....	2 credits
(21 classes required for professional pathway)	
Work-Based Learning.....	3 hours
<u>Total Credits</u>	<u>27 credits</u>

All students must be scheduled for a full school day all four years. Exceptions may be made to accommodate placement in college courses, advanced vocational programs, or for other compelling reasons. Seniors may apply for an exemption through the counselor or the principal.

FRESHMAN FOUNDATIONS

Each freshman will attend a daily Freshman Foundations session with his or her homeroom teacher. This time is provided so that students have the opportunity to finish their coursework and seek out extra help. Attendance to Freshman Foundations is mandatory.

After the first nine weeks' grading period, students who meet the following criteria will be exempt from attending Freshman Foundations:

- No grades of D or F
- Three or fewer excused absences
- NO skipped sessions of Freshman Foundations

Students who do not meet these criteria will be assigned specialized Freshman Focus sessions that provide academic support. At each grading period, students will be reassigned to Freshman Foundations when necessary.

CLASS ORGANIZATION

Each student is assigned to a grade level according to his/her previous credits earned. The following guidelines are used: A sophomore must have 6 credits, a junior must have 13 credits and a senior must have 19 credits.

CURRICULUM

At the end of the sophomore year, students will be required to choose a "major" in one of the following career clusters: Health/Human Services, Business/Marketing, Science/Natural Resources, Engineering/Technical, Fine Arts/Humanities. Students may change majors at the end of any term with parent permission; however, all requirements within a major must be completed before graduation.

ROANE COUNTY SCHOOLS

WORK-BASED LEARNING POLICY

PURPOSE: In accordance with *West Virginia Board of Education Policy 2510* and Roane County Board of Education Policy 5460, Roane County students in grades 9-12 will be provided Work-Based Learning experiences. Work-Based experiences are educational activities that must assist the student to gain an awareness of the workplace, develop an appreciation of the relevance of academic subject matter to workplace performance, and gain valuable work experiences and skills while exploring career interests and abilities.

All students shall document their Work-Based Learning experiences within the student's "Advisement Record." Included in the "Advisement Record" shall be the specific Work-Based experiences, the number of hours in each experience, learning activities completed, the work-site mentor(s) evaluation (for live work experiences), the advisor's signature, and other information that school personnel may consider pertinent. Upon submission of the documented Work-Based experiences, advisors will determine when the student has met the 3 hours of Work-Based Learning which is required for graduation. These activities can be accumulated any time during the four years of high school. Some examples of Work-Based experiences are: Office assistants, Summer Camps, Job Shadowing, after school employment and summer employment.

TECHNICAL PREPARATORY PROGRAMS

The Technical Preparatory Curriculum (entry or skilled level) is designed for those students planning to attend a one- or two-year training program after high school or a student planning to enter the work force directly after high school graduation.

Entry or Skilled Level
Two-Year Certificate Programs
Home High School + Technical Center

Auto Body Repair, Auto Body Refinishing, Automotive Technology, Construction Technology, Child Development, CISCO Computer Networking, Computer-Aided Drafting and Design, Diversified Co-op Training, Forestry, Grounds Maintenance, Health Occupations, Millwright-Industrial Maintenance, PC Repair, Pro-Start Restaurant Management, and Criminal Justice.

Certain Technical Preparatory programs award college credit upon completion.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program is a program of college-level courses and exams for secondary school students. Those students who perform well on an AP Exam can qualify for college credit, advanced placement, or exemption from certain requirements or prerequisites in college.

HONORS PROGRAM

The objective of the Honors Program is to offer an academic challenge for able and interested students. Self-motivated students are most likely to benefit from and succeed in this program. The Honors Program is defined as an expansion of academics within a program of study at the student's grade level and may include but is not limited to: research, in-depth studies, and extended learning objectives.

The following criteria have been developed as guidelines for admission into the Honors Program. A student may be considered eligible for the program if he/she has the following: 1) a commitment to academic achievement, 2) an understanding and acceptance of the time the courses involve, 3) an overall grade point average of at least 3.0 in the honors course subject area/or satisfactory grade in a current honors class, 4) WESTEST score of "Above Mastery" in the subject area, 5) a departmental teacher recommendation, and 6) in some cases, a teacher interview.

Note: A student should not be rejected for failing to meet one of the criteria if he/she has a strong academic commitment, ability, and interest in the honors course subject area.

It is also recommended that if a student fails to maintain a "C" grade average for the first nine weeks, he/she may move to a regular class for the remainder of the term, if scheduling is possible.

COURSE OFFERING

A student may obtain a complete list of the courses offered at Roane County High School from the school guidance secretary or school counselor. A course description book is available to students and parents upon request. Each freshman is furnished a copy at the time of registration. The book is generally good for reference purposes for several years.

Students who take Algebra in the eighth grade may retake the class at the high school level. The high school grade will replace the eighth grade credit. Once a decision is made to retake the class, the eighth grade credit will be deleted.

Students cannot audit classes unless special permission is given by the principal.

SCHEDULES

A five-year plan is required for every student. The plan is formulated during the eighth grade year and involves the student, parents and counselors. This procedure requires students to choose classes under programs of study called Career Clusters.

In September the scheduling process begins for the next school year. Each student is given a course registration form and a course description catalog. The student and parent(s) should review the two-year plan and catalog and complete a course registration form. When completed, the registration form is returned by the student to the counselor.

After all registration forms are completed, a master schedule is generated based upon student requests. Generally twelve students are needed to offer an elective course. Students are asked to make an alternate selection for a cancelled class.

At the end of the sophomore year, students will be required to choose a "major" in one of the Career Clusters and complete the core course work and elective course work within that major in order to complete graduation requirements. In addition, the remaining three years of the five-year plan will be added.

SCHEDULE CHANGES

Student schedule changes must be made during the first week(5 school days) of the term and will be limited to the following:

- To accommodate seniors who will not graduate unless a change to meet requirements is made.
- To remove a student from a class for which that student has credit.
- To remove a student from a placement that is educationally inappropriate upon teacher/counselor or IEP recommendation.
- To reflect credits earned in summer school.
- To remove a student to a class that meets major requirements, either core or elective.

Teacher, job schedules, or other non-educational factors are NOT justification for a schedule change.

No schedule changes will be made after the 5th day of the term, unless required by a change in an IEP. This policy is necessary, since changes after this time would jeopardize student success due to lost instructional time. All schedule changes must have the final approval of the Principal.

GRADES AND GRADING

The system of grading is as follows for non-weighted grades:

<u>Letter</u>	<u>Quality</u>	<u>Percentage</u>	<u>Points</u>
A	Excellent	93-100	4
B	Good	85-92	3
C	Average	75-84	2
D	Pass	65-74	1
F	Fail	0-64	0

Semester exams will represent 1/5 of the student's final grade.

A student has a right to ask why a particular grade was given.

The dates grade cards are issued can be found on the calendar (page 3).

Incomplete grades will be recorded as an F if not made up by the end of the next semester.

WEIGHTED GRADES

County boards of education shall issue weighted grades for Advanced Placement courses, that award high school credit, as follows.

<u>Letter</u>	<u>Quality</u>	<u>Percentage</u>	<u>Points</u>
A	Excellent	93-100	5
B	Good	85-92	4
C	Average	75-84	3
D	Pass	65-74	2
F	Fail	0-64	0

RANK IN CLASS

Rank in class is based on all term grades received in all subjects attempted. Seniors shall be ranked according to their cumulative grade point average in grades 9-12. A student repeating a course shall compute the grade point average including both the original and the repeated grade, with the exception being grade replacement.

The student with the highest grade point average shall be designated valedictorian and the student with the second highest grade point average shall be designated salutatorian. A student must be enrolled and attend school for at least one complete term to be eligible for valedictorian and salutatorian.

HONOR ROLL

Term honor rolls are issued. Students must have a 3.00 average to be eligible. An F in any subject will result in disqualification from the honor roll. An A equals four honor points, a B three honor points, a C two honor points, and a D one honor point. Students making 3.75 or higher will be placed on the Principal's Honor Roll.

ELIGIBILITY FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Eligibility for participation in extracurricular activities is determined by the student's grade point average the previous term. To be eligible to participate in extracurricular activities, a student must maintain at least a 2.0 grade point average for the previous term. This is an average of all curricular offerings in which a student participates.

Extra curricular activities included are: student government, class officers, drama productions, interscholastic athletics and elected extracurricular positions which include but are not limited to King, Queen, princess and escort candidates.

Marching band performances, social studies fairs, and Future Farmers of America, as well as participation in field day events and other similar contests are exempt from this policy.

LIBRARY

Students may visit the library during class or at noon. Each student coming to the library during school hours must have a pass signed by the teacher responsible for him or her, which also states the student's need to be in the library. No food or drink, which includes unopened soft drink bottles, are permitted in the library.

All non-reference books may be checked out for a period of two weeks. Reference books (encyclopedias, etc.) must be used in the library. Overdue library books incur a fine of five cents per school day. Students having obligations are not permitted to check out other materials. Students may use the library copier at a charge of ten cents per page for computer printouts and photocopies.

Computers are available for word processing and Internet access by students. Internet use must support class assignments. Students may not play games or use other program disks in the library computers. **Before computer access will be permitted, students and parents must read and sign the Roane County High School Acceptable Use Policy, the WVNET, and the WV BOE Policies.**

Due to the crowded conditions in the library, students are reminded to leave their book bags outside before entering.

MILITARY RECRUITING

Parents/students have the right to deny any military branch access to personal information. To do so, contact Ms. Wright in the guidance office.

GUIDANCE SERVICES

The guidance counselors are available to help students with personal problems related to home or school. These may include problems with parents, other students, teachers or any special situation or problem that may arise.

Counselors will also assist with career decisions, which include college and vocational school information, financial aid programs, occupation descriptions and requirements, and military information. Senior scholarship applications must be submitted to the guidance secretary five days prior to the scholarship's deadline.

The guidance department also works with class schedules, graduation requirements and school procedures.

After students have graduated from high school, there is a \$2.00 charge for each transcript requested.

VOCATIONAL ASSESSMENT

A paper/pencil interest inventory is administered to all sophomores in their Advisor/Advisee periods. Information derived from the interest inventories is used to assist tenth graders in choosing a major. Any parent or student may request an interest inventory, learning style exercise or a career aptitude test from the guidance department. A counselor will provide an individual consultation of the results. Computer programs, college and technical training handbooks and other reference materials are available to students in the guidance department.

STUDENT ASSISTANCE TEAM — SAT

SAT is a school-based team of educators trained to give assistance and to provide information to students and parents which will help the student be successful. The team is comprised of five educators: three teachers, a counselor and the principal or his/her higher designee. The SAT receives referrals from parents, students and other staff members any time a student is having difficulty in school. The case manager will gather information and determine if a team meeting is needed. Suggested reasons for referring a student to the SAT case manager: suspected drug/alcohol abuse, physical abuse, neglect, and dropping or failing grades.

MEDICATIONS

According to WV Code 18A-5-1, school personnel may lawfully administer prescribed medication that a parent would be legally allowed to administer. Due to a change in policy by the State Department of Education all medications, both prescription and non-prescription, that are to be administered at school must be authorized by a physician or other licensed health care provider with written authority attached to the container.

Mrs. Milissa Mace will be responsible for receiving and dispensing medications to students. Medications will be taken to the school's nurse office. All medication has to be transported to and from school by the child's parent or guardian in the original container and must be accompanied by parental permission and doctor's written orders.

Medications will be properly disposed of if not picked up within three days after the end of school.

SCHOOL MEDIA PRODUCTIONS

Roane County High School (RCHS) may produce or participate in videotaping, audio recording, still photography productions, digital imaging, and yearbook pictures that may involve the use of students' names, likenesses, or voices. Such productions may be used for educational or exhibition purposes by RCHS or WVRC radio.

FREE/REDUCED LUNCH PROGRAM

Each student will be mailed a form titled Application for Free or Reduced Price Meals, Free Milk, and Materials. In all cases, a completed form must be furnished before benefits are given. Notification of eligibility will be furnished by the cafeteria manager. Families with income at or below the income guidelines are entitled to these benefits.

A change in family income due to reasons such as unemployment, increase in family size, unusually high medical bills, shelter costs in excess of thirty percent of income, or disaster or casualty may entitle you to free or reduced benefits.

Additional foods are provided to pregnant and breast feeding students through the school meals program. Please inform the counselor if this service is needed.

*This institution is an equal opportunity provider.

Student meal prices for the 2010-2011 school year:

	<u>Full Price</u>	<u>Reduced</u>	
BREAKFAST:	\$1.00	30¢	Extra Milk:
LUNCH:	\$1.50	40¢	35¢

Adult meal prices for the 2010-2011 school year:

BREAKFAST:	\$2.50
LUNCH:	\$3.25

LUNCH PROGRAM BILLING/PAYMENT

Students will furnish their student number to the computer operator as they pass through the lunch line in the kitchen. No student will pay for lunches as he/she passes through the line. Students wishing to pay on a daily basis may do so by contacting the cafeteria manager before school each morning in the kitchen area.

Parents will be billed for meals on a monthly basis. Bills will be distributed to students at the beginning of each month, in their homerooms, to take home to their parents. Each bill will show the amount due and the dates that a student ate lunch. Payment is due ten days after billing. A student owing \$40.00 will be required to pay on a daily basis with no further charges permitted. Students owing bills from last year will not be permitted to charge and must pay on a daily basis until complete payment is made on the old bill.

Fast food restaurants do not meet the nutritional criteria of the West Virginia Hot Lunch Program. Students are not permitted to bring such a lunch, breakfast, soft drinks, coffee or tea to school and therefore may not eat/drink these in the commons.

BEHAVIOR CODE OF CONDUCT FOR WEST VIRGINIA STUDENTS

Roane County High School will ensure a safe, disciplined environment that meets the educational needs of all students.

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

1. Attend school faithfully, complete his/her assignments on time, and work to his/her potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

BEHAVIOR IN THE CAFETERIA

1. Do not jump place in lunch line.
2. Permit teachers and guests to go ahead of you.
3. Talk in normal conversational voice.
4. Empty trays and milk cartons and clean the table area you have used.
5. Salad Bar—Take only the amount of salad that will be consumed.
6. Books and book bags should remain in the Commons when you enter the serving area.

BUS BEHAVIOR

School Bus Behavior Rules. Misconduct will result in parental notification.

1. Follow directions of operator
2. Stay in your seat
3. Keep all parts of your body in bus
4. No pushing, shoving or fighting at any time
5. No eating, drinking, use of tobacco or spitting

2010-11 RCHS DISCIPLINE POLICY

STAGE I VIOLATIONS AND RESPONSE

The Administration reserves the right to alter the Discipline Consequences depending on the individual difference and severity of the offense.

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
PUBLIC USE OF PROFANITY	5 days noon detention	10 days noon detention	1 day ISS
PUBLIC DISPLAY OF AFFECTION	5 days noon detention	One day ISS	3 days OSS
SLEEPING IN CLASS	5 days noon detention	1 day ISS	3 days ISS
NOT PREPARED FOR CLASS	Teacher/Parent conference	5 days noon detention	1-3 days ISS
DISOBEYING CLASS RULES	Teacher/Parent conference	5 days noon detention	1-3 days ISS
POSSESSION OF PERSONAL ELECTRONICS INCLUDING CELL PHONE	Loss of item until Parent conference with administration and 5 days noon detention	2 days OSS, loss of privilege to carry device at school	
TARDINESS TO CLASS	5 days noon detention	10 days noon detention	1 day ISS
TARDY TO SCHOOL	5 days noon detention	1 day ISS	2 days ISS
INAPPROPRIATE DRESS	5 days noon detention and change of clothing	1 day ISS and change of clothing	2 days OSS
DISRUPTING D-HALL	1 day OSS	3 days OSS	5 days OSS
OUT OF CLASS WITHOUT PASS	5 days noon detention	10 days noon detention	15 days noon detention
STUDENT ON TASK	5 days noon detention	10 days noon detention	15 days noon detention
FAILURE TO USE MR., MS., OR MRS. WHEN SPEAKING TO SCHOOL EMPLOYEE	5 days noon detention	10 days noon detention	20 days noon detention

STAGE II VIOLATIONS AND RESPONSE

The Administration reserves the right to alter the Discipline Consequences depending on the individual difference and severity of the offense.

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
BULLYING/HARASSMENT	5 day OSS	5 days OSS with recommendation ALC	10 days OSS with recommendation ALC
FAILURE TO SERVE DETENTION	5 days ISS	3 days OSS	5 days OSS
SKIPPING CLASS	1-3 days ISS	5-10 days ISS	5 days OSS
ACCESSING INAPPROPRIATE URL'S	1-3 days OSS	5-10 days OSS	10 days OSS with recommendation ALC
WALKING OUT OF CLASS	1-3 days ISS	5-10 days ISS	3-5 days OSS
IMPROPER USE OF A MOTOR VEHICLE	Loss of driving privileges for remainder of 9 weeks	Loss of driving privileges for one semester	Loss of driving privileges remainder of school year
FAILURE TO PROVIDE ABSENT EXCUSE UPON RETURN TO SCHOOL	1 day ISS	3 days ISS	3 days OSS
GANG ACTIVITY	1 day OSS	3 days OSS	5 days OSS with recommendation ALC
STALKING	1 day OSS referral to law	3 days OSS referral to law	5 days OSS referral to law

STAGE III VIOLATIONS AND RESPONSE

The Administration reserves the right to alter the Discipline Consequences depending on the individual difference and severity of the offense.

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
PHYSICAL FIGHT	1 -10 days OSS ADMINISTRATION TO DETERMINE LENGTH OF SUSPENSION		
TOBACCO USE/OR POSSESSION			
INSUBORDINATION	1 – 3 days OSS	5-10 DAYS OSS	10 DAYS OSS RECOMMEND ALC PLACEMENT
CHEATING/ PLAGIARISM	5 DAYS NOON DETENTION, ZERO ON ASSIGNMENT	10 DAYS NOON DETENTION, ZERO ON ASSIGNMENT	1-3 DAYS ISS
SNOWBALLS	1 DAY OSS	3 DAYS OSS	
DISRESPECTFUL BEHAVIOR TOWARD SCHOOL EMPLOYEE	5 DAYS OSS	10 DAYS OSS, RECOMMENDATION ALC	10 DAYS OSS RECOMMEND ALC
HABITUAL RULES VIOLATION	10 REFERRALS, 20 DAYS ALC	15 REFFERALS, 30 DAYS ALC	20 REFFERALS, 10 DAYS OSS RECOMMEND ALC
SIGN-OUT WITHOUT VERIFICATION	2 DAYS ISS	3 DAYS ISS	5 DAYS ISS

STAGE IV VIOLATIONS AND RESPONSE

The Administration reserves the right to alter the Discipline Consequences depending on the individual difference and severity of the offense.

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
THREATENING SCHOOL EMPLOYEE	10 DAYS OSS	10 DAYS OSS RECOMMEND ALC PLACEMENT	10 DAYS OSS RECOMMEND EXPULSION
THEFT	RESTITUTION REFERRAL TO LAW	RESTITUTION REFERRAL TO LAW, 1 DAY OSS	RESTITUTION REFERRAL TO LAW 3 DAYS OSS
USE/POSSESSION OF OTC/PRESCRIPTION MEDICATION	10 DAYS OSS RECOMMEND ALC PLACEMENT REFERRAL TO LAW		
FELONY	10 DAYS OSS and Expulsion		
POSSESSION/USE OF A DEADLY WEAPON	10 DAYS OSS and Expulsion		
VERBAL ASSAULT SCHOOL EMPLOYEE	10 DAYS OSS	10 DAYS OSS RECOMMEND ALC PLACEMENT	10 DAYS OSS RECOMMEND EXPULSION
PHYSICAL ASSAULT SCHOOL EMPLOYEE	10 DAYS OSS and Expulsion		
DISTRIBUTION/SALE/ POSSESSION OF ILLEGAL DRUGS	10 DAYS OSS RECOMMEND ALC PLACEMENT REFERRAL TO LAW	Recommend Expulsion	
ALCOHOL	10 DAYS OSS	10 DAYS OSS RECOMMEND ALC	10 DAYS OSS AND EXPULSION

DISCIPLINE CONSEQUENCES

1-5 Discipline Referrals: Loss of extra curricular activities including clubs and hall passes for 4 weeks.

5-10 Discipline Referrals: Loss of extra curricular activities including clubs and hall passes for one semester.

>10 Discipline Referrals: Loss of extra curricular activities including clubs and hall passes for remainder of school year.

COMPUTER USAGE

Roane County High School Acceptable Use Policy

Students and parents must read and sign the Roane County High School Acceptable Use Policy before computer access will be permitted in the library or any classroom of the school.

These guidelines and policies are designed to make the school's computer and Internet/e-mail resources available to the school community and to ensure those resources are used responsibly. Cooperation and adherence to these guidelines and policies are conditions of continued access to Roane County High School's computer and Internet/e-mail resources.

Students are responsible for appropriate behavior on school computers. The same laws, school rules and codes of conduct that apply to students in general, apply to conduct on computers.

To gain access to the Internet/e-mail, all students and parents must read the WV Board of Education Policy 2460, the WVNET policy and the RCHS AUP and agree to abide by the rules therein. All forms must be signed and dated by the student and parent.

The Internet/e-mail is provided for students to conduct research and communicate with others in support of the educational objectives of Roane County Schools. ACCESS IS A PRIVILEGE - NOT A RIGHT. Inappropriate use will result in cancellation of those privileges. The system administrator may close an account as required and the school administration may request specific user accounts to be denied or closed.

Users should not expect that files stored on the computers would always be private. Administrators may review files and communications to maintain system integrity and insure that the system is used responsibly.

The following are NOT permitted:

1. Removing or altering any hardware, software or supplies
2. Damaging computers, computer systems or computer networks
3. Sending or displaying offensive messages or pictures
4. Using obscene language
5. Accessing sites which promote violence, controlled substances or other illegal activity
6. Accessing sites displaying sexually explicit or pornographic content of any kind
7. Accessing chat lines
8. Harassing, insulting, attacking or threatening others
9. Violating copyright laws
10. Using another's account
11. Using e-mail during academic time
12. On-line games.

VIOLATION OF THIS POLICY WILL RESULT IN LOSS OF ACCESS AND MAY RESULT IN DISCIPLINARY ACTION AND POSSIBLE LEGAL CONSEQUENCES.

NOON DETENTION HALL

ROOM: # TO BE ANNOUNCED

1. No Communication - verbal or non-verbal
2. No sleeping or laying your head down on your arms or desk.
3. Keep your feet on the floor in front of your desk, not in the chair in front of your desk.
4. Stay in your seat, unless permission is granted to dump your lunch tray.
5. Students who skip Detention will be assigned Saturday Detention.

ALTERNATIVE LEARNING CENTER

The Administration will assign students to the Alternative Learning Center at Roane County High School. Students will be assigned to the center when all other disciplinary measures have failed. Students will be assigned their regular work and eat breakfast and lunch in the ALC room.

While assigned to the ALC, the students will lose their privilege to attend any school-related activity (prom, dance, sporting events, school play, and musical events). In addition, students will report directly to the ALC room upon arrival to school. Re-admittance to the regular education program depends on the student's behavior in the ALC and completion of course work.

SMOKING AND TOBACCO

The use of tobacco products is prohibited in any building, on school grounds, or other property, including automobiles or other vehicles owned or operated by a county board of education, Regional Education Service Agency or the State Board of Education. This policy shall apply to any private building, or other property including automobiles or other vehicles used for school activities when students are present.

Smoking and the use of tobacco on school grounds is not permitted by students, teachers, or any person visiting the school during the school day or at school activities. Possession of tobacco by students is not permitted.

GUIDELINES FOR DRESS

The dress code for 2010-2011 will prohibit the following:

- 1) clothing or articles, that are excessively soiled, torn or ragged
- 2) clothing displaying vulgar writing or symbols (i.e., pictures of donkeys and rats that form inappropriate words), sexual-references (fishing poles and/or equipment with a sexual meaning), tobacco, controlled substance (marijuana leaf or facsimile), or beer/alcohol advertisements (pictures of bottles that are shaped as alcohol containers and beer labels displayed for sponsorship on race cars).
- 3) clothing that is excessively revealing. All leg garments (shorts, skirts, dresses, etc.) shall be NO MORE than five (5) inches above the kneecap. The use of leg wraps/warmers are permitted to be worn. It is recommended that all female students wear a Capri style short-legged garment in order to avoid the discrepancies that occur due to the length of one's legs. All shirts SHALL have shoulder caps in order that the shoulders are covered, both male and female.
- 4) all shirts SHALL be long enough to be tucked in with no skin exposed.
- 5) the wearing of outer garments that are used solely for covering up inappropriate shirts are strictly forbidden.
- 6) all blue jeans/pants must be pulled up so that undergarments or buttocks are not revealed.
- 7) billfold chains or similar chains of any type worn in the building.
- 8) wearing of head covering (i.e. ball cap, bandana, scarf, cowboy hat or any other head gear.)

PUBLIC DISPLAY of AFFECTION

Public display of affection must be limited in a school setting to holding of hands and a less than three second "peck" on the cheek or forehead of the other individual.

ATTENDANCE

ABSENCE EXCUSES

A student who has been absent for an entire day or days must bring a note to the office from a parent indicating the date(s) and reason for the absence(s). Each teacher will furnish the office the names of all students absent from his/her class per class period per day.

A parent may excuse a student for five days per school semester in cases of illness. A doctor's note must be furnished for all other cases of illness, if the student is to receive an excused absence. (See truancy, page 23)

Letters will be sent to parents notifying them when 5 and 10 unexcused absences have been recorded.

The number of excused and unexcused absences is recorded at the end of the school year as a part of the permanent record of each student.

A student who has been absent for an entire day of school cannot attend school-related activities the same evening or the next day (including Saturday), [i.e., sporting events, dances, plays, band, field trips, or other such events.]

EXCUSED ABSENCES

Absences are excused only when they meet the conditions set forth by the policies of the Roane County Board of Education. The following are definitions which shall be used for determining an excused absence.

1. Illness or injury of the student with a doctor's written verification.
2. Medical or dental appointment which cannot be scheduled outside of the school day with a doctor's or dentist's written verification.
3. Illness of the student verified in writing by the parent not to exceed three (3) consecutive days or a total of five (5) days per semester. If a child is absent for more than three (3) consecutive days or for more than five (5) days in any semester, a doctor's note is required.
4. Illness or injury in the family when the student absence is verified in writing as essential by a doctor.
5. Home fire, flood or other emergency verified by the principal.
6. Death in the family with a limit of three (3) days except in extraordinary circumstances. "Family" will be defined as mother, father, spouse, brother, sister, grand mother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's children, or person living in the household.
7. Routine early dismissals necessary for a student to receive ongoing special medical care, psychiatric or psychological assistance, professional counseling, or related personal training if prior approval is obtained from the principal. The submission of a personal treatment or training plan detailing the objectives and activities of the program is required before the principal will consider the issuance of a "Standing Approval for Early Dismissal" for the requesting student. The principal may require professional verification of the need 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 each 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. Observance of religious holidays.
12. Handicapped students' absences should be addressed in accordance with the Regulations for the Education of Exceptional Students (West Virginia State Board Of Education Policy 2419).
13. Participation in home/hospital instruction due to an illness/injury or other extraordinary circumstance that warrants home or hospital confinement.

UNEXCUSED ABSENCES

Any absence not meeting the above requirements shall be considered an unexcused absence, including student suspensions. Any senior who has accumulated more than 10 unexcused absences shall lose senior privileges.

TRUANCY

(Truancy Cases and Unexcused Absences - Under 16 years of age)

Five consecutive **unexcused** absences or **ten** total **unexcused** absences during a school year will result in the county attendance director sending written notification to the parents or guardians, who are then required to report to the school for a conference with the principal or his designee. The conference must take place within 10 days after the notice is received.

REPORTING TO SCHOOL LATE

Any student reporting to school after 7:50 a.m. must sign in at the library and obtain an admit/tardy slip to class. The student will receive five days of noon detention for any tardy, regardless of arrival time.

TARDINESS

If you arrive late for school, report to the library, sign in on the sign-in sheet and get an admit slip. If you have been detained in the office or by a teacher, ask for a late excuse from the person detaining you before reporting to your next scheduled class. Being detained by a teacher or in the office is the only valid reason for reporting late for class. All other reasons will be considered invalid, and the matter will be considered an unexcused tardy. During the school day teachers will shut their doors when the tardy bell rings. Students should report to the office (first floor) or the library (second floor) to get a tardy permit to class.

Consequences for being excessively tardy to school:

- 1st Tardy - 5 days noon detention
- 2nd Tardy - 1 day ALC
- 3rd Tardy - 2 days ALC
- 4th Tardy - Loss of driving privileges

Consequences for being excessively tardy to class:

- 1st Tardy - 5 days noon detention
- 2nd Tardy - 10 days noon detention
- 3rd Tardy - 1 day ALC

SCHOOL ATTENDANCE AS A CONDITION FOR MOTOR VEHICLE OPERATOR'S LICENSE

A motor vehicle operator's license or instruction permit will be denied or revoked from any person younger than **18** years old who is not satisfactorily studying for a high school diploma.

Before a learner's permit may be obtained, the school system will verify that the student is enrolled in school, meets attendance, behavior and satisfactory academic progress guidelines as determined by the State Laws of West Virginia. You may request a proof-of-enrollment form from the main office at the high school on Monday and it will be determined eligible or ineligible and ready for pickup by the following Friday. If a student withdraws from school, the Department of Motor Vehicles is notified. A student can have his/her license denied or revoked, even if he or she stays in school, by accumulating more than 10 consecutive days unexcused or fifteen total unexcused days of the year. Included as unexcused absences are suspension, expulsion and jail confinement. Within five days of receiving notice, the Department of Motor Vehicles will send notice to the licensee that his license will be suspended.

MAKE UP WORK

All students are to make up work missed because of absences. A student absent for one day should make up work the following day. Students missing two days have two days in which to make up work, etc.

Extensions for makeup work may be given to students with excused absences, only with a written agreement between teacher and student. No credit can be given for work not made up within the time limit. Students suspended from school are required to make up all work missed during a time of suspension.

Parents may request homework assignments from teachers **after** a student has missed **two days** of school. Parents are encouraged to call the guidance secretary as early in the day as possible so that adequate time is given to contact teachers.

STUDENTS MISSING CLASS — SCHOOL ACTIVITY

Any school activity requiring a student to miss class must have written permission from the principal. The student has a duty to his regular class.

Therefore, activities will be minimized during the school day that require class time.

HOMEBOUND INSTRUCTION

A student should apply for home-bound instruction when a condition exists that will cause three weeks of absence such as surgery, illness, etc. A teacher employed by the Board of Education will then provide instruction and administer tests, thus enabling the student to maintain progress in classes. This instruction usually involves the student coming to RCHS once per week. A form for such instruction may be obtained from Mrs. Doris Weekley.

PASSES AND PERMITS

No student may be in the halls during class time without a pass signed by his/her teacher.

CLOSED CAMPUS/AFTER SCHOOL PICKUPS

Students are not permitted to leave school grounds, regardless of age, at any time during the day without legal permission. If a student has a legal reason to leave, regardless of age, he/she **must sign out**. The parking lot is off limits to students during the school day.

Friends and others bringing students to school are to depart promptly. Sitting in the parking lot is not acceptable.

Friends and other visitors will not be permitted to drive around the school or through the parking lots before school or at any time during the school day.

Parents and others picking students up at the end of school are to avoid the bus loading area. The campus may be exited more easily if pickups are made in the greenhouse parking lot.

Students who drive to school are not allowed to sign other students out or remove them from school grounds in their vehicle.

PHONE CALLS

A student needing to make a phone call because of illness **must** make that call from the office. This includes long distance calls at no cost. Permission **must** be secured from the **nurse before** a student uses the phone. All other calls are to be made from the pay phone during non-class times.

PHONE MESSAGES WILL BE DELIVERED **ONLY** FOR **EMERGENCY** CALLS.

The use of cell-phones is strictly prohibited during normal opening hours (7:30-3:30). Refer to page 13 for consequences.

CELL PHONES

Roane County High School prohibits the use of cell phones, pagers, iPods, ect. at school. The school shall not be responsible for such items in cases where they are lost, stolen, or damaged. Cell phones, pagers and other electronic devices are to remain turned off during the school day. Such devices should be kept out of sight in lockers, backpacks, purses or pockets. Any use of these electronic devices during the instructional school day shall be considered a disciplinary violation. Cell phone "use" refers to not only making and/or receiving calls, but also using the phone for any other purpose. **At no time shall students use cell phones to take photographs during the school day.** Students may NOT use their phone during the lunch hour.

- The first infraction with results in 5 days noon detention and the confiscation of the device. The parent must come in and retrieve the device.
- The second infraction will result in two days OSS, loss of the privilege to carry the device, and confiscation of the device. The parents must come in and retrieve the device.

Any students who refuses to relinquish his or her cell phone, pager, etc. will be considered insubordinate. This is a Level III violation and will result in out-of-school suspension for up to 10 days. Any student who uses a cell phone for any illegal purpose will be prohibited from having a cell phone at school.

Any student who is found to be guilty of using an electronic recording device to record a fight, sexually related material or anything otherwise deemed improper will be subject to discipline for level II violations. This could warrant a suspension of up to 10 days

SIGN OUT PROCEDURE

To leave the campus at any time during the school day, a student (regardless of age) must obtain permission from the school administration and must be properly signed out at the office or library. Failure to obtain permission from the administration and/or follow sign-out procedures is a disciplinary violation, subject to consequences.

To receive permission to sign out, **prior to first period** a student must use the Sign-In/Out Form.

- All notes will be verified by calling a parent/guardian.
- Only those students with doctor or dental appointments verified with an appointment slip or verification from the attendance director will be allowed to sign out without parent/ guardian present.
- Students who become ill can only sign out with parent/guardian permission. Illness must be verified by health nurse or administrator.
- All other reasons for signing out: a parent/guardian must come into the attendance office and sign the student out.
- For legal purposes only those adults on the student's emergency card can sign out the student.

If the early departure cannot be verified by phone, it will not be approved. Permission will be granted only for legitimate reasons. Students should arrange work schedules with their employers to respect class time until 3:15 p.m. Early departures will NOT be approved for students to go to work, get their car inspected, purchase items, haircuts, nail appointments, etc. Parents picking up the students should come to the office to sign out the student. Students who become ill must report to the office, call parents from the office, and obtain permission to sign-out. Your parent MUST talk to office staff BEFORE you leave RCHS, or you will be assigned a consequence for leaving without permission. Students who leave campus without SCHOOL permission will be considered skipping school.

ROANE COUNTY HIGH SCHOOL

SIGN-IN/SIGN-OUT FORM

I, _____ give _____
PARENT/GUARDIAN NAME STUDENT NAME

Permission to SIGN-IN () or SIGN-OUT () on

DATE

at _____ a.m. _____ p.m.

For (reason) _____

Special Instruction/Comments:

PARENT/GUARDIAN SIGNATURE

HOME NUMBER

CELL PHONE

WORK NUMBER

VERIFIED BY _____

STUDENT EDUCATIONAL LEAVE

Permission sheets titled "Student Educational Leave" may be obtained from Mrs. Rue-diger. As a matter of Board Policy, Leaves of Educational Value may be excused by the school under the following conditions:

- (1) Prior approval by all student's teachers.
- (2) Prior submission and approval of educational plan detailing objectives and activities.
- (3) Leave not to exceed 5 days—verification of implementation of the education plan upon student's return.
- (4) The Principal is the last person to approve the leave.
- (5) Leave to extend more than 5 days requires county board approval.

Leave for the sole purpose of hunting/recreation or vacation will **not** be approved.

STUDENT PARKING

Student's personal vehicles are permitted on campus provided they follow regulations and pay a \$10.00 fee:

- Obtain permission by registering the vehicle with the office. Display the parking permit provided.
- Obey all parking and traffic rules established by the school administration.
- No reckless driving, speeding, revving of engine, or squealing tires on school property.
- Park only in the assigned parking space.
- Arrive on time for the start of school (4 tardies will result in suspension of driving privilege).
- Comply with early departure regulations (driving privileges will be revoked if you transport another student off school property).
- Enter building as soon as the vehicle is parked (parking lot is off-limits until the students departs).
- Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
- The parking fee is non-refundable, and the permit is non-transferable. No parking permit will be issued until all financial obligations from the previous year have been taken care of.
- Students who violate the school policy pertaining to student driving and parking are subject to having their vehicle towed and loss of privileges. Vehicles without a permit are subject to being towed at the expense of the owner.

Students with parking privileges will be reviewed every grading period to assure that they are meeting the original criteria:

- 2.0 GPA
- No "F" in any class
- No suspensions (ALC or OSS) or no more than two level I violations/ one level II violation
- No more than 4 cumulative tardies

PARENTAL DROP

Parents who transport their child/children to school are required to drop them off at the side entrance of the building located on the right side of the school. This entrance is marked by a road sign labeled "student drop-off" that is located at the side road that separates the athletic parking lot from the school. As you go around the front of the school just continue straight toward the football access road. The reason for this is to abate congestion in front of the school allowing buses to easily arrive and drop students off. When the child/children are dropped off, proceed around the building and exit from the greenhouse parking lot. Your anticipated cooperation will be greatly appreciated.

VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. Visitors are not allowed at school between 11:13 A.M. and 12:03 P.M. To enter the school, go to the set of doors located on the left side of the flagpole, ring the buzzer and then present appropriate identification. Upon school personnel verification, the front door will be released and the visitor must register in the main office. Parents are always welcome.

ASSEMBLY PROGRAMS

Student Assembly programs are educational in nature. Therefore, proper student conduct and control is required. Each student is to understand that his/her action in a group setting must not undermine the programs or the rights of their fellow students to view the programs.

1. Students are to move directly to the auditorium and not linger in hallways causing program delays.
2. Courteous behavior is expected throughout the assembly program.
3. Students who misbehave will be removed promptly from the program. Disciplinary action may result.
4. Students are not allowed to leave until the program is ended.
5. Late-comers will be denied entry.
6. Any student who is told to change his/her seat must comply immediately without disruption
7. Students with 1-5 behavior intervention forms will not be allowed to attend student assembly programs.

SENIOR SKIP DAY

Roane County High School strictly prohibits the organization of any type of "skip day," senior or otherwise. We in no way sanction, condone, or support illegal absence or any RCHS student, and school funds will not be authorized to support such an event. Students who participate will be considered truant.

PROM

Roane County High School students (Grades 11-12) having 13 credits or more may attend the prom. Students placed in the ALC or students under any suspension cannot attend prom. A student who has been absent for the entire day of school prior to the prom will not be permitted to attend. A student in grades 11 or 12 may invite a student in grades 9 and 10 or graduates under the age of 21 as his/her date to the prom.

GENERAL RULES FOR ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS AND CHEERLEADING

1-0-0 A student must be a bonafide student of the school, enrolled on or before the tenth day of the semester.

2-0-0 A student is ineligible whose nineteenth birthday occurs before September 1. The student must furnish a birth certificate before participating in any sport.

3-5-0 A student who is ineligible shall not be permitted to practice with the school's athletic teams.

6-0-0 A student may become eligible at the end of a semester by having a C average in that grading period. A student may practice two weeks prior to the end of the semester if the coach establishes in writing that the student has a C average at that time.

12-0-0 If a student plays with another team not connected with the school, he is ineligible for further participation upon his school team for that reason in that particular sport.

14-0-1 Students may not accept awards for athletic competition which are not approved by the Secondary Activities Commission.

15-0-8 A student must assume responsibility for keeping his amateur standing above suspicion.

Questions involving eligibility of students should be directed to the athletic director. A question exists as to the propriety of participating in any athletic event outside the school program for those persons wishing to remain eligible for interscholastic sport.

ATHLETIC TEAM PHYSICAL EXAMINATION, PARENTAL PERMISSION AND VERIFICATION OF INSURANCE

A student shall not be permitted to engage in interscholastic practice or participate in an interscholastic contest until that student has filed with the Principal a completed Athletic Participation Parental Consent/Physician's Certificate Form. This form, a document prescribed by the West Virginia Secondary School Activities Commission, must be signed by all parties: student, parent(s), and physician. Consent and approval for sport(s) in which a student is requesting participation must be approved by both parent and physician. A physical examination must be given no earlier than June 1 for an upcoming year.

Before a student athlete may participate in an interscholastic sport with Roane County Schools, he or she must provide documentation that he or she has secured adequate health and/or accident insurance. Written parental verification assuming the responsibility for possession of adequate insurance for participation in interscholastic sports will be required. Students lacking adequate insurance may purchase it through Roane County Schools.

The student's parent/guardian(s) will be responsible for the cost of such insurance, except when a confidential written appeal is made to the student's home school Athletic Program to apply for financial assistance, due to extenuating family economic hardship. Where verified cases of economic hardship exist, it will be at the discretion of the home school's Athletic Department to recommend financial aid for insurance. Consideration of these requests will be based upon individual student needs, and upon the limited school resources available when the request is made. The school is under no obligation for the purchase of individual student insurance policies.

In the event of accident and/or student injury during participation in varsity sports, Principals should instruct appropriate coaches to provide supportive documentation to the School Administration regarding any potential insurance claim for an injury sustained by a player within twenty-four (24) hours of the mishap. Such documentation should also be made available for appropriate parents and/or insurance carriers, with parental/guardian consent, in a timely manner to expedite the processing of legitimate claims.

CLUBS

Students may join more than one club while in high school. Club participation is vital in learning to work with others to accomplish goals. Each club must have a written purpose; have at least three officers—President, Secretary/Treasurer and Reporter; meet no fewer than two times per term to be recognized in the yearbook; have at least twelve members per sponsor; have activities each year and be approved by the principal.

Club meetings will be held on Wednesdays, Thursdays and Fridays by the sponsor during the sponsor's lunch period

INITIATIONS

Hazing of students or initiation practices will not be permitted by any school organization or team.

STUDENT ACCIDENT INSURANCE

Supplemental medical insurance is available to families to cover students during the school day. This insurance is available at the beginning of each school year and is reasonably priced. Students receive a take home brochure in Advisor/Advisee Period, the first day of school, that must be completed and returned to their Advisor, if they intend to participate. We strongly recommend this insurance, especially if the family does not have comprehensive medical coverage. Twenty-four hour medical coverage is also available at a higher cost.

Neither Roane County High School nor the Roane County Board of Education is responsible for paying medical costs or other related costs for accidents which cause injury to students during the school day.

FIRE DRILL PROCEDURE

1. Students will follow designated exit instructions, keep in single file, walk (not run), refrain from talking, and proceed to at least 100 feet from point of exit and go directly to the area designated by the teacher.
2. The teacher should be the last one out of the room, take the gradebook, laminated flash cards and keys, close the door, and remain with his/her group.
3. The teacher will take attendance once the group has reached its proper distance from the building.
4. When the all-clear is sounded, all will return to their classrooms in the same orderly fashion.

NOTE: Fire drills are very important and serious exercises which may save your life. You are expected to act accordingly. One fire drill per month has been pre-scheduled.

LEGAL NOTICES TO PARENTS AND STUDENTS

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Roane County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Doris Weekley, Title IX Coordinator, Roane County Board of Education, P.O. Box 609, Spencer, West Virginia, 927-6400; to Doris Weekley, Section 504 Coordinator, Roane County Board of Education, P.O. Box 609, Spencer, West Virginia, 927-6400; to the Elimination of Sex Discrimination Program Coordinator, 348-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, 215-596-6795.

ASBESTOS AWARENESS

Roane County High School contains no asbestos.

AIDS INFORMATION

“Parents may review materials to be used for instruction related to AIDS and other sexually transmitted diseases and may have the child exempt from that portion of the curriculum by providing written notice to the principal.” SB14 (18-2-9)

HARASSMENT

Harassment is unwelcome or unwanted behavior that makes one feel afraid, ashamed, embarrassed, angry, unsafe or upsets one to the point that he/she can't learn. This is illegal under Title IX of the Education Amendment of 1972 for students and employees.

Harassment is illegal and exerting one's power over another person is prohibited. It also includes: forcing yourself on someone who does not want your attention, getting gratification at another person's expense, abusing power over another person and violating another person's rights.

Harassing behaviors include but are not limited to: rumors; name calling; touching; grabbing; pinching; inappropriate comments about one's body; dirty stories or jokes; dehumanizing graffiti; threats; demands; suggestive or obscene letters or notes; overly personal conversation; display of suggestive pictures, cartoons or objects; and assault or attempted assault.

Any student or employee having such problem or a complaint should notify a guidance counselor or an administrator as soon as possible.

AWARDS AND SCHOLARSHIPS

The Guidance Department keeps a listing of currently available scholarship information. Students may come in each week and review new updates. Local scholarship applications will be received in the spring. The number of awards and scholarships available are greater than the space to list them. Thus, students and parents are urged to maintain close contact with the Guidance Department throughout the year. Parents are urged to be cautious of any profit making organizations attempting to sell books recognizing students such as Who's Who, Outstanding Names, Faces, etc. or costly scholarship searches.

ACADEMIC LETTERS

Students who carry a 3.70 GPA for each of the first three nine weeks grading periods of the current school year will achieve an academic letter. Note: Taking college classes or serving as an Office Assistant may affect a student's ability to achieve an academic letter.

Partners in Education with ROTARY CLUB OF SPENCER

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Parents may request that their child be excused from reading subjects they find objectionable on religious, moral, or other reasonable grounds. Other assignments will be made to replace the objectionable material.

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WELCOME TO YOUR DRUG-FREE SCHOOL

Under the Drug-Free Schools and Communities Act, schools have particular rights and responsibilities. So do you.

Your School:

- has the right to tell you that you can't bring in, use, or distribute illegal drugs or alcohol on school premises or as part of any school activities.
- has the right to explain that drug and alcohol use is wrong and harmful.
- has the responsibility to tell you what help is available in combatting drug or alcohol problems.
- has the responsibility to explain which disciplinary actions will be taken for drug and alcohol violations. Discipline can include prosecution for illegal acts, as well as expulsion for students and loss of jobs for school employees.
- has the responsibility to give you — students, employees, and parents of students — a written copy of our school Policies, which are included in this handbook.

Students and Staff:

- have the responsibility to follow school regulations and policies concerning the possession, use, or distribution of drugs and alcohol on school property or as part of any school activity.
- have the right to participate in drug and alcohol education and prevention programs.
- keeping your school drug and alcohol-free is not just good sense. It's the law. Your school must now be totally free of unlawful drugs and alcohol. The law requires our school to make you aware of the dangers of drugs and alcohol in school. Drugs and alcohol harm not only the person who takes them, but everyone in the school community.

Drugs and Alcohol:

- interfere with how your brain uses information. This makes it difficult for you to learn and causes failure at school.
- distort what you see, hear, and even feel. This makes you not fully in control of your actions. You may harm yourself or others.
- make you feel you are doing your best, even when your actual performance is really poor.
- cause crime at school, including theft of your personal belongings to pay for someone else's drug habit. Leave you with a criminal record, spoiling your chances for the future.

CENTER FOR THE ADVANCEMENT OF YOUTH AND COMMUNITIES

The Center for the Advancement of Youth and Communities is made up of concerned parents, citizens, business leaders, ministers, students and school personnel throughout Roane County. Its mission is to identify risk and protective factors related to drugs, alcohol and violence. The Center meets monthly, bringing together mutual concerns. It acts as the catalyst and the clearinghouse of vital information to move Roane County toward a more healthy lifestyle, while reducing many negative addictions. Contact your School Principal or the Roane County Board of Education Office for additional information.

This handbook was funded in part by a Safe and Drug-Free Schools grant.

Printed by Spencer Newspapers Inc., 2010