

MISSION STATEMENT

The mission of Doddridge County High School is to achieve the highest expectations for all and to create a collaborative community of independent life-long learners and leaders of the 21st century.

DODDRIDGE COUNTY HIGH SCHOOL GOALS

- DCHS will provide high quality curriculum, instruction, and assessment to meet the students' needs and to allow them to succeed academically.
- All DCHS students will develop a healthy and safe learning community that involves parents and the community.

COVID

Due to the unpredictable times we are all facing, any portion of this Student Handbook is subject to revision to meet any future guidelines as they arise.

SCHOOL STAFF

Mrs. Katrina White, Principal
Mrs. Karla Ezell, Assistant Principal
Miss Samantha Bailey, County Math Specialist
Mr. Tim Curtis, Options Instructor
Mrs. Faith Ball, Financial Secretary
Mrs. Annette Benson, Prostart and Foods Instructor
Mrs. Kim Britton, Business Education Instructor
Miss Jessica Berkey Spanish Instructor
Mr. Greg Bonnell, Athletic Director
Mr. Bobby Burnside, Math and Science Instructor
Mr. David Burnside, Social Studies and Science Instructor
Mrs. Emily Burnside, School Nurse
Mr. Paul Burnside, Math Instructor
Mr. Greg Carroll, Head Custodian
Mr. Chris Coffman, Social Studies Instructor
Mrs. Christie Curran, English Instructor
Mrs. Shaylynn Dabbs, Music Instructor
Mrs. Amber Davis, Art Instructor
Mrs. Courtney Dean, Cook
Mr. Jonathan Gaston, Social Studies Instructor
Miss Cassie Hayes, Library Media Specialist
Mrs. Pam Heater, Classroom Aide
Mrs. Debbie Hileman, School Nurse
Mr. Daniel Higgs, STEM Instructor
Mr. Chris Hilvers, Science Instructor
Mrs. Libby Jarom, TIS
Mrs. Lucretia Kelley, Classroom Aide
Mrs. Sandra Kimball, Social Studies Instructor
Mr. Jeff King, CTE Instructor- HVAC/Plumbing
Mrs. Kaylee Kirkpatrick, English Instructor
Mr. Clayton Lagasse, Math, History and English Instructor
Mr. Grady Lamb, Science Instructor
Mr. Trevor McKinney, Custodian

Mrs. Teresa McCauley, Science and Math Instructor

Mrs. Mona Mayle, Counselor

Mr. Ray Mayle, Math Instructor

Mr. David Mires, Social Studies Instructor

Mrs. Laura Lee Modesitt, Social Studies Instructor

Mrs. Denise Moore, Cook

Mrs. Sami Nutter, English Instructor

Mr. Dennis Powell, II CTE Instructor- Diesel Mechanic

Mr. Jacob Rabel, Agriculture Science Instructor

Mr. Rich Roberts, Health, Driver's Education, Physical Education Instructor

Mr. Scott Robey, Physical Education and Driver's Education Instructor

Mr. Jeremy Ross, Business/Computers Instructor

Mrs. Tara Smith, Head Cook

Mrs. Dareth Swentzel, Science Instructor

Miss Brittany Sypolt, Math Instructor

Mrs. Tina Towner, Secretary

Mrs. Sarah Totten, English Instructor

Mrs. Rhonda Travis, English Instructor

Mrs. Mary Wilson, Custodian

Mr. Alan Wilson, Custodian

Mrs. Marcie Yeater, Math Instructor

Mrs. Shauntel Yerkey, Cook

ALMA MATER

Doddridge is our Alma Mater
Of which we are proud
We will always cherish and honor
With every head bowed,
Dear old Doddridge County High School
May it ever stand
In our hearts the greatest high school
Greatest in the land!

DODDRIDGE COUNTY HIGH SCHOOL PLEDGE

As a Doddridge County High School Bulldog,
I pledge to always proudly display
The great "Bulldog Pride" in all that I do.
As a Bulldog, I will constantly strive to promote
Bulldog Pride in
My academics, athletics, and community.
GO BULLDOGS !!!

ACADEMIC AWARDS

Valedictorian

Highest Grade Point Average at the end of the 8th semester will be honored with this highest award. (They will receive a medal to wear at the graduation ceremony.)

Salutatorian

Student/s with the next highest grade point average at the end of the 8th semester after the Valedictorian/s will be awarded the honor of Salutatorian.

High Point Award (Certificate)

Students in the 11th, 10th, and 9th grades who have maintained a 4.0 grade point average for their entire school career will be given the High Point award.

Continuous 4.0 Honor Roll Award

Students who have maintained a 4.0 grade point average for five consecutive grading periods will be awarded a plaque for continuous 4.0 honor roll award.

Scholastic Letter Award

Students who have maintained a grade point average of 3.5 to 4.0 for five consecutive grading periods will receive a certificate along with a letter or lamp of knowledge pin. (Letter and/or Pin and Certificate).

Certificate of Merit (Certificate)

Students who have maintained a grade point average of 3.2 to 3.49 for five consecutive grading periods will receive a certificate.

Scholar Athlete (Plaque)

Students who meet the following criteria will receive a plaque for Scholar Athlete: (1) Must have played at least two sports during the school year; and (2) Must have had a cumulative grade point average of 3.5 or above.

ATHLETIC/NCAA CLEARING HOUSE ELIGIBILITY

It is the responsibility of the student to apply for NCAA eligibility.

The NCAA Clearinghouse determines which of our school's core courses meet requirements for a student athlete's initial eligibility as a freshman at an NCAA Division I or Division II college or university. Any student planning to participate in college/university athletics after high school should pay particular attention to following the NCAA eligibility standards throughout high school. Website: <http://www.ncaa.org> or <http://ncaaclearinghouseeligibilitycenter.org> . Contact Mr. Bonnell for a copy.

ASSEMBLY COURTESY

Students are expected to arrive into the assembly area quietly and go to front of the auditorium to fill in all seats from the front toward the rear. All students are to be courteous and attentive during all assembly programs. Visitors to our school deserve our respect. Misbehavior

of any kind will result in normal discipline procedures. A record of courteous conduct is considered the prerequisite for attendance to assemblies. Students are not to bring **ANY** items to the auditorium unless otherwise instructed.

DODDRIDGE COUNTY AND DCHS ACCEPTABLE USE POLICY

All students must get parent/guardian signature on their Acceptable Use Policy form and return to his or her homeroom teacher. This form will be sent home the first week of school and must be returned as soon as possible. Students are not permitted to use the Internet until the form is returned. The policy may be seen at the school website.

(http://www.dcschools.us/doddridgecountyhighschool_home.aspx)

ATTENDANCE POLICY

When a student has been absent for any reason, the student must bring a note from home when returning to school. The note may also be emailed to kezell@k12.wv.us or ttowner@k12.wv.us. The note must include:

- *student's name and student ID number
- *grade
- *date (s) of absence
- *reason(s) for absence
- *signature of parent or guardian (or from parent email)
- *current date

SAMPLE NOTE

Please excuse Bill Smith, #3046, Grade 9 for Sept. 4 & 5, 2018.

He came home at 1:30 on Sept 4 due to the flu.

PARENT SIGNATURE – Current Date

If a student has excessive absences, more than five (5) days per semester or more than three (3) consecutive days, an excuse signed by a physician or the school nurse is **REQUIRED** for further absences to be **EXCUSED**. (WV Code 18-8-1, Section 4.2) You may also find an electronic form on dcschools.us that you can submit to the email addresses above.

ABSENCE IS EXCUSABLE FOR SPECIFIC REASONS

WV Code 18-8-1, Section 4.2 or page 11 of the County's Attendance Policy permits students to be excused from school for:

- a. Illnesses or injury of student with written verification from doctor.
- b. Medical or dental appointment with written verification from doctor.
- c. Illness of student verified by parent/guardian not to exceed 5 days per semester.
- d. Serious illness or death in the immediate family of the student including grandparents.
- e. Calamity such as flood, fire, or family emergency.
- f. Observances of regular church ordinances
- g. Medical or legal obligation with verification.
- h. Leave of educational value with **PRIOR** approval of the school administrator; more than 10 days need Board approval (*Only if requirements for educational leave are met.*)
- i. School approved extra-curricular or curricular event.
- j. Failure of a bus to run because of hazardous conditions with written verification.

ABSENCE FOR OTHER REASONS CANNOT BE EXCUSED

Any absence not meeting the above requirements shall be considered an UNEXCUSED ABSENCE (WV Code 18-8-1). Absences such as out of school suspension, truancy, hunting, fishing, family vacations, working in or away from the home, car trouble, babysitting, oversleeping, driver's examinations, or missing the bus are considered UNEXCUSED.

ABSENCE REASONS FOR EXEMPTION FROM END OF SEMESTER EXAMS

Students are exempt from all semester exams if they miss **5** or fewer days from school in a semester. Often other events will cause a student to miss a few more days due to circumstances beyond the student's control. Listed are reasons that would be acceptable:

- Extracurricular activities
- Military (yourself and/or immediate family only)
- Legal
- Hazardous conditions if a student's bus does not run its route.
- **College Visitation** (2 days- unless prior approval and arrangements have been made with the DCHS administration) for college visits per year for juniors and seniors, the student must have verification from the college.
- Non-elective surgeries or hospitalizations
- Death in the immediate family

Only an administrator can exempt a student from taking a semester exam.

Explanation of Semester Exams

All students will be taking the semester exams for all classes in which they miss 6 or more days. The end of the semester exam will be based upon the information provided during the semester and will count as 1/7 of the student's grade. Split block class exams will count as 1/14 of the grade. Any student who has an "F" average for the semester will forfeit their rights to be exempt from semester exam regardless of their attendance.

If, however, the student chooses not to take the required semester exam, then the semester exam will count as 1/4 of their semester grade. Students who miss or are absent during any of the exams shall be required to make up these exams after school hours.

Students taking college classes will take their exam as scheduled by the college and therefore are exempt from semester exams.

***** Note: Students who miss 15 minutes or more from any class will be considered absent for that class.**

ACADEMIC DISHONESTY

Academic dishonesty may be defined as follows:

- a. Plagiarism – the copying of another student's work or that of a published work.
- b. Direct copying from another student's test or quiz in class.
- c. The use of notes or concealed answers in class during an exam.

- d. The borrowing of previously submitted work (research papers, book reviews, notebooks, etc.) for resubmission under another name.
- e. Theft of a test or exam from a teacher's classroom.
- f. The submission of another individual's project. (Ex. Shop project, senior project, collections, etc.)
- g. Any form of academic dishonesty in a dual-credit college course shall be withdrawn from the college part of the course resulting in an "F" for the college portion of the course.

Any form of cheating or academic dishonesty will not be tolerated. Consequences may include loss of credit for the assignment, noon detention, or after school detention, etc.

ACADEMIC STATUS REPORTS

We, the Doddridge County High School staff, stress academic excellence and want to involve teachers, students, and parents in this effort. Every three weeks the principal receives a report from every classroom teacher on the academic status of every student. In most cases, students are doing well academically. However, we do have students from time to time who struggle. These students' parents/guardian(s) will be notified by the principal either by a letter via the USPS and /or a telephone call from the School Messenger System, and/or a call from one of the school counselors when a student's academic achievement falls below a "D" average. Students failing to meet course requirements for passing may be assigned noon tutoring or after-school tutoring in an attempt to help the student become successful in the course that he/she may be struggling.

Our goal is to help these students improve their academic status themselves, and to work together with their parent/guardian to help improve their academic status. You are encouraged to contact your student's classroom teachers and/or the counselor about their academic progress.

ATTENDANCE AND MOTOR VEHICLE LICENSING PRIVILEGE

The entire attendance policy can be viewed on the county's website:
<http://www.dcschools.us>.

Any student at least fifteen but less than eighteen years of age who is properly enrolled and is making satisfactory progress in school may apply for a Driver's Eligibility Certificate. Application/Proof of Enrollment forms for a driver's license may be obtained in the school office. This form takes approximately a week to process and is returned to the school. Students are responsible for obtaining the form from the office either before or after school or during lunch.

AUTHORITY OF TEACHERS AND OTHER SCHOOL PERSONNEL

A teacher or bus driver may exclude any student from a classroom or bus if they are guilty of disorderly conduct, interfere with the orderly educational process, willfully disobey a school employee, or use profane or abusive language toward a school employee. When a teacher excludes a student three (3) times in a school year, he or she must contact the parent(s) via telephone to setup a conference to have the student readmitted to the classroom. The conference shall include the student, teacher, principal or assistant, a counselor, and the parent/guardian of the disruptive student.

A principal must suspend and recommend a twelve (12) month expulsion for any student who: possesses a firearm or other dangerous or deadly weapon, physically assaults a school employee, or sells narcotic drugs on the school grounds or at a school sponsored function.

Principals must immediately suspend any student who commits an act that constitutes a felony or possesses any controlled substance. Principals may suspend any student who: threatens to injure or injures a pupil or school employee, is guilty of willful disobedience, uses profane or abusive language toward a school employee, defaces school property, participates in a fight, or violates school rules.

BOOK BAGS/BACK PACKS/BACK PURSES

For school safety reasons, book bags, backpacks, and/or back purses of any kind are not permitted throughout the school or in classrooms during the school day. These items must be stored in lockers prior to first block or in the sports room in the athletic wing.

BULLDOG PRIDE PROGRAM

Doddridge County High School provides students food on the weekends and during holidays if requested by the student or parent. If you are interested in having a supplemental bag of non-perishable food being sent home on weekends with your son or daughter, please contact one of our school counselors, Mrs. Mayle

BULLYING, HARASSMENT, AND/OR INTIMIDATION

“Bullying, cyber-bullying, harassment, or intimidation” means any intentional gesture; any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know that it will have the effect of any one or more of the following: (a) physically harming a student; (b) damaging a student’s property; (c) placing a student in reasonable fear of harm to his or her person; or (d) placing a student in reasonable fear of damage to his or her property; or 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school. As used in this policy “electronic act communication, transmission or threat” includes but is not limited to one which is administered via telephone, wireless phone, computer, page or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email, or text message using any such device.

CELL PHONES or Other Digital Devices

Cell phones in today’s society are an important connection between family members; however, at school the need for cell phones is lessened. Students who bring cell phones to school must adhere to the policy to retain this privilege.

When teachers, administrators, or other school personnel see, hear, or observe cell phones, they will request the student’s phone. The cell phone will be sent to the office.

1. On the first offense, student shall receive one day of lunch detention and the device will remain in the office until the end of the day.
2. On the second offense, student shall receive three days of lunch detention and the device will remain in the office until the end of the day.
3. On the third offense, student shall receive one day of After-School Detention and the device will remain in the office until the end of the day.
4. Students are responsible for their own cell phones and the use of that cell phone.
5. Cell phones need to be turned off and stored in the lockers daily.

6. All cell phones can be searched by the administration when there is a reasonable cause.

ELECTRONIC DEVICES

The school is NOT responsible for theft or damage of items brought to school.

Personal laptops, IPADS, Air Pods, personal jump drives, and IPODS, etc. are not permitted in the classroom at any time. Electronic devices including but not exclusive to electronic games, MP3 players, TVs, cell phones are not permitted during the regular school day or at lunch. Students must turn their cell phones off and store them in their lockers. Students are not permitted to have laser pointers on school property or school buses. All student electronics, if brought to school, must be turned off during school hours and left in lockers or vehicles. If devices are found on the student, staff will confiscate them and turn them into the office. All electronic devices can be searched by the administration when there is a reasonable cause. IPods, IPads, etc. that are being used to text through the school network will be treated as cell phones for discipline purposes.

CLASSIFICATION OF STUDENTS

- 0-5.5 credits = Freshmen
- 6.0 – 12.5 credits= Sophomore
- 13.0–18.5 credits = Junior
- 19+ credits = Senior

CLOSED CAMPUS

West Virginia state law dictates complete school responsibility for student supervision for the entire length of the school day. To adequately provide that supervision, it is necessary to restrict students to the school campus for the duration of the day. No food may be delivered to the school for students unless a parent brings it to the office to be delivered. Students are not permitted to order food for breakfast or lunch during the school day for delivery to the school.

Students who drive to school and leave the Doddridge County High School Campus without permission shall have their parking permits revoked for a period of time as well as other disciplinary actions according to the DCHS Behavior Policy.

COLLEGE COURSES

The grading scale will be determined by the institution through which the credit is granted. (See appendix for more information)

- Seniors may be excused for one or more instructional periods in order to take three hours of college credit per semester.
- Seniors may be excused second semester if they have been accepted by a college or university as a full-time student.

CONDUCT

Display of affection in public is considered in poor taste as is clothing that is offensive to anyone. Respect and courtesy are due parents, teachers, public officials, all other adults, and all other students. Rights of people regarding public and private property should be respected. Do not damage or use private or public property without permission.

Profanity, stealing, cheating, littering, forgery, impudence, boastfulness, and other types of obnoxious conduct are low standards of behavior and every effort will be made to eliminate them. Poor conduct may result in disciplinary actions in accordance with school, county, and state policies.

COURSE CHANGES

A request for a schedule change is made through the Guidance Office, according to the following guidelines:

- Student was placed in an incorrect course level or an error was made in scheduling.
- A physician has certified the student is not able to meet the course requirements.
- Changes will be made only during the **first three (3) days of each semester**.
- The replacement course must have available space.
- If a teacher requests or recommends a schedule change, it will be considered after other variables are reviewed.

The administrators will evaluate changes on an individual basis. A schedule change will only be considered when: A student is obviously misplaced, i.e., verified by test scores or teacher. A student requesting a course change must have both the course teacher from where they are leaving and the course teacher to where they are changing sign the "Teacher Course Change Permission Form".

COURSES AVAILABLE

See high school courses available at the back of handbook Appendix A. For college courses offered based upon enrollment, see Appendix B.

COURSES OFF-CAMPUS

There are some students who are permitted to attend an off-campus course at one of the local colleges/universities. These students must meet the established criteria for taking off-campus courses. Interested students can check with a DCHS counselor for more information.

Students that attend these courses must sign out and go to their classes at their specified locations. In addition, students are not permitted to be at DCHS when these courses are meeting due to college/university differences in school year calendar or events.

COVID RE-ENTRY

Please visit dcschools.us and select the COVID link to view guidelines.

DATES FOR TESTING

DLM 9-11 - TBA

SAT School Day Test – October 14 2020 and April 2021

ACT College Admissions

Test Dates

September 13 and 19
October 10, 17, 24, 25
December 12
February 6, 2021
April 17, 2021
June 12, 2021
July 17, 2021

NAEP Testing –TBA

SAT and Subject Tests (See Counselor for Registration deadlines)

September 26, 2020
October 3, 2020
November 7, 2020
December 5, 2020
March 13, 2021
May 8, 2021
June 5, 2021

SAT School Day PSAT April 2021

PSAT For National Merit Scholarship qualification NMSQT October 2020

AP Advanced Placement Testing Grades 9-12 May 2021

DEFINITION of TERMS

Block: An 18-week course resulting in the awarding of one credit.

Displays of Affection: Any physical contact outside of a casual hug of greeting. No kissing or hand holding.

Disturbance: A minor interference of short duration.

Disruption: A disorder, which interrupts the school environment and requires active intervention by staff.

Full-Time Student: A student who carries 3 credits per semester.

Grade Reports: Will be issued every 6 weeks to students. Students falling below a “C” average in a course will have parents notified at midterm as well.

Harassment: When a student creates a hostile school environment for other students by his/her actions.

Horizontal Block: 36-week course resulting in the awarding of one credit.

Look-Alike Drugs: Any item (capsule, pill, tablet, powder, or unauthorized substance) that has a close resemblance in appearance to illegal drug or controlled substance for which a valid prescription does not exist for the student and is possessed by, furnished to, or used by a student without prior approval by an administrator. The use, possession, or sale of such an item may be considered a violation of Level IV.

Term: 90 days or one half of the school year (often called semester)

Threat: Expression of intent to do harm.

Unauthorized Areas: Loitering outside the building before, during or after school is prohibited. Students are not permitted to be in any classrooms prior to 7:50 A.M. Students are not permitted to loiter in the stairwell or doorways at any time.

DETENTION (Noon)

Students are assigned Noon Detention for minor infractions of school/county policies. Lunch time detention will be one hour each day. Students assigned noon detention will serve the full hour. Students will eat their lunches in detention.

Rules for lunch detention:

1. Be on time – within three minutes after the dismissal for lunch bell rings.
Students must bring assignments or a textbook.
2. No talking
3. Remain seated in assigned seat
4. No talking in the hallway or in the lunch room
5. Be cooperative
6. Do not be disruptive
7. Complete the DCHS Detention Progress Form
*** If any of the above requirements are not being met, students will receive at least one additional day of noon detention.

DRESS CODE

Students should dress comfortably according to existing weather conditions and do so in good taste. The student code of conduct stipulates that students' mode of dress must not be detrimental to the educational process. The administration reserves the right to make the final decision of attire acceptable during the school day. Students who are in violation of the dress code will have the opportunity to correct any deficiencies. Students will not be able to attend class in attire that is in violation of the dress code. Students who refuse to comply with administrative requests to change their attire, or students who are in constant conflict with the dress code, will be considered insubordinate and will be discipline accordingly. Students are expected to **use good judgment and common sense** in their selection of clothing. The following guidelines have been established for the comfort and safety of students and the effective operation of the school.

1. Students are not permitted to wear tank tops, tube tops, halter tops, spaghetti straps, short shorts, see-through shirts or shirts that are too short to be tucked in, or clothing accessories that are a safety hazard such as baggy pants, chains, ropes, etc.
2. Students' shorts, skirts, or dresses should be mid-thigh or longer.
3. Students' clothing must keep all undergarments covered at all times. Holes in students' pants must be below the mid-thigh. Students are not permitted to wear pants or leggings that are see-through. If a student chooses to wear leggings then an appropriate article of clothing must be covering the leggings.
4. The wearing of clothing that is overly tight will not be permitted if it is distracting or inappropriate for school.
5. Students are required to wear shoes for health and safety reasons.

6. Students will not wear hats, caps, sunglasses, or other head coverings inside the building.
7. Students are not permitted to wear any clothing that has inappropriate language or patterns, as well as any clothing advertising drugs or alcohol use.
8. Steel-toed boots will not be permitted to be worn during the school day. If students need these for UTC, they will need to carry them and change shoes at UTC or on the bus in route.
9. **Do dress so that what you wear reflects the high expectations that we all have for our students. As a general rule, if you are not certain your clothing is suitable, wear something else.**

NOTE: At all times the school's administration reserves the right to restrict any attire that causes disruption of the educational process. Administration also has the right to consider any current fashion to determine its acceptability for school wear.

Appropriate apparel and shoes must be worn for physical education classes. This apparel is not appropriate for the regular classroom and will not be permitted to be worn outside the physical education classes. When assigned to PE, students are expected to bring a change of clothes to be stored in locked gym lockers and adhere to all rules and safety guidelines for clothing, etc. established by the gym teacher.

DRUGS AND ALCOHOL

Drugs, drug paraphernalia, alcohol, and any other unauthorized substances in any amount are not allowed on school grounds at any time. Students under the influence of drugs, or having drugs on their person or clothing will be considered in violation of Level IV. Students possessing, distributing, or being under the influence of alcohol will be considered in violation of Level III. Being under the influence of alcohol shall include having the odor of alcohol on the breath or the person. Drugs/alcohol found in a locker shall be presumed to be in the possession of the student to whom such locker is assigned. Prescription, non-prescription, dietary supplements, vitamins, tablets, capsules, or powders of any kind will be a violation of Level III and subject to the student being suspended and referred to the Board of Education for expulsion.

DRUG PREVENTION AND SCREENING

Although the Board of Education, administration, and staff desire that every student in Doddridge County Schools refrain from using or possessing illegal drugs, school officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, those who wish to drive and park on school property, those enrolled in a simulated workplace class and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanctions imposed for violations of this policy, include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in interscholastic extra-curricular activities or drive to school. This policy supplements and complements all other policies, rules, and regulations of Doddridge County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Doddridge County Schools campus is a privilege. Students who participate in interscholastic extra-curricular activities are respected by the student body and are representing the school district and the community. Accordingly, these students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

EARLY DISMISSAL

To obtain permission to leave while the school is in session, a student must present a written request from a parent. Only an administrator can excuse a student to leave school early. This note should contain the following information: (1) student's name, (2) the date and time to be excused, (3) the reason for leaving school, (4) parent's signature, (5) telephone number where parent can be reached to verify the request. Students will pick up their dismissal slips from the office and then must sign the sign out sheet before leaving the building. Students **WILL NOT** be permitted to leave school property on a phone call only! Please do not call to ask.

EDUCATIONAL LEAVE

Leaves of educational value in accordance with these stipulations:

- Prior approval of the principal/designee.
- Prior 10 days submission and approval of educational plan detailing objectives and activities.
- Leave not to exceed ten (10) days – verification of implementation of educational plan immediately upon student's return.
- Leave exceeding ten (10) days require prior Doddridge County Board of Education approval.

**Forms available in school office.

ELECTIONS (Student)

Students running for student office or campaigning must comply with the following guidelines:

- Cannot mention any other candidates by name or infer to them in their speeches or campaign advertisements.
- Must have all campaign posters, sign, flyers, etc. approved by the school administrators before posting.
- All campaign slogans etc. must be written in a positive manner.
- Campaign materials are to be placed only on walls not on doors, windows, floors, or ceilings.
- A limit of 15 posters or flyers, etc. may be posted, after approval, within the school for each candidate.
- Any campaign flyers, etc. passed out or posted without first approval of the administration could result in an exclusion of that candidate from the race.

EXCUSE SLIPS

A student who is absent the previous instructional day is to report to the office where a school staff member will be present by 7:45 a.m. to issue an absentee slip. Students arriving after 7:55 a.m. or returning from an appointment during the school day must report to office to sign in, and obtain the appropriate type of slip before reporting to class.

Note: Students will not be permitted back into class without a slip from the office.

FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

FIELD / EXTRA CURRICULAR TRIPS

To participate in any field trip the required permission slips must be turned in; phone calls will not be accepted. Students must return from the activity by the same means in which they arrived unless a written note from parent/guardian, authorizing their child to travel with his/her **parent(s)**, has been submitted. Parents taking students home from an event must personally sign the child out with the person in charge of the sign out sheet. A parent or other adult designated by the parent can assume responsibility for transporting another child only with a written note signed by the parent. This party must sign the student out on the proper forms. This note must be pre-approved and verified before the child leaves the school or the event.

Students **who have 5 or more unexcused absences or currently have an “F” average in a class or according to the discretion of the administration may not be eligible to participate.** Students participating in field/extracurricular trips or activities must be in good academic standing.

Students are not permitted to drive themselves to any out-of-county event. **For day trips, a list of eligible students must be turned to the office 1 week prior to the trip, and overnight trips need to be submitted 2 weeks in advance of the trip.**

Students are not to leave the activity without permission of a Board of Education employee responsible for the supervision of the event, in or out of county.

FIRE DRILLS/EMERGENCY DRILLS

When the fire alarm sounds, quietly exit the building through the closest fire exit as instructed and remain with your class. All students must check in with a teacher if they were not in their scheduled class at the time of the drill.

GRADE SCALE

NON – WEIGHTED AVERAGE			WEIGHTED AVERAGE		
GRADE		QUALITY PTS	GRADE		QUALITY PTS
90 – 100	A	4.0	90-100	A	5.0
80 – 89	B	3.0	80-89	B	4.0
70 – 79	C	2.0	70-79	C	3.0
60 – 69	D	1.0	60-69	D	2.0
0 – 59	F	0	0-59	F	0

County boards of education shall issue weighted grades for Advanced Placement, Agriculture Experience, Dual Credit Courses and International Baccalaureate courses.

GRADUATION CEREMONY

Graduation practice is required for all seniors. Each student is expected to arrive on time to participate and must follow all school rules. All work schedules and appointments should be adjusted accordingly to allow the student to practice the entire ceremony. Students who arrive late will be required to stay additional time to practice.

Dress code for graduation is as follows:

Ladies: A dress or dress shirt with dress slacks or skirt and dress sandals are permitted.

Gentlemen: Dark slacks with a shirt and a tie. No sandals.

For Ladies and Gentlemen: Absolutely NO shorts, jeans, tennis shoes, sneakers, sport shoes, flip-flops, or work boots. **Also, your graduation gown and stole are not to be altered in any way.**

To be eligible to participate in the graduation ceremony students must have completed all of their educational requirements prior to the last day the senior class members are required to attend classes.

GUIDANCE

Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores; help with home, school, or other concerns and peer mediation; or any question the student may feel a need to discuss with the counselor.

While attending Doddridge County Schools, your student may meet with the School Counselors to assist with academics, social and emotional guidance/development as well as behavioral issues if needed throughout the school year. Other staff members whom are an extension of the school counseling program that may have contact with your child include: County Mental Health Coordinator, School Social Worker, County Mental Health Specialist and Behavior Interventionist. As an extension of our school counseling programs, these positions assist Doddridge County students to become the best versions of themselves with a holistic approach.

HOMECOMING

The Homecoming Court shall consist of a queen, two maids of honor, three princesses, escorts, and 1st grade attendants as necessary.

To be eligible, a student must:

1. Be a full-time student at DCHS.
2. Seniors must have completed at least one full year at DCHS.
3. Have a 2.0 GPA.
4. Must not have been retained in grades 9-12.

The senior class is responsible for the selection of three girls from that class to be candidates for Homecoming Queen. The entire student body shall vote for the queen candidates. The girl with the highest number of votes will reign as Queen: the other two shall serve as Maids of Honor.

The name of the Queen will not be announced until half-time during the football game. The principal or assistant principal shall count the votes and ensure that no one else knows who has been selected as queen.

The candidates and princesses shall choose their escorts from the eligible boys in their respective classes. The freshman, sophomore, and junior classes shall each select a princess from among eligible girls in the class. The girls in the court shall wear fall suits, and boys will wear suits with ties or sport coats with ties.

Any first grade children of high school faculty members will be attendants in Homecoming. In the event there are no faculty members with 1st grade children, the senior sponsors will be responsible for the selection of two 1st grade children giving preference to school personnel's children.

THEME: The Senior class shall be responsible for the selection of the Homecoming theme within the first ten (10) school days. Homecoming activities will follow this theme.

Middle school students and adults 21 and over are not permitted to attend the Homecoming Dance. See "Prom" for rules for non-DCHS students.

HOMEWORK

Homework is considered to be an integral part of the educational process and a major portion of a student's grade at DCHS. The overall purpose of homework is to aid in bringing about higher student achievement, successful completion of learning outcomes, and the reinforcement of concepts and skills to be mastered.

Homework serves to:

- reinforce the present day's lesson
- prepare for the next day's lesson
- reinforce acquired skills and develop study habits
- help develop a sense of responsibility
- prepare students to face the demands presented through life
- teach students independent learning
- incorporate available materials and media in the home: books, magazine, newspapers, television.

HONOR CLASSES

DCHS offers a series of Honor classes, designed to provide a more challenging course than the regular course offering. **Honor classes are not weighted classes.**

LATE OR LOST LIBRARY BOOKS

If a student has a late (overdue) library book, detention will be assigned until the book is returned to the library. If the student loses a book, they will be asked to pay for the cost of the

book.

LOCKERS

Each student will be assigned a locker equipped with a school lock. All students are required to maintain the security of their belongings by keeping their lockers locked. The school is not responsible for the security of any personal items brought to school. Students are strongly encouraged NOT to share lockers. *Students are not to place stickers on the inside or outside of their lockers.* Students are responsible for damage to lockers. In accordance with Section VIII of the Student Handbook – Student Rights, lockers may be searched if there is reasonable cause or suspicion.

LOST AND FOUND

If you find an article that appears as if it has been misplaced, please take it to the school office. If you discover that you have lost something, please check in the school office. Articles of clothing are kept for a short time and then donated to charity due to space limitations. More valuable items may be kept for extended periods before they become property of the DC BOE.

MAKE – UP WORK

Recognizing the student's right to make up work missed due to excused or unexcused absences, the following procedures will be observed:

1. It is the responsibility of the student to make arrangements to get assignments on the first day he/she returns.
2. Make – up work and make-up testing will be done at the convenience of the teacher, and with minimal interference to the schedule of the teacher and the class schedule of the student. The teacher, subject to approval of the principal, will establish time limits (minimum of one-day extension per day of absence) with the student when first discussing the make-up work with him or her.
3. The form, length, and due date, as outlined in the attendance policy, of any make – up work or testing is established by the teacher. Make-up tests may differ from the examination(s) missed, but will be a reasonable reflection of the original test.
4. Students are not counted absent for school-related functions; however, they are responsible for work missed during these absences.

***** Note** – All missing assignments must be submitted during the six weeks' period that the assignment was given. Any exceptions to this process must be approved by the classroom teacher.

MEDICATION / ALLERGY CONCERNS

As per state law, schools are not permitted to provide medication of any type other than first aid. Students should take their medication at home when possible. Students who must take medication at school should discuss their situation with the assistant principal or principal and complete the necessary forms. All medication will be kept in the office unless otherwise stated by the physician. **Students are not to provide medicine or pills of any kind to another student or accept medication or pills from another student.** Violation of this policy may result in serious disciplinary action. **Students are not allowed to possess any kind of medicine, pills, or supplements while in school.** Any item that looks like a drug or illegal substance and is furnished, used, sold, or possessed by a student may be considered as the

same violation as having an illegal substance in school and may be referred to the board of education for possible expulsion.

METAL DETECTORS

For the safety of our students and staff, metal detectors are used randomly throughout the school year unannounced and unscheduled. For this process, all students with all of their belongings will pass through the metal detectors. If the detector does not detect anything, the student will then continue on into the school for breakfast or to the bus room. When a student sets the detector off, all of the student's belongings being carried are then searched for the item or items that set the detector off.

NATIONAL HONOR SOCIETY

To be eligible for membership, the candidate must be a member of the sophomore, junior or senior class. Candidates must have been in attendance at Doddridge County High School one year before selection. Candidates shall be evaluated on the basis of service, leadership, and character.

A list of all students who have a **3.4** cumulative grade point average (semester grades only) will be submitted to the council advisor in February. The faculty council (this council is a group of three to five high school faculty members as defined in the National Guidelines for the National Honor Society) will review the list and select from it candidates for induction into the Doddridge County High School Chapter of the National Honor Society. The faculty council may request resumes or other data from the eligible students to verify leadership and service requirements. Students should obtain forms from the chapter advisor.

Meetings of the faculty council are closed. Students selected will be notified, as will the parents. A student must attend the induction ceremony for induction and must maintain a **3.4 GPA**.

A National Honor Society member transferring into Doddridge County High School will automatically be admitted to the Doddridge County High School chapter.

Any elected officer who refuses to comply with school policies will be given **one** warning for an infraction. The second offense for that infraction will result in removal from that office.

ONLINE COURSES

DCHS provides the option to a limited number of students the ability to take an online course when a regular course(elective) is not currently available to them. Online courses can be very challenging requiring a great deal of effort and work to be completed in a timely fashion. Often times, these courses are more difficult than the courses being offered by DCHS in part because students have very limited access to the course instructor. Students and parents will be required to sign a contract agreement when they are enrolled in an online course that describes the expectations of DCHS for online courses.

It is for this reason we offer these courses to a selected few students that have demonstrated their self-determination to successfully complete a course. If an attempted online course was taken, but the student did not successfully complete the course, then he or she may not be able to enroll in online classes. These courses are provided to students "free-of-charge" and paid for by Doddridge County Schools in attempt to offer them the opportunity take additional courses not offered at DCHS. However, students are required to complete these

courses successfully by putting forth the necessary effort. Unfortunately, this does not always happen and students do fail the online courses. If for some reason the effort has not been made by the student to pass the online course, the student/parent may be required to reimburse Doddridge County Schools the cost of the online course failed. See Attachment D.

Most online courses are only ½ credit.

In an effort to provide the highest quality of education to our students, we at DCHS will continue to add courses to our curriculum each year for students to have the opportunity to be successful and expand their minds.

OPTIONS PROGRAM

The Option Pathway is a blend of Career Technical Education (CTE) courses and the HSEA Tests and is funded locally by our board of education. The Option Pathway allows approved students to participate in the HSEA testing program at approved locations without being withdrawn from an accredited high school. The Option Pathway student may receive a high school diploma according to the completion level of the program. If you are 16, 17, or 18 years old, you may be a candidate for the Option Pathway. For more information about this program, please contact a principal or counselor.

PHOTOGRAPH/PUBLISH

Periodically students may be photographed or videotaped individually or in groups by various media sources, including television news, crews, newspapers, and the school sponsored journalism courses. Parents have the right to deny the school permission to publish photographs and/or videos of their students. If a parent wishes to deny permission to photograph and/or publish, he or she should indicate “Do Not Photograph” on the confirmation of receipt of Student Handbook Form.

PHYSICAL ALTERCATION

If a student is involved in a fight or instigated a fight at school between other students, he/she may be suspended from school. He/she may also be assigned to lunchtime detention, where lunch will be provided or they may carry their own lunch. According to public laws, he or she causing a public disturbance with this altercation may also receive a court summons for violation of the state law.

PLEDGE

The State of West Virginia Law requires all schools to begin the school day with the Pledge of Allegiance. All students are required to be respectful during this time.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Doddridge County High School Staff expects each student to behave in a manner that is appropriate for a school environment at all times. Through PBIS, students are taught appropriate and expected behaviors in each environment of school. These behaviors will be modeled by the staff and reinforced throughout the year. We choose to focus on acknowledging

consistent positive behaviors in hopes that this will decrease negative behaviors. All students have the opportunity to be rewarded if they choose appropriate and expected behaviors.

We will be using PBIS Rewards. PBIS Rewards operates much like a debit card system: students earn points for good behavior and then cash in those points for prizes. Everything is done electronically, just like a debit/credit card. Just as we learn in the adult world that being responsible in our job is how we earn our paycheck, PBIS Rewards helps students learn that positive behavior earns rewards, establishing a lifetime habit of responsible behavior. There is an app available for parents and/or students to download to keep track of their PBIS Points.

POSTING AND DISTRIBUTION OF PRINTED MATERIALS

Posters and other materials which are to be posted, displayed, or distributed must have prior approval from the administration. Failure to do so may result in the removal of the material and/or disciplinary action.

PROM

The Junior Class is responsible for the Prom and the Royalty. To be eligible for the Prom Court a student must:

1. Be a full-time student at DCHS.
2. Seniors and juniors must have completed at least one full year at DCHS.
3. Have a 2.0 GPA.

Attendance to the Prom is by invitation only; guests to the Prom must be accompanied by the invited student of Doddridge County High School. Guests must be in high school or above but also below the age of 21. Out-of-school guests will need to have the proper form completed, approved prior to the date of the Prom, and present a current photo ID at Prom.

RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY STATEMENT

It is the Policy of Doddridge County Schools **that racial, sexual, or religious/ethnic harassment and violence will not be tolerated under any circumstances.** All persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, or religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, sexual orientation, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his/her job. **Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events.**

Some examples of harassment and violence may include, but are not limited to unwelcome patting, pinching, texting, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group.

If a staff member or student feels that his/her emotional well-being is affected by such conduct, a complaint should be filed by contacting his/her school principal, assistant principal or

guidance counselor or by calling: Doddridge County Schools Board of Education (304) 873-2521.

DCHS TABLETS

Doddridge County High School has initiated the One-To-One Initiative to promote the use of technology in the classrooms. Each student will be provided with their own Tablet to use in the classroom to complete assignments, research subject matter, and create presentations. Each Tablet comes with a power cord, charger, and case.

The tablet will be used in some courses in place of a textbook or will have the textbook placed on the tablet itself. Therefore, it will be essential that students have their tablets with them each day and have them fully charged ready to go. The tablet is to be treated as materials or class supplies similar to pencil and paper requiring it being brought to class each and every day. The use of the tablet is a privilege for students and they should be able to use the tablet responsibly. Here are a few of the compliance issues facing students;

- Students should have their tablet in school daily fully charged; use only for class activities; visit only approved websites; not exchange tablets with other students; report immediate loss of tablet to the office; and make every attempt to prevent damage to the tablet.
- Students that fail to comply with the above requirements may find consequences associated with these failures but not limited to the above items. Any student misuse of the tablet shall follow the Doddridge County Schools Acceptable Use Policy.
- Violations of the above protocols for the use of the Tablets shall be handled via the DCHS Behavior Policy. There are two types of violations; serious and minor violations.
- Minor violations shall result in a) 1 week of suspended usage for first offense; b) second offense shall be 3 week suspended usage; c) third offense shall be a six week suspended usage; and d) the fourth and final offense shall result in the suspension of usage for the tablet for not less than one semester and not more than one school year.
- Major violations shall follow the DCHS Behavior Policy and the DC Acceptable Use Policy for consequences.

SCHOOL ARRIVAL TIME

School doors will not open until 7:30 A.M. each morning; therefore, students should not arrive at the school before that time. Students **MUST** go to their locker and get **ALL** morning materials, pick up breakfast on the floor of their 1st Block class then report to class.

SCHOOL BUSES

Students riding school buses are under school authority from the time they enter the bus in the morning until they exit the bus in the evening. Students may not get off the bus in the morning until it reaches their assigned school and may not get off the bus in the evening until it reaches the authorized point of destination. Students may not ride buses other than those to which they are assigned unless they have a note from parents requesting they ride another bus and an approval in the form of a bus pass from the school office. Bus passes must be verified before a pass will be issued.

SCHOOL ENROLLMENT FORMS

A school enrollment form is required by the Department of Motor Vehicles for any student who attempts to acquire a driver's license. These forms can be obtained from the school office. It generally takes **three days** for the Attendance Director to process these forms. Please allow one week when scheduling license examination for this process to be completed.

May 25th is the last day to request these forms from the DCHS Office. After this date and until the beginning of the next school year, these forms may be picked up at the Doddridge County Board of Education Offices located at 268 Bulldog Drive, West Union, WV.

SCHOOLGY

Doddridge County High School offers a website for staff, students, and parents called Schoology. This platform is used for communications inside and outside of school. Parents and students can access course content, view grades, send and receive messages from classroom teachers, and any other relevant information related to that course. Grades will be updated by teachers every Tuesday at 4:00 pm. If you need assistance setting up an account, please contact DCHS at 304-873-2521.

SCHOOL SPIRIT

School spirit is more than outward display of enthusiasm at athletic contests. It is the total attitude toward school. Doing the best by giving the most, setting a good example, doing what is best for the school as a whole and good morale are all school spirit.

SIGNING OUT

Students will only be allowed to sign out of school under the following guidelines:

1. A parent/guardian personally signs out and picks up the student in the front loop.
2. A note signed by the parent/guardian is presented to the principal or assistant principal with a telephone number where the parent/guardian might be reached during the day for verification of authenticity of the note. If there is any doubt as to the note's authenticity, the student will not be permitted to leave school.
3. Students must have administration permission prior to signing out regardless of the student's age.
4. No phone calls will be accepted for signing out.
5. One blanket note from a parent will not serve as permission for the entire year. Each time you sign out will require a separate note.

SPECIAL EDUCATION

In order to comply with Federal and State guidelines related to Policy 2419 Individuals with Disabilities Educational Act "IDEA" Doddridge County High School provides a full range of Special Education and related services for students diagnosed with cognitive, learning, behavioral, communication, physical and sensory disabilities. In addition, a procedure is maintained to ensure the right to a free and appropriate educational opportunity for any student found to have a medical or psychological condition that may adversely affect his/her academic progress (504 Plan).

In accordance with Federal, State and Local Educational Agencies (LEA) policies, procedures are in place to identify, evaluate, diagnose and plan for these students to operate on a continuous basis with service available through the following programs. Mentally Impaired, Learning Disability, Behavioral Disorder, Physical Handicapped, Occupational Therapy, and Gifted. Administration, faculty, parents, and students may make referrals as needed for such services. Further information may be obtained by contacting the school principal or the Special Education office.

SPECTATOR CONDUCT: SPORTSMANSHIP

The spectator and the participant represent the school; therefore, both have an obligation to be true sportsmen, encouraging through their behavior the practice of good sportsmanship toward others. Good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team. Treat visiting teams and officials as guests, extending to them every courtesy. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them. School rules apply to all school activities, including sporting events in or out of county.

STATE REQUIRED TESTING/ASSESSMENTS

Students refusing to take State required assessments may not: receive a parking permit for DCHS; not be able to hold an office in any school organization; attend school sponsored functions; and not participate in extracurricular activities.

STUDENT ATHLETE SIGN OUT

Students will ride the school bus or the provided transportation from Doddridge County High School or field to the school sponsored athletic game. A student may leave after the athletic game or their event at a track meet if the coach has dismissed the team member or members to leave. A parent, grandparent, or a person listed on the student's school registration form and previously verified note may sign a student out from the athletic event with the coach.

A note must accompany the student the morning of the event; this note must be given to the coach for verification. Students must be in school 50% of the school day to be eligible to attend and participate in practice or game situations on this day.

STUDENT CODE OF CONDUCT

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to learning and personal-social development. This student code of conduct is in accordance with Doddridge County Policy.

- Students will help create an atmosphere free from bullying, intimidation, and harassment.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control, and be self-disciplined.

- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

STUDENT PARKING POLICY

The DCHS student and his/her parent or guardian must register and sign the “Student Parking Form” and have the principal’s permission before driving any vehicle onto DCHS school property. School buses are provided to transport students to and from school each day; therefore, having a vehicle at school is not a necessity. Parking facilities are an extension of the school and deemed school property. School officials have the right and responsibility to control and maintain the orderly operation of such property. All students obtaining a parking permit/driving to school must have a signed consent form on file with the school principal for the Doddridge County Schools’ Drug Prevention Policy.

PARKING PROCEDURES

The following procedures shall apply to the use of motorized vehicles driven onto DCHS property by student drivers:

- The student driver’s license and proof of insurance must be copied by school personnel and attached to the “Student Parking Form”. The student driver and his parent(s) or guardian must sign the “Student Parking Form” that contains a waiver prior to the issuance of a parking permit.
- There is no open parking for students. The vehicle may be towed at the expense of the owner, and no excuses will be accepted.
- The student driver must observe the parking and driving rules at all times.
- The student will provide the school administration with access to the interior of any vehicle driven onto DCHS property, which in the administration’s judgment may contain any contraband such as but not limited to alcohol, illegal drugs, weapons, or explosives.
- The student’s failure to comply with these procedures and rules or any part thereof, may forfeit a student’s privilege of driving a vehicle onto DCHS school property.
- Students must complete and submit a consent form for the Doddridge County Schools’ Drug Prevention Program on file in the school office.

DRIVING AND PARKING RULES

- The student driver must observe a 5-mile per hour speed limit in the parking area and a 10-mile per hour speed limit on entrance and exit roads. ***No exceptions.*** **Any violation of this rule will be immediate suspension of parking privileges for a period of up to 30 days.**
- The student is prohibited at all times from sitting in his/her vehicle. When the car is parked, all students must leave the vehicle and enter the school building. Students may only go to his/her vehicle with permission from the office.
- Students’ transporting other students is not permitted. If an occasion does require one student transporting another, both parents must send a signed note or email to the principal.
- The student’s vehicle parked on DCHS school property should be locked and the windows closed, the school is not responsible for lost or stolen items.
- Students who have parental permission to drive their personal vehicle to UTC are not permitted to transport any other students.

- Students cannot leave the school campus without permission from an administrator.
- The student's vehicle is to be parked in their designated spaces.

CONSEQUENCES

See Doddridge County Schools Discipline Policy for consequences for violations. All violations will be handled by DCHS PRO, Deputy Snyder.

STUDENT RIGHTS AND RESPONSIBILITIES SUMMARY STATEMENT

Section I: Rights and Responsibilities of Students: Rights and responsibilities go hand in hand. As a student in this state, you have basic rights and responsibilities. As a student, it is your responsibility to obey rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

Section II: A Thorough and Effective Education: Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it.

Section III: Student Inquiry and Expression: The United States and state constitutions guarantee certain freedoms and responsibilities that go with them, including freedom of religion, speech, the press, to assemble peaceably, and to petition the government.

Section IV: Co-Curricular Activities: Regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have a right to participate in extracurricular activities.

Section V: Personal Appearance: As a student, you have the right to choose reasonable styles of dress and hair.

Section VI: Privacy: You have certain privacy rights in your school records.

Section VII: Contraband: Alcohol, Drugs, Tobacco, and Deadly Weapons: You may not possess or use alcohol, drugs, tobacco, or deadly weapons.

Section VIII: Protection from Unreasonable Searches and Seizures: The United States and state constitutions guarantee certain protections, including protection from unreasonable searches and seizures. Lockers may be searched if there is reasonable cause or suspicion.

Section IX: Police in the Schools: Police have the responsibility to enforce laws and the right to enter schools. If you are questioned by the police or by a school official in the presence of the police, you must be given the same rights as citizens outside of the school. Parent/Guardian will be notified by phone.

Section X: Discipline: Disciplinary action may be taken against you if you violate the state Code of Conduct, local board policies, or school rules and regulations.

Section XI: Attendance: Once you are enrolled in school, you are required to attend until graduation or withdrawal.

Section XII: Child Abuse Prevention: You have the right to grow up without being physically or sexually abused at school, in the home, or the community.

Section XIII: Harassment: You are protected from racial, sexual, religious, or ethnic harassment and/or violence.

Students may review a copy of the entire Student Handbook-Student Rights and Responsibilities in the principal's office.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, CD, iPod/Mp3, iPads, laptops, Kindles, cameras, Nooks, cell phones or other electronic devices, electronic games, "music boxes," musical instruments, guitars, etc. not being utilized in the music department to school; and if they wear glasses or watches, or fidget spinners, keep track of them at all times. Students, not the school, are responsible for personal property. These items are not to be out or carried during school, lunch, and/or during class changes.

STUDENTS ENTERING THE BUILDING

Students should only use the front or the rear entrances in the morning to enter the building. After 7:55 am, all students will need to enter the school through the front entrance and sign in at the office. The front entrance will be used by students who ride the bus or are dropped off by their parents. The rear entrance will be used by students entering from the parking lot. ALL visitors are required to enter the front doors and register in the office.

SUMMER SCHOOL POLICY

The purpose of Summer School is for credit recovery and increasing GPA.

TARDIES

MORNINGS

Students arriving to school after 7:55 am will be required to come through the front door and go to the school office to sign in. The back doors will be locked at 7:55 am, therefore entrance to the school can only be had via the front doors of the school. Students that fail to sign in after coming to school late will receive lunchtime detention on the first offense.

SPLIT BLOCKS

If a student arrives late to class within the first five minutes or less, or leaves class early within five minutes or less of the dismissal bell, the split block will be coded as a tardy. If the student arrives after more than five minutes of the class has transpired or leaves class early by more than five minutes before the dismissal bell for that split block except for school related activities, this student will be considered absent from this block.

WHOLE BLOCKS

If a student arrives late to class within the first fifteen minutes or less, or leaves class early by fifteen minutes or less of the dismissal bell for that block, it will be coded as a tardy. If the student arrives after more than fifteen minutes has transpired or leaves class early by more

than fifteen minutes before the dismissal bell for the block except for school related activities, this student will be considered absent from this block.

If a student is tardy to class, he/she will receive a warning; upon the 5th offense, the student will be assigned noon detention; the next offense of being tardy, the student will be assigned 3 days of noon detention, and the following time being tardy will result in the student receiving one day of ASD.

DRIVERS

Drivers who have more than 5 unexcused tardies will lose their driving privileges for 2 weeks. Once the driver accumulates 3 more unexcused tardies (8 total), he/she will lose their driving privileges for four full weeks. Students, at the semester end, will start with a clean slate.

TELEPHONE USAGE

The school telephones are not for the private use of students. Students may only use the telephone after receiving permission from an office staff member. The telephone may only be used to telephone a parent or guardian about a student illness/concern.

TESTING OUT OF A COURSE

A Doddridge County High student may test out of a course BEFORE ENROLLING in the course. This testing out happens over the summer, usually in July and the cost must be paid for by the student. Testing out will be conducted through a regional testing out program run by Mon County Schools. Only core courses are available for the testing out option. Talk to Mrs. Ezell by the middle of April if you are interested in testing out of a course during the summer.

TRANSCRIPTS

High school graduates may request transcripts via Parchment.com. If there are any questions, please contact the high school.

USAGE OF VIDEO/SECURITY CAMERAS

Doddridge County High School utilizes video/security cameras in the school and school buses for safety and security reasons. Students are monitored by school staff, PRO Officer, and/or cameras.

UTC STUDENTS INFORMATION

Morning UTC students must check in each morning in the Main Office. Breakfast should be eaten in the cafeteria; no food is permitted on the bus. Students attending in the morning will follow the same routine as other students arriving to school and stay in the commons area. When the dismissal bell rings, **the students will wait in the commons area for the bus.** If a student misses the bus to UTC, he/she must report immediately to the office or will be disciplined for skipping class. Often the bus can be stopped and the student can be transported to the bus.

Afternoon UTC students are dismissed to eat lunch by a bell from second block. No food is to leave the cafeteria. If an afternoon UTC student misses the bus, he/she must report

immediately to the office or will be disciplined for skipping class. The office will attempt to contact the bus to have it stopped and the student transported to the bus.

When the afternoon UTC bus arrives back to school, all afternoon UTC students are to immediately report to the assigned teachers' rooms. Those students who have turned in permission slips to leave will be allowed to leave by the teacher or administrator in charge; these students must leave the school grounds or may lose this privilege. The other students must remain in the designated room until the dismissal bell rings.

To assure that UTC students are included or able to participate in school activities, the student should check with his/her homeroom teacher weekly. Any UTC student wishing to participate in school activities must sign up two days prior to the event in the office. On the day of the event, they must report to the library instead of attending UTC. Students must also get written permission from their UTC instructors to be absent from their classes.

VANDALISM

Vandalism of school or personal property is a serious violation of school regulations. Any guilty person will be subject to disciplinary action and will also be responsible for the cost of repair and/or replacement of the vandalized property, and will be referred for legal action.

VISITORS

All visitors must enter through the main (front) entrance and sign-in at the main office. Visitor sign-in procedures include a credential exchange and a photo id. The credential exchange requires all visitors to sign-in, and be approved by an authorized school staff member before building access is permitted.

WEBSITE

All policies in this handbook may be obtained at the high school office or online at <http://www.dcschools.us/DCHSStudentParentHandbook.aspx>.

WELLNESS CENTER

The Doddridge County School-Based Wellness Center is located on the campus of Doddridge County Middle School. It serves students, faculty, staff, and Board of Education employees and offers immediate health care to students not feeling well during class times. The staff of the Wellness Center work closely with the school nurses to help increase school attendance. Examples of services offered include: immunizations, sport physicals, chronic care, allergy injections, and lab work. Care is provided to all students, regardless of whether or not they have insurance. The Wellness Center will be providing services at DCHS one afternoon a week for the 2020-2021 school year.

APPENDIX C

DODDRIDGE COUNTY SCHOOLS GRADUATION REQUIREMENTS FOR HIGH SCHOOL POLICY

Purpose

This policy establishes the Doddridge County Schools county requirement for graduation from high school. These requirements are based upon the number of units of graduation from high school. These requirements are based upon the number of units of credit attained for satisfactory completion of content standards and objectives. The Doddridge County Board of Education has the authority to increase graduation requirements beyond the state requirements.

DEFINITIONS

Standard Graduation Requirements – the number of required and elective units of credit which must be earned by a student in order to graduate from high school with a standard diploma. A student must also attend at least four years in grades 9-12.

Modified Graduation Requirements – the alternative learning goals specified in the individualized education program (IEP) which must be completed by a disabled student in order to graduate from high school with a modified diploma. A student must also attend at least four years unless an attendance exception is granted.)

Option Pathway Graduation Requirements – The students must pass the HSEA (High School Equivalency Assessment) and complete a CTE (Career and Technical Education) program of study. Option students must also be in compliance with the West Virginia Department of Education and the Doddridge County Attendance Policies. Excessive absenteeism may result in removal from the program.

Unit of Credit – that which is awarded for the attainment of content standards and objectives from a required or elective area of study.

Standard Diplomas – diplomas awarded to students, including exceptional students, who satisfactorily complete all state and county standard graduation requirements.

Modified Diplomas – diplomas awarded to disabled students who satisfactorily complete modified graduation requirements based on IEP's and alternative assessments.

Content Standards and Objectives – broad descriptions of what students should know and be able to do in the content area. Content standards describe what students' knowledge and skills should be at the end of a K-12 sequence of study. These content standards and objectives are either from the state approved content standards and objectives and/or approved by the Doddridge County Board of Education for courses not included by the WVDE.

Alternative Learning Goals – learning goals appropriate to meet the needs of a student determined unable to successfully achieve the content standards and objectives necessary to meet standard graduation requirements are made by the IEP committee. These alternative learning goals do not have to be from the required and elective areas of study for standard graduation requirements, but they are learning goals that are reasonable and attainable for disabled students and are addressed on the IEP.

PROGRAM OF STUDY

REQUIREMENTS FOR GRADUATION

Standard Graduation Requirements

The total number of units of credit needed for graduation is 27 for the Class of 2021. The total number of units of credit needed for graduation is 24 for the Classes of 2022, 2023 and 2024. The specific units of credit for graduation are outlined in the Doddridge County High School Student Handbook. A standard diploma awarded to a student to verify completion of these graduation requirements. To participate in any senior activity or graduation, the senior student must have met all graduation requirements by the last scheduled day for seniors.

To maintain the dignity of the graduation ceremony, students must be dressed according to the school's graduation dress code. Violation of the standard graduation dress code will result in the graduating senior(s) being excluded from any ceremony involving the cap and gown.

Modified Graduation Requirements

Modified graduation requirements are designed for disabled students who have been determined by a special education IEP committee to be unable to meet state and county standard graduation requirements. All students will be required to complete a program of study, or a modified program of study as recommended by a school committee chaired by the principal and approved by the superintendent. Students will need at least four years to complete these requirements, as specified in their IEP.

PROGRAM DELIVERY

ADMINISTRATIVE PRACTICES

Accepting Credit Earned Before Grade 9

Any student who completes a high school level course prior to grade 9 shall receive credit earned for that course. The student's transcript shall indicate completion of the area of study. The grades for the courses will be used in calculating the GPA. These courses will also count in the total units needed for graduation.

VALEDICTORIAN/SALUTATORIAN

1. Valedictorian and Salutatorian shall be determined by class rank as computed by WWEIS. In order to achieve the position of Valedictorian/Salutatorian, the student must attend Doddridge County High School for at least 5 semesters.
2. Exact rank shall be computed at the end of the second semester of the senior year. Class rank shall be determined by grade point average as computed by WWEIS.
3. All students in a class, except foreign exchange students or Options students, shall be included in the determination of rank-in-class.

ATTENDANCE REQUIREMENTS

Attendance Requirement in Grades 9-12

Attendance for all four years during grades 9-12 is important to attain full benefit from the educational programs offered in the schools of Doddridge County. Therefore, all students shall be scheduled for the full instructional day for all four years. Exceptions may be made by the

county board of education to accommodate placement into college courses, and advance vocational programs, school-to-work programs, and other compelling circumstances. This policy cannot supersede IDEA or any section of 504 of the Rehabilitation Act of 1973. Doddridge County Schools encourage students to stay in school for the entire four years.

EVALUATING CREDITS FOR TRANSFER STUDENTS

From Other States

Students who transfer to Doddridge County High School from an out of state school may not have completed the required units needed for graduation. In such cases, the school may appeal to the Doddridge County Board of Education for permission to use an alternate course for the requirement or to waive the requirement.

From Other West Virginia Counties

Students who transfer from another West Virginia county shall have their credits evaluated to determine if one or more requirements will be waived by the Doddridge County Schools Board of Education.

Doddridge County Board of Education

Effective Date: July 2014

APPENDIX D

Online Courses Policy

Via technology, Doddridge County High School, Doddridge County Board of Education and the West Virginia Department of Education offer many online courses that provide high quality learning. Students who would like to advance their education with courses that may not be offered at the time at DCHS, may be eligible to participate in online learning.

During the semester your child is taking the online course, he/she will receive a blank on their report card for the first two, six weeks. They will not receive a grade until the course is complete at the end of the semester. If for some reason your child would receive the letter grade of an F, it is the responsibility of the parent/guardian to reimburse the Doddridge County Board of Education the cost of the online course.

The DCHS advisor will monitor the online courses daily. The advisor can see how much time has been spent on the course, when the student logs in/out and their grades at all times. The advisor will also need to unlock tests and sometimes administer tests in the library via pencil and paper. This depends on the provider that is selected for the course that is desired.

All books ordered and used for online courses, will need to be returned to the advisor at the end of the semester. Failure to do so or if the book is damaged; payment of the book will need to be reimbursed to the Doddridge County Board of Education.

Students are expected to arrive to class on time, which will take place either in the library or with a classroom teacher that is related to the course taken. For example, if the library is full and the student is taking a Math course, he/she will be placed with a math teacher within the school. Students are expected to begin work when the tardy bell rings and work the entire 90 minutes. Students are permitted to take breaks as needed upon asking permission from their advisor. Students are also expected to follow classroom rules which are determined by the classroom teacher/advisor.

Your child will be assigned an email address that is determined by the WV State Department of Education. This should be the only email used when completing online coursework and communicating with the online instructor and advisor as needed. Personal email addresses are prohibited.

Students may work on their online courses at home. On days when school has been canceled due to weather or scheduled PL days, students should continue to work on coursework, as well as during holidays. Online courses can sometimes require more assignments than a regular classroom setting. Students should pace themselves according to the number of assignments that are required and the time they have to complete it during one semester.

If your child is having difficulty with the online learning environment or needs more time, tutoring will be offered.

To view the courses offered through DCHS, Doddridge County BOE, and the State Department of Education, please visit: <http://virtualschool.k12.wv.us/vschool/index.html>. Please be advised it is at the discretion of the school and advisor to choose the proper provider for the course chosen.

Please sign as your agreement to the above terms and conditions.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

APPENDIX E

DODDRIDGE COUNTY HOMELESS POLICY

(See County Web Site)

APPENDIX F

DRUG PREVENTION AND SCREENING POLICY

STUDENT DRUG TESTING POLICY

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in Doddridge County Schools refrain from using or possessing illegal drugs, school officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, those who wish to drive and park on school property, and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanctions imposed for violations of this policy, include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in interscholastic extra-curricular activities or drive to school. This policy supplements and complements all other policies, rules, and regulations of Doddridge County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Doddridge County Schools campus is a privilege. Students who participate in interscholastic extra-curricular activities are respected by the student body and are representing the school district and the community. Accordingly, these students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

The purposes of this policy are six-fold:

1. To educate students on the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems, and their parent/guardian, of the potential harms that drug use poses for their physical, mental and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm to students that may arise as a result of using illegal and performance-enhancing drugs.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.
6. To assure the safe operation of student-driven vehicles on campus.

Illegal and performance-enhancing drug use of any kind is not compatible with the physical, mental, and emotional demands placed upon participants in interscholastic extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of Doddridge County Schools. For the safety, health and well-being of students who are permitted to drive to school and/or participate in interscholastic extra-curricular activities, and/or voluntarily choose to participate, the Doddridge County Board has adopted this policy for use by all participants in interscholastic extra-curricular activities, and/or drive and park on school property, and/or voluntarily choose to participate in the drug .

The administration shall adopt necessary regulations to implement this policy.

DEFINITIONS

A. "Activity Student" means a student of any Doddridge County middle or high school who is a member of any extra-curricular or co-curricular organization which participates in interscholastic competition, including but not limited to: academic teams, band, chorus, FFA, cheerleading, and athletics.

B. "Driving Student" means any student who is permitted to drive to school and is issued parking privileges on school property.

C. "Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a person's urine.

D. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute, or purchase under either Federal or West Virginia law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the West Virginia Uniform Controlled Substances Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. "Illegal drugs" shall also include alcohol.

E. "Opt-in Participant" means any student, under 18 years of age, in grades 9-12 who is not an activity student or a driving student whose parent or guardian elects to include the student in the random selection for drug testing. Additionally, "Opt-in Participants" may include staff, coaches, administrators, directors and board office personnel.

F. "Participating Student" means all students included in the random testing pool.

G. "Performance-enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased over-the-counter.

H. "Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing service administering the drug use test.

I. "Random Selection Basis" means a mechanism for selecting participating students for drug testing that:

1. Results in an equal probability that any Participating Student from the total pool of Activity Students, Driving Students, and Opt-in Participants subject to the selection mechanism will be selected; and,

2. Does not give the School District discretion to waive the selection of any Participating Student selected under the random selection mechanism.

J. "Reasonable suspicion" means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of a Participating Student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by a Participating Student supplied to school officials by other, staff members.

IMPLEMENTATION GUIDELINES

A. **Consent Forms.** At the beginning of each school year each Activity Student and Driving Student shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities or before issuance of a driving/parking pass.

During the initial implementation stage of this policy, students that are participating in interscholastic extra-curricular activities in the months of July and August must submit a fully completed "Student Drug Testing Consent Form" to the school by October to remain eligible to participate as an activity student. The Opt-in Participant and parent or custodial guardian shall also consent to read and sign a consent form. This consent requires the Activity Student, Driving Student, and Opt-in Participant to provide a urine sample as follows:

1. When the Activity Student, Driving Student, or Opt-in Participant is selected by the random selection basis to provide a urine sample; and
2. At any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs.

No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition or drive to school unless the student has returned the properly signed "Student Drug Testing Consent Form."

B. Orientation Session. Prior to the commencement of drug testing each year, an orientation session shall be held with each Activity Student, Driving Student and Opt-in Participant to educate them of the sample collection process, privacy arrangements, drug testing procedures and other information which may help to reassure the students and help avoid embarrassment or uncomfortable feelings about the drug testing process. A mandatory training session will be held annually for principals, head coaches, and sponsors to review this policy.

C. Distribution of this Policy. Each Activity Student, Driving Student, Opt-in Participant, and parent/guardian shall receive a copy of the Student Drug Testing Policy. The principal, head coach or sponsor shall be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to

acquaint the student with the harmful consequences of drug and alcohol use and abuse.

D. Random Sample. Drug use testing for Participating Students shall also be chosen on a random selection basis monthly from a list of all Participating Students who are involved in off-season or in-season activities, driving, or an opt-in participant. Doddridge County Schools shall determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

E. Reasonable Suspicion Sample. In addition to the drug tests required above, any Activity Student, Driving Student or Opt-in Participant may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

F. Drug Testing Service. Any drug use test shall be administered by or at the direction of a drug testing service chosen by the Doddridge County Board of Education. The drug testing service shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper drug testing service control and scientific testing. The drug testing service shall provide all collection containers used in the drug testing process.

G. Privacy. All aspects of the drug use testing program, including the taking of specimens, shall be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

H. Obtaining Samples. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen shall be collected in a restroom or other facility behind a closed stall/door. The drug testing service shall provide an employee to collect the samples subject to drug testing. This individual will also monitor the collection of samples. If deemed necessary, the representative of the drug testing service may request that the school administrator provide personnel to assist with monitoring as samples are collected. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall/restroom to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen.

1. Tampering. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

2. List of Medications Taken. In the event of a positive test result, the Medical Review Officer (MRO) of the drug testing service shall contact the parent/guardian of the student and be provided with an opportunity to provide documentation of medications legally prescribed for the student. Based on the documentation provided by the parent, the MRO will determine the status of the test result. The communication between the parent/guardian and the MRO regarding medications prescribed to the student will strictly confidential and not shared with school personnel.

Note: School personnel may be aware of medication prescribed to students due to information provided on school emergency cards and WVSSAC Athletic Participation Forms.

- I. **Positive Tests.** In the event of a positive test results, the parent/guardian may challenge the positive test result. The procedure would consist of a second test of the same specimen and would be conducted at the parent/guardian's expense.

CONFIDENTIALITY

- A. **Notification by Drug Testing Service.** The drug testing service shall notify the superintendent or designee of any positive test.
- B. **Notification to Student, Principal, Head Coach/Sponsor, and His/Her Parent/Guardian.** In order to keep the positive test results confidential, the superintendent or designee shall provide written notification only to:
1. **For Activity Students:** the student, the principal, the head coach/sponsor, and the parent or custodial guardian of the student.
 2. **For Driving Students:** the student, the principal and the parent or custodial guardian of the student.
 3. **For the Opt-in Participants:** the student and the parent or custodial guardian of the student.

The principal or designee shall schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. Doddridge County Schools will rely on the opinion of the drug testing service which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

- C. **Record of Test Results.** Test results shall be kept in the files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and shall not be turned over to any law enforcement authorities unless the law enforcement authority presents a valid court subpoena, search warrant, or signed consent from the parent, guardian, or student. Records of positive test results maintained at the school shall be destroyed upon the student's graduation from high school.

APPEAL

- A. **Procedure for Appeal.** A Participating Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such a request for a review must be submitted to the Superintendent in writing within five (5) working days of notice of the positive test. A student requesting a review shall remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision shall be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and

exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

CONSEQUENCES

A Restrictions on Activity Students. Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions, which shall be cumulative throughout each programmatic level:

1. For the First Offense. After the parent/guardian has been notified of a positive result by the Medical Review Officer, a meeting shall then be set up with the student, parent/guardian, and principal concerning the positive drug test. In order to continue participation in the activity the student and parent/guardian must, within five (5) school days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions of this policy.

a) If parent/guardian and student agree to these provisions, the student may continue to participate in the activity. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense for activity students shall be imposed.

2. For the Second Offense. Suspension from participation in all activities covered under this policy for fourteen (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling. The student shall not participate in any meetings, practices, scrimmages or competitions during this period. The student shall be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

a) These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test.

b) Should the parent/student not agree to these provisions, the consequences listed in this policy for the third offense for activity students shall be imposed.

c) Provided, however, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug test will be allowed to remain active in all activities covered under this policy. Such student shall, however, be considered to have committed his/her first offense under the policy, and shall be required to re-test as would a student who has tested positive.

3. For the Third Offense, and each offense thereafter. Complete suspension from participation in all extra-curricular activities including all meetings, practices, performances, and competition for one calendar year.

B. Restrictions on Driving Students: Any Driving Student who tests positive in a drug test under this policy shall be subject to the following restrictions, which shall be cumulative throughout each programmatic level:

1. **For the First Offense.** After the parent/guardian has been notified of a positive result by the Medical Review Officer, a meeting shall then be set up with the student, parent/guardian, and principal concerning the positive drug test. Driving privileges shall be immediately suspended until the parent or guardian submits proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with the testing provisions in this policy.

a) If the parent/guardian and student agree to these provisions, the student may resume driving to school upon proof of participation in drug counseling as specified.

b) Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense for driving students shall be imposed.

2. **For the Second Offense.** All privileges to drive and/or park at school shall be revoked for a minimum of 90 school days. Reinstatement of these privileges, after 90 days or more, shall require the student to submit to another drug test performed under the procedures stated in this policy with a negative result at the student's expense.

C. Restrictions for Opt-in Participants: The parent/guardian and student shall be contacted immediately and a private conference shall be scheduled to present the positive test results.

D. A violation of this policy is NOT a violation of the Student Code of Conduct Policy. Any Activity Student who tests positive in a drug test under this policy shall, as a result thereof, be subject to the restrictions described under this section labeled CONSEQUENCES only; notwithstanding any provision of the Student Code of Conduct Policy. When school district employees charged with the administration of this drug testing policy are made aware of drug use by an Activity Student, Driving Student, or Opt-in Participant, solely as a result of drug testing under this policy, that Activity Student, Driving Student, or Opt-in Participant shall NOT be disciplined under the Student Code of Conduct Policy or of their drug use so discovered.

REFUSAL TO SUBMIT TO DRUG USE TEST

A. Ineligibility to Participate or Drive and Park at School. A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances, and competitions or drive and park on school property for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

IMPORTANT NOTE ON CONSEQUENCES

Notwithstanding, any student who violates the Student Code of Conduct Policy and West Virginia law by the illegal use of medications or drugs of any kind while on school grounds; or is under the influence of medications or illegal drugs on school grounds; the student is subject to disciplinary action as outlined in the Student Code of Conduct Policy, up to and including expulsion.

ADVISORY COUNCIL

In order to monitor policy effectiveness the Superintendent shall appoint an advisory council to review the local data and make recommendations to the Board of Education regarding policy effectiveness. This advisory council shall include but not be limited to a school counselor from the high school, middle school and elementary school as well as a community agency representative involved professionally with drug use prevention and treatment programs.

POSTSCRIPT

The Doddridge County Board of Education and all of its employees are committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Doddridge County Board of Education believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

**Doddridge County Board of Education
Adopted:**

DODDRIDGE COUNTY BOARD OF EDUCATION STUDENT DRUG TESTING CONSENT FORM STATEMENT OF PURPOSE AND INTENT

Participation in school sponsored interscholastic extra-curricular activities and permission to drive to school and park on campus in Doddridge County Schools is a privilege. Activity Students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

Drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in interscholastic extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of Doddridge County Schools. For the safety, health, and well being of students who drive to school and/or participate in interscholastic extra- curricular activities in Doddridge County Schools, the County has adopted the attached Student Drug Testing Policy and the "Student Drug Testing Consent Form" for use by all participating students at the high school level.

Participation in Extra-Curricular Activities or Driving to School

Each Activity Student and Driving Student shall be provided with a copy of the Student Drug Testing Policy and "Student Drug Testing Consent Form" which shall be read, signed and dated by the student, parent or custodial guardian, and coach/sponsor before such student shall be eligible to practice or participate in any interscholastic activities or before issuance of a

driving/parking pass. The "Student Drug Testing Consent Form" must be completed, signed and returned to the school by

The Opt-in Participant and parent or custodial guardian shall also consent to read and sign a consent form. The consent shall be to provide a urine sample:

1. As chosen by the random selection basis, and
2. At any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs.

No student shall be allowed to practice or participate in any activity, governed by the policy, or drive to school unless the student has returned the properly signed "Student Drug Testing Consent Form."

**DODDRIDGE COUNTY SCHOOLS
STUDENT DRUG TESTING POLICY**

Section to be filled out by Activity or Driving Student OR Opt-in Participant

MUST BE COMPLETED AND RETURNED TO SCHOOL BY SEPTEMBER

Please Print or Type:

Student's Last Name _____ **First Name** _____ **MI** _____

I, the above named student, after having read the Student Drug Testing Policy and "Student Drug Testing Consent Form" understand that, out of care for my safety and health, Doddridge County Schools enforces the rules applying to the consumption or possession of illegal and performance- enhancing drugs. As a member of a Doddridge County Schools interscholastic extra-curricular activity or one who drives and parks on school property, or an Opt-in participant, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance- enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drugs any time while I am involved in in-season or off-season activities or driving, I understand upon determination of that violation I will be subject to the restrictions as outlined in the Policy.

Check all that apply:

Activity Student

Driving Student

OR

Opt-in Participant

Signature of Student _____ **Date** _____

Section to be Filled Out by Parent/Guardian and Principal/Coach/Sponsor

We have read and understand the Doddridge County Schools Student Drug Testing Policy and "Student Drug Testing Consent Form." We voluntarily agree on behalf of the student named above that, in order to participate in interscholastic extra-curricular activities; and/or to be granted permission to drive to and park on property of Doddridge County Schools; and/or by electing to have him/her included in the testing pool as an Opt-in Participant, the student must submit to drug testing and must also agree to be subject to the terms of Doddridge County Schools' drug testing policy. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program.

Signature of Parent/Custodial Guardian _____ **Date** _____

Signature of Principal/Coach/Sponsor _____ **Date** _____

APPENDIX G

I have read and reviewed the 2020-2021 Doddridge County High School handbook with my child (which is available online at <http://www.dcschools.us/> under Board of Education, Policies, Section VIII Students).

Student's Name _____ ID # _____

Homeroom Teacher's Name _____ Date Returned _____

Parent Signature