

**2022-2023**  
**HAMPSHIRE HIGH SCHOOL**  
**STUDENT HANDBOOK\***



***HOME OF THE TROJANS!***

**157 Trojan Way**  
**Romney, WV 26757**  
**(304) 822-5016      Fax: (304) 822-5760**  
**<http://hhs.hamp.k12.wv.us>**

**ADMINISTRATION**

Principal – **Adam Fezell**  
Assistant Principal Students L-Z/CTE Coordinator – **Julie Landis**  
Assistant Principal Students A-K/Special Education: **Megan Fuller**  
Assistant Principal/Curriculum and Instruction: **Christy Stump**  
Athletics/Attendance – **Trey Stewart**

**COUNSELORS**

Colby Nichols – Students Last Name A-K  
Tiffani Anderson – Students Last Name L-Z

*\*Policies and procedures subject to change due to current health protocols*

## School Mission

*“Working together to create responsible learners equipped for success.”*

### We Believe:

1. We believe the faculty and staff are building a culture of success by focusing on **21<sup>st</sup> Century Skills: Communication, Collaboration, Citizenship, Creativity, & Critical Thinking.**
2. We believe success is the shared responsibility of students, staff, and community.
3. We believe all students have the ability to learn given the appropriate academic, social, and emotional resources.
4. We believe our community is an important part of the Hampshire High School family, and we value their communication & collaboration involving the academic and social aspects of our school.

### Fight Song

Cheer for Hampshire High.  
We will until the day we die.  
Onward still we fight,  
And keep our loyalty to the Green and White.  
Win or lose today,  
We will be with you Trojans all the way.  
And, with all our might,  
We're going to fight, fight, fight,  
Hey, fight, fight, fight, Hey,  
Onto victory!

### Alma Mater

Hampshire High, Oh we adore thee,  
As thy colors wave.  
Green and white unfurled above us,  
Always true and brave.  
From the mountains and the valleys,  
We are praising thee.  
As we cheer our Trojans onward,  
Onto victory.

# Trojan Pride

## We expect every student and staff member to act with:

- ❖ **Respect:** Recognizing the worth and rights of self and others, the value of property and the environment. Respect includes valuing authority and being courteous to others.
- ❖ **Integrity:** Being true to one's ethical beliefs and taking action based on those beliefs.
- ❖ **Honesty:** Telling the truth no matter what the consequences.
- ❖ **Courage:** Having the internal strength to follow through on what one believes to be right and fair. Courage includes taking action on personal commitments.
- ❖ **Independence:** Being responsible for one's own actions and future. Having ownership and being accountable for the outcomes and decisions while learning from mistakes.
- ❖ **Self-Discipline/Perseverance:** Being able to control or improve one's pattern of behavior in moral, mental, and physical wellness.
- ❖ **Kindness:** Thinking and caring about the welfare of others. Engaging in considerate personal interaction that enriches the lives of others.
- ❖ **Justice:** Upholding what one believes to be fair. Being fair minded in the treatment of others.
- ❖ **Citizenship:** Being willing to participate in or develop community through volunteerism, voting, community service, and showing respect for country.

## SCHOOL WIDE EXPECTATIONS

Hampshire High School has adopted three school-wide expectations that summarize the many rules students must follow to provide a constructive learning community for everyone.

1. **Be present and on time.**
2. **Be prepared.**
3. **Be respectful to self, others and school.**

## STUDENT CODE OF CONDUCT

All students enrolled in Hampshire High School shall behave in a manner that promotes a school environment that is nurturing, orderly, safe, and conducive to both learning and personal/social development.

- ❖ Students will help create a school culture 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 DRESS POLICY

Students attending school in Hampshire County will dress in a manner which does not impair the educational process. Good taste in style of dress is not only expected, it is required. Items that are a safety concern, a health concern, or tend to disrupt the learning process are deemed INAPPROPRIATE and are PROHIBITED at Hampshire High School.

### Inappropriate Apparel

- 1) Attire that is destructive to school property.
- 2) Dress that does not comply with all health and safety codes.
- 3) Sunglasses, hats, hoods worn in the building or any item which hides your face or identity.
- 4) Lack of footwear: Shoes must be worn at all times.
- 5) Shirts exposing midriff, cleavage, stomach, back, and clothes that overexpose
- 6) Shorts, skirts, and dresses that are too short or do not adequately cover appropriate body parts while sitting, standing, etc.
- 7) Tube-tops/strapless, halter tops, or bra straps showing.

- 8) Clothing containing obscene/suggestive language or gestures, violence or double meaning statements/innuendos/pictures.
- 9) Clothing depicting alcohol, drugs or tobacco.
- 10) Pants and shorts that fall below the waistline or hipbone. Underclothing, including boxer shorts, are not to be visible at any time.
- 11) Pajamas, blankets, pillows or any type of clothing resembling nightclothes.
- 12) Sheer/see-through clothing: It must have appropriate attire underneath.
- 13) Sharp or pointed studs or collars, necklaces, bracelets, clothing or jewelry.
- 14) Face paints unless permissible during special school events.

**NOTE: The wearing of hats, hoods, or headwear of any kind IS NOT permitted inside any school building including hallways, gym, cafeteria, classrooms, etc. Hats may be confiscated if worn in the building. If a student refuses to surrender the hat to a teacher or administrator, it will be considered insubordination and will result in immediate disciplinary consequences, up to or including suspension. Hats are permitted to be worn outside.**

**ANY CLOTHING, AS DETERMINED AT THE DISCRETION OF THE ADMINISTRATIVE STAFF AT HAMPSHIRE HIGH SCHOOL NOT TO BE OF A POSITIVE NATURE, OR NOT TO BE IN GOOD TASTE BECAUSE IT DISRUPTS THE LEARNING PROCESS OR CONSTITUTES A HEALTH OR SAFETY HAZARD WILL NOT BE PERMITTED.**

## GENERAL INFORMATION/PROCEDURES

### SCHOOL ARRIVAL

Upon arrival to school in the morning, students will report to their assigned areas. Any student arriving at school before 7:30 AM will report directly to the cafeteria. Breakfast will be served in the cafeteria from 7:30-7:45. Last Chance breakfast will be served at the 7:45 bell. After 7:30 AM, students will report to the cafeteria or gym. Students are not permitted to be in the hallways, in their cars or anywhere else on campus other than the designated areas. Students will only be permitted to report to a classroom if they have a signed pass from that teacher. (Students will not be permitted to go to a teacher's classroom and get a note; they must already have one with them). Students are expected to be on time and present in 1<sup>st</sup> Block each day at 7:50.

### LATE ARRIVAL/TARDIES

Students who do not arrive to their first block class by 7:55 AM must sign in at the main office. If a student arrives late without reasoning approved by the principal, the tardy will be considered unexcused. Being tardy can result in lunch detention.

### STUDENT IDENTIFICATION CARDS

Students will be issued an identification card and lanyard. This card will be used for breakfast, lunch, and other events. If a student misplaces their card or covers/damages/defaces the photo, they may be responsible for the cost of an additional card.

### OUT OF CLASS DURING INSTRUCTIONAL TIME

- ❖ Students must complete the sign-out sheet before leaving any classroom.
- ❖ Students must have a hall pass from the teacher.
- ❖ Only ONE student is allowed out of class at a time.

### FOOD AND BEVERAGES

The cafeteria is the designated area for consumption of food and drinks. Students at HHS are afforded the opportunity to eat breakfast at the beginning of the school day. It is at the discretion of the classroom teacher whether he/she allows the consumption of food/drink during class times.

Hampshire High School is a closed campus. Students are **NOT PERMITTED** to order food or leave school grounds to obtain food. Any student driver found to be leaving school grounds during the school day may immediately have his/her driving privileges revoked according to the discipline policy.

## VISITORS

Persons are prohibited by law from visiting a public school without the consent of the school principal. Therefore, all parent/guardian visitors must have permission and a visitor identification tag from the principal or principal designee to be on the property or in the building at any time school is in session. All visitors must come to the front entry upon arrival for this permission. Student visitors from other schools or guests wishing to visit with staff or students will not be approved. Violators, according to the law, may be fined. Parents or guardians wishing to take advantage of classroom observation opportunities must notify the principal or make an appointment with the classroom teacher for the day and time of the observation. They must report to the office upon entering and leaving the building.

## ANNOUNCEMENTS

- ❖ The sole purpose of announcements is to communicate school and school related events to you, the student.
- ❖ Only announcements pertaining to the above and written on the proper announcement form will be read.
- ❖ Announcements will be read during breakfast time. Please respect the rights of others by keeping quiet during the announcements.

## LOCKERS

Every student will have access to a locker for the storage of books, clothing, and equipment. It is the student's responsibility to see that his/her locker is kept neat and orderly at all times. Students should keep valuable personal items at home or on their person at all times. **Students who store such items in their lockers are doing so at their own risk. School administration will not devote time and/or resources to searching for valuable items such as cell phones and all other electronic devices, etc.**

- ❖ Students desiring to use a locker will sign up for a locker of their choice with an administrator.
- ❖ Only one student will be assigned to each locker.
- ❖ Students are responsible for the contents within their assigned locker.
- ❖ Students are not to change lockers without prior approval from the office.
- ❖ Lockers will be inspected periodically as directed by the school administration.
- ❖ Food items are not to be stored in lockers.
- ❖ Any damage to lockers will be the financial responsibility of the student or parents.
- ❖ Any locker problem should be reported to the office immediately.
- ❖ Locks should be placed on your locker. If using a lock, a key or combination must be provided to the school office.

**LOCKS MAY BE CUT OFF LOCKERS DURING SCHOOL EMERGENCY SEARCHES.**

## SCHOOL ISSUED RESOURCES

All textbooks, electronic resources, uniforms, etc. are property of Hampshire County Schools. The student is responsible for the use and care of these items. Student/Parent will be held **financially responsible** for lost or damaged resources. Failure to return school issued resources may result in the loss of graduation ceremony privileges. Failure to return athletic uniforms may result in loss of privileges to participate in sports at Hampshire High School.

## MONEY AND PERSONAL VALUABLES

Students are discouraged from carrying large sums of money and/or valuables to school. If the student is required to do such, they may use the school safe during school hours. HHS will not be held responsible for the money and/or valuables.

**Furthermore, time and/or resources will not be devoted to searching for or investigating the theft of items that students have left in school lockers, unattended, or that are personal items unrelated to the learning environment goals (cell phones, and all other electronic devices, etc.)**

## TECHNOLOGY CONSENT FORMS AND ACCEPTABLE USE

Before student use of school computers, they and their parents must sign a Technology Consent Form. The purpose of the Acceptable Use Policy and the Consent Form is to safeguard both the student and the equipment. Use of technology is designed to enhance learning and instruction. School principals have the authority to terminate a student's access to

technology if the student violates the Acceptable Use Guidelines. Technology consent forms will be sent home with the student for review and signatures. **These forms will be turned in to their advisory teacher before they are permitted to use technology at Hampshire High School.**

## **HOT LUNCH & BREAKFAST PROGRAM**

(Food Service)

The meal prices for the current school year are as follows:

- Student breakfast and lunch – FREE for all students
- Additional student lunch - \$2.00
- Students who pack lunch but want to buy milk must pay \$.25
- Adult lunch price - \$3.50

## **STUDENT HEALTH AND SAFETY**

### **STUDENT ACCIDENT INSURANCE**

Student insurance may be purchased at a low cost through a private company approved each year by the Board of Education. Details are provided to each student at the opening of the school year. All students are encouraged to enroll. The following classes require insurance coverage:

- ❖ All Career and Technical Education Classes
- ❖ Physics
- ❖ Chemistry
- ❖ Physical Education and Athletics, etc.

### **STUDENT MEDICATION**

Hampshire County Schools require that K-12 student medications, prescription and nonprescription, be monitored and administered in a consistent manner. All students must register and turn in all medication that needs to be taken at school to the school office. A written note from a parent and physician (if prescription) is required. Medicine must be in the original labeled bottle or package with the student's name, date, dosage, and times of administration written on it. Students should never give or take any drug from another person. A student that requires an inhaler or epi-pen may carry it on them after a written physician's order stating that the student may self-administer the medication is received at the office. Please keep the school informed of any changes in medical situations.

**ANY MEDICATIONS AND/OR SUBSTANCES FOUND IN STUDENTS' POSSESSION (with the exception of approved epi-pens or inhalers), INGESTED OR INHALED MAY BE TREATED AS AN ILLEGAL SUBSTANCE.**

### **ACCIDENTS**

All accidents should be reported to the school office immediately, and an Unusual Incident form completed the same day and faxed to the Office of the Superintendent.

### **EMERGENCY DRILLS**

Emergency drills are held periodically and in accordance with state law. Each teacher will discuss specific emergency procedures with students during the school year. **WARNING:** It is illegal to tamper or interfere with any fire protection equipment, system or device (WV State Fire Code Sec. Nine). Violators will be subject to school discipline procedures plus referral to legal authorities.

- ❖ Emergency drills are required by law and are an important safety regulation.
- ❖ When the fire alarm sounds, everyone must obey orders promptly and clear the building by the route prescribed by the teacher.
- ❖ Exit the building quickly but in an orderly manner.
- ❖ Students should not take any personal belongings.
- ❖ Clear the building a reasonable distance as not to obstruct others trying to exit.
- ❖ Remain with your teacher at all times, as they must account for your presence.
- ❖ Follow the school crisis plan as explained to you by your teacher.

### **PREVENTION RESOURCE OFFICER (PRO)**

A Prevention Resource Officer, a certified WV police officer, will maintain an office and be available during school hours. The officer will work with the staff, students, and community on safety issues, instruction on various educational topics, and positive interaction relationships.

### **ATTENDANCE INFORMATION**

(Hampshire County's Attendance Policy can be found at the school, Board Office or at the website, <http://boe.hamp.k12.wv.us/>)

**WHEN A STUDENT RETURNS TO SCHOOL AFTER BEING ABSENT, HE/SHE MUST TURN IN A WRITTEN ABSENCE EXCUSE TO MRS. DAVIS THE DAY THEY RETURN TO SCHOOL. PARENTS MAY ALSO SUBMIT A DIGITAL EXCUSE.**

All written notes shall contain the following information:

- ❖ Student's first and last name
- ❖ Parent's first and last name
- ❖ Date of absence(s)
- ❖ Reason or nature of the absence(s)
- ❖ Signature of parent, guardian or custodian
- ❖ Phone number of parent, guardian or custodian

### **PARENT NOTES DOCUMENTING ABSENCES**

Parent notes are limited to 10 days per year for the current school year. Notes are expected to be turned in the day after the absence and will not be accepted more than 30 days after the date of absence.

Note that under West Virginia law (Policy 4110) parents can only excuse student absences for specific reasons. These include:

- ❖ Illness not to exceed 3 consecutive days (Students who are absent due to family illness must provide a note from the doctor stating that he/she was needed for assistance)
- ❖ Death in the family (Absences lasting longer than 2 days will require approval from the attendance director)
- ❖ Failure of Bus to Run
  - (In the case of inclement weather, students are expected to be in school, on time if their assigned bus made their run. This includes both students who ride the bus and those who drive to school.)

If a student has a chronic illness or a long-term medical/dental situation that affects his/her attendance, the parent must obtain and complete a chronic illness/medical form that can be found on the Hampshire County Board of Education website. <http://boe.hamp.k12.wv.us/> The form must be signed by a physician and updated every semester.

Parent notes for reasons other than those listed above may result in the absence being coded as "unexcused". Students requesting to sign out of school before the end of the school day must still bring a note from the parent listing the reason for the absence. A verification of the note must be able to be made from the office. **UNDER NO CIRCUMSTANCES WILL PARENTAL CONSENT FOR RELEASE OF A STUDENT DURING THE SCHOOL DAY BE VERIFIED BY A PHONE CALL RECEIVED FROM THE PARENT. ALL STUDENTS BEING RELEASED MUST HAVE THE REQUEST IN WRITING & VERIFICATION RECEIVED PRIOR TO STUDENT RELEASE.** If the reason documented is not one of the two listed above, the absence may be coded as "unexcused" although the student will be permitted to leave as requested by the parent.

### **LOSS OF PRIVILEGES DUE TO EXCESSIVE ABSENCES**

Students with no parent notes remaining:

- ❖ Students may lose extracurricular and/or social privileges as result of being truant by exceeding the maximum allowed number of unexcused absences.

- ❖ Students and guardians may be required to have an in person attendance conference with principal and county attendance director.

Students with parent notes remaining to be turned in:

- ❖ Students may be temporarily suspended from extracurricular and/or social privileges as result of being truant by exceeding the maximum allowed number of unexcused absences.

### **STUDENTS REPRESENTING SCHOOLS**

A student representing a school at any function will be considered an excused absence. Additional work will not be assigned to the student; however, regular class work should be made up at the discretion of the teacher.

### **ABSENCES DUE TO INCLEMENT WEATHER**

If a school bus fails to operate or is unreasonably late, causing the pupil to return to his/her home, he/she shall not be penalized on the county level from receiving credit/awards related to attendance, e.g., faithful or perfect attendance certificates if he/she meets all the other requirements.

### **ONE-HALF DAY ABSENCES**

The schools in Hampshire County will determine half-day attendance in the following manner:

**Secondary School:** A FULL day is considered being present for at least 74% of the school day. A half-day is considered being present for at least 50% of the school day.

### **PER BLOCK ABSENCES**

The schools in Hampshire High School will determine attendance in the following manner:

**Secondary School:** A FULL BLOCK is considered being present for at least 74% of the school BLOCK. Any student missing more than 74% of a block (20 Minutes) will be considered absent for the whole block. Four BLOCK absences will result in a full day.

### **MAKE-UP WORK DUE TO ABSENCE**

- The responsibility for all make-up work rests entirely with the student. Students absent from school will be given up to three calendar days to make up work for each day of absence. No more than ten calendar days will be permitted for making up missed work. Students failing to complete assignments within the time allotted will not be given credit for the assignment. Assignments and tests announced in advance will be due upon return.
- For any school-related activities for which a student will miss any given class, the student must make prior arrangements with the teacher concerning work that will be missed.
- Any student who will be absent or whose doctor anticipates absences more than 15 consecutive days with a doctor's excuse should notify the county office at (304) 822-3528 to be placed on homebound instruction.
- Exception to this policy will not be made unless extenuating circumstances exist and a conference is held with the student, parent and principal.

### **LEAVING SCHOOL EARLY**

Arriving late or leaving early during the school day is strongly discouraged. Appointments for students should, when possible, be scheduled outside of school hours. Instructional time lost is impossible to make up. Students need to be in class.

- 1. Anyone picking up a student must present a picture identification. No exceptions.***
- 2. Only a parent or legal guardian may sign out a student without a written note. Notes must include date, time of pick-up, who is picking up the student, and a phone number where the parent may be reached to verify the note. The same information is needed for students who drive to school.***
- 3. Notes are to be brought to the Main Office before first block or when the student arrives at school. Notes may be faxed to the school at (304) 822-5760. No phone calls.***
- 4. Attainment of age 18, does not nullify any of these regulations.***



**\*\*Note:** Only doctor's appointments, court appearances, funerals, dental appointments and being sent home by order of the school nurse will be considered as excused absences. **\*\*\***

### **PARENT PICK-UP AFTER SCHOOL**

Parents picking their students up after 2:45 PM must park in the bus parking area located across from the Alternative Education (white trailers). Students being picked up will be dismissed after the busses leave the bus loop.

### **INDIVIDUAL EXCEPTION TO FOUR-YEAR ATTENDANCE REQUIREMENT**

In accordance with State Board of Education Policy, the Hampshire County Board Exception promotes attendance for all four years during grades 9-12. All students shall be scheduled for the full school day for all four years. Any requests for exceptions must be submitted in writing, on the Hampshire County Exception Request Form, and must be approved by the school principal, county attendance director, county superintendent, and the Board of Education. Students must have a 3.0 GPA, no F's on their transcripts and have completed all Credit Recovery before being approved. GPA will be checked each nine weeks. Any student who is not in compliance with his/her approved exception will be re-enrolled as a full-day student at Hampshire High School. Exceptions may be requested for the following reasons:

1. **Continuous Enrollment.** If a student has been enrolled continuously in grades 9-12 for four years and has not accumulated the required number of credits for graduation, he/she may request to be scheduled only for classes needed to meet graduation requirements. A student wanting to enroll in a post-secondary program should take high school upper-level courses, dual-credit courses, or off-campus college courses.
2. **Post-Secondary Education.** A student may apply for an exception during his/her senior year to attend college or a post-secondary technical school.
3. **Other Extraordinary Circumstances.** The Hampshire County Board of Education recognizes that there are other circumstances that merit exceptions to four-year, full-day attendance for grades 9-12 as defined by state policy. An exception may be granted for the following reasons provided that the student will meet or has met the county graduation requirements.
  - A. **Parenthood.** Students who are also parents may be granted an exception if their parental responsibilities are such that they cannot fulfill the high school attendance requirements in the normal manner. Proof of parenthood must be submitted with the application.
  - B. **Chronological Age.** Students who are eighteen (18) by the start of the school year, (September 1) are considered to be more than one year behind "regular" graduating seniors.
  - C. **Family Responsibility.** Students who, because of a disabled parent, must be available to assist in the home. Physician verification required for disabled parent/guardian.
  - D. **Financial Need.** Students who are married and/or must work 40 hours or more a week to support a family, or students who are needed to assist their parents in meeting financial obligations and who need to work 40 or more hours per week.
  - E. **Health.** Students who have a written recommendation from a physician to modify their educational program.
  - F. **Exchange Student.** Students who have been accepted to study abroad.

### **WORK-BASED LEARNING**

- ❖ Students interested in applying for work-based learning must have completed the employee verification form and turned it into the main office, must have completed or be on track to complete a CTE Program of Study. This form must be approved by the CTE Teacher, CTE Coordinator, and Principal prior to any students' approval.
- ❖ Students who have applied for and received approval must adhere to following rules/regulations:
  1. Students must maintain continuous employment, with a job in their completer field. This will be monitored via CTE Faculty through contact with the students listed employer and monthly log forms. Failure to maintain approved employment will result in the students' approval being revoked and reassigned a full day schedule on campus.
  2. Students must report to school every day, sign in with the assigned CTE teacher, and sign out prior to reporting to work. No exemptions can be given verbally. If there is an approved exemption, it must be in writing and maintained by the student.
  3. Students will not be permitted to leave before their assigned daily release time; in other words, leaving early will discount the excused absence. This is in effect even if the student is leaving early to report to work. Students and their respective employers shall abide by the agreed upon daily release time.

*Failure to follow all designated rules/regulations associated with the work-based process will result in a student/administrator conference and status may be suspended and/or revoked.*

### **WITHDRAWING AND/OR TRANSFERRING FROM HHS**

Any student who withdraws from school must first notify the principal. The student will receive a withdrawal form and must adhere to all outlined steps before a student can be officially withdrawn. If the student is transferring to another school, the student must get a form from the Guidance Office and adhere to the outlined steps. All obligations at Hampshire High School must be met for withdrawal and transfer. Student forms must be signed by the appropriate staff and returned to the administrative offices.

- ❖ **Students 16 years of age or younger ARE NOT permitted to withdraw.**
- ❖ **Students 17 years of age MUST have parent permission to withdraw.**

### **ACADEMIC INFORMATION**

It is the responsibility of each student to be aware of West Virginia State Board of Education and Hampshire County requirements for graduation and to meet those requirements.

Parents and students are encouraged to contact the guidance department at Hampshire High School to inquire about the specific requirements under WVDE Policy 2510. These requirements may also be viewed by accessing the WVDE website. <http://wvde.us>

### **APPLYING FOR HONORS/Pre-AP, AP Courses**

Any student wishing to take Honors/Pre-AP or AP courses should have a teacher signature and a parent signature on the Course Selection Sheet. Teachers should sign the Course Selection Sheet next to the name of the course. Other areas may be considered by Guidance: overall cumulative GPA of 3.5 or higher; grade of A or B in a similar course; five or fewer unexcused absences during the previous semester.

Some classes may require additional criteria to qualify for enrollment, i.e., prerequisite courses, test assessment, etc.

### **HIGH SCHOOL GRADE-LEVEL ELIGIBILITY**

<b><u>Status</u></b>	<b><u>Credit Range</u></b>
<b>Freshman</b>	<b>0-6 Credits Earned</b>
<b>Sophomore</b>	<b>7-12 Credits Earned</b>
<b>Junior</b>	<b>13-18 Credits Earned</b>
<b>Senior</b>	<b>19+ Credits Earned</b>

\*Credits are transcribed at semester and status can change each semester

### **HAMPSHIRE HIGH COURSE REQUIREMENTS/GRADING**

Generally, the reason for accepting college credit is that a student enrolled in a high school would profit by taking a course(s) at a college/university that is not available at the high school. Three semester hours of college credit may be counted as ½ unit of high school credit (unless the class is a sanctioned dual credit college course). These may be used to meet the high school units required for graduation.

Grading Scale:           A=100-90   B=89-80   C=79-70   D=69-60   F=59 & Below  
Advanced placement (AP) classes/dual credit college courses will have weighted grades as follows:  
                                  A=5.0   B=4.0   C=3.0   D=2.0  
Honors classes:           A=4.5   B=3.5   C=2.5   D=1.5  
Non-weighted classes:   A=4.0   B=3.0   C=2.0   D=1.0

\*Students struggling to meet course requirements may be referred for additional academic intervention.

### **LATE WORK POLICY**

Students will be permitted to turn in late assignments up to 5 days after it was assigned at teacher discretion. Teachers may deduct points for lateness following their classroom syllabus. Individual late work should be discussed with the teacher and an individual plan for completion may be created.

### **FAILURE TO PARTICIPATE**

Students present for classroom assignments who chose not to work, may receive an automatic zero for the assignment and may not be permitted to make up that assignment.

### **CREDIT RECOVERY**

Students who have failed a course will have an opportunity to recover the missing credit(s) through a credit recovery program or repeating the failed course. Credit recovery approval and procedure will occur on a case-by-case basis and will be approved by administration. A 'D' grade will be issued to students completing courses via credit recovery.

### **HOW DO I CHANGE MY CAREER CLUSTER/MAJOR/PATHWAY?**

Career Clusters are selected in the 8<sup>th</sup> grade. As part of the pre-registration process for ninth grade classes, Hampshire High asks students to also consider a career major and pathway so that appropriate courses can be selected.

Students should follow the procedure outlined below to change a career cluster, career major and/or pathway.

1. Ask your counselor for a Career Cluster/Major/Pathway Change form.
2. Complete the form in its entirety and return it to your designated guidance counselor. Changes are not final until the form is returned, and the change is officially made in the computer.

### **GRADUATION CEREMONY PRIVILEGES**

The principal at Hampshire High School has the responsibility and authority to make decisions on a case-by-case basis pertaining to student participation in the graduation ceremony. Student actions may result in the loss of graduation ceremony privileges. Students must have all credits complete before being allowed to walk at the graduation ceremony. Students who do not have all of the required credits complete 5 day prior to graduation will still receive their diploma, but may not participate in the graduation ceremony.

### **SAFE AND SUPPORTIVE SCHOOLS (STUDENT DISCIPLINE)**

\*A complete copy of Policy 4373: Safe and Supportive Schools can be obtained on the West Virginia Department of Education website.

School-wide discipline and respect for each other and for school property is essential for a successful academic environment. At Hampshire High School, students and staff have a right to be in an environment where they feel safe, respected, and protected. Therefore, certain rules, regulations, and guidelines are in place to ensure a safe and orderly environment that is conducive to teaching and learning. Students must respect the authority of the teaching staff and other personnel throughout the school. Students are expected to obey, respect, and cooperate with all teachers and staff at all times. The following pages outline violations of the Safe and Supportive Schools policy and list consequences that are appropriate at each level.

### **LEVEL 1 Violations**

*Minimally Disruptive Behaviors—disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.*

**Classroom management strategies (i.e. setting clear expectations, seating charts/changes, use of proximity, student/teacher conferences, parent contacts, etc.) should be used and documented as first interventions before discipline referrals are made.**

**Cheating** - A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Cheating is defined as an act of conscious deception done in order to obtain an undeserved grade. Examples of cheating include, but are not limited to, the following: any exchange of materials or talking during a test or quiz, dishonestly obtaining and using copies of tests, using “cheat sheets” or previously prepared materials during tests, impulsive exchange of information or copying from another’s paper during tests or other assignments not intended to be done by a group, and plagiarism - the submission, as your own work, of papers or parts of papers actually written by another without giving due credit; this could be done by quoting or paraphrasing without proper quoting of source. **The response to violations under this section may include academic sanctions in addition to other discipline.**

**Deceit** - A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.

**Disruptive/Disrespectful Conduct** - A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

**Failure to Serve Detention** - A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

**Falsifying Identity** - A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

**Inappropriate Appearance** - See Student Dress previously outlined in this handbook.

**Inappropriate Display of Affection** - Students will not engage in inappropriate displays of intimate affection. School is not the appropriate place for personal displays of affection.

**Inappropriate Language** - A student will not orally, in writing, electronically, or with photographs or drawings, use profanity at school.

**Possession of Inappropriate Personal Property** - A student will not possess personal property that is prohibited by school/classroom rules or that is disruptive to teaching and learning. The following items are not permitted for use in any classroom: laser pointers, toys, hand held games, video games, iPods, radios, walkie-talkies, noisemakers, perfume bottles, soda bottles, lighters, matches, etc. Certain items listed may be permissible for special events or learning occasions with teacher permission. Lighters and matches are never permitted. Such items may be confiscated and held in the office for a determined period of time to be released only to a parent. In certain circumstances (i.e.. during state assessment, after multiple violations, etc.), confiscated items, including phones, may not be returned until the end of the school year. **Students may bring their phone and other personal electronics to school, but they MAY NOT be accessed during class time. (See Personal Device Usage Policy).**

**Skipping Class** - Students are expected to be in class during the assigned time. A student will not fail to report to the school’s assigned class or activity without prior permission. Any student who does not report to class within five minutes of the designated starting time will be considered “skipping.”

**Tardiness**- A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

## Level 1 Interventions and Consequences

Level 1 violations may result in any or a combination of the following consequences, at administrator's discretion based on the nature and context of the offense, the severity of the offense, and the circumstances surrounding the disciplinary situation.

- Administrator/student conference or reprimand
- Administrator, teacher, and parent/guardian conference
- Zero on assignment for cheating
- Counseling conference or referral to support staff or agency
- Daily/weekly progress reports
- Referral to Student Assistance Team
- Behavioral contracts
- Change in class schedule, locker assignment, or seat assignment
- School service assignment
- Confiscation of inappropriate item for a determined amount of time
- Loss of privileges
- Restitution/ restoration
- Detention (lunch, during, or after school)
- Denial of participation in class, school, or extra-curricular activities
- Exclusion by teacher from classroom for one period
- Parent asked to attend school with student
- In-school suspension/detention
- \*Out-of-school suspension (up to 3 days)
- Law enforcement notification if warranted

**\*Any student who is suspended from school for any reason will not be permitted to attend or participate in any extra-curricular activity or after-school event on the day of suspension. If school is cancelled for any reason, a suspension day will be served the next day school is in session.**

## LEVEL 2 Violations

*Disruptive and Potentially Harmful Behaviors—disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.*

**\*Classroom management strategies (i.e. setting clear expectations, seating charts/changes, use of proximity, student/teacher conferences, parent contacts, etc.) should be used as first interventions before discipline referrals are made.**

**Gang Related Activity** - A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

**Habitual Violation of School Rules or Policies** - A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies. Excessive disciplinary referrals may result in a recommendation for expulsion.

**Insubordination** - A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

**Leaving School Without Permission** – A student will not leave the school building or campus of school activity without permission from authorized school personnel. A student will not transport other students off campus without permission from authorized guardians and/or school personnel.

**Physical Fight Without Injury** – A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

**Possession of Imitation Weapon** – A student will not possess any object fashioned to imitate or look like a weapon.

**Possession of Knife not meeting Dangerous Weapon Definition (WV Code 61-7-2)** – A student will not possess a knife or knife-like implement under 3½ inches in length. WV Code 61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term “knife” as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

**Profane Language/Obscene Gesture/ Indecent Act Toward an Employee or Student** – A student will not use profanity or direct profane language, obscene gestures or indecent acts toward a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

**Technology Misuse** – A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators or the school’s Student Laptop Agreement. Student conduct on or off campus that could cause disruption in the school is prohibited and may be disciplined. This includes, but is not limited to, blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct toward a student or staff member.

### **Level 2 Interventions and Consequences**

**Level 2 violations may result in any or a combination of the following consequences, at administrator’s discretion based on the nature and context of the offense, the severity of the offense, and the circumstances surrounding the disciplinary situation.**

- Administrator/student conference or reprimand
- Administrator, teacher, and parent/ guardian conference
- Zero on assignment for cheating
- Counseling conference or referral to support staff or agency
- Daily/weekly progress reports
- Referral to School Assistance Team
- Behavioral contracts
- Change in class schedule, locker assignment, or seating assignment
- School service assignment
- Confiscation of inappropriate item for a determined amount of time
- Loss of privileges
- Restitution/restoration
- Detention (lunch, during, or after school)
- Denial of participation in class, school, or extra-curricular activities
- Exclusion by teacher from classroom for one period
- Parent asked to attend school with student
- In-school suspension/detention
- \*Out-of-school suspension (up to 5 days)
- Referral to Alternative Education
- Recommendation for Expulsion
- Law enforcement notification if warranted

**\*Any student who is suspended from school for any reason will not be permitted to attend or participate in any extra-curricular activity or after-school event on the day of suspension. If school is cancelled for any reason, a suspension day will be served the next day school is in session.**

## LEVEL 3 Violations

*Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.*

**Battery Against Student** – A student will not unlawfully and intentionally injure another student.

**Defacing School Property/Vandalism** - A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary. \*LEGAL ACTION MAY BE PURSUED & RELATED REPAIR OR REPLACEMENT COSTS MUST BE PAID BY STUDENT/PARENT.

**False Fire Alarm** – A student will not knowingly and willingly set off a fire alarm without cause.

**Fraud/Forgery** – A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

**Gambling** - A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

**Hazing** - A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

**Larceny** - A student will not, without permission, take another person’s property or have another person’s property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with WV Code §61-3-13.

**Sexual Misconduct** – A student will not publicly and indecently expose themselves or anyone else, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.

**Threat of Injury/Assault Against an Employee or Student** – A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. Students’ on or off campus conduct that could cause disruption in the school is prohibited and may be disciplined. This includes, but is not limited to, blogs and social media posting created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

**Trespassing** – A student will not enter the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.

**Harassment/Bullying/Intimidation**- A student will not bully/intimidate/harass other students. According to WV Code §18-2C-2, “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act communication, transmission or threat that:

- A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student; or disrupts or interferes with the orderly operation of the school

(An electronic act, communication, transmission or threat of includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text or social media message using any such device.)

- **Sexual harassment** consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or creating an intimidating, hostile or offensive employment or educational environment.  
**Sexual harassment may include but is not limited to:**
  - verbal harassment of a sexual nature or abuse; pressure for sexual activity; inappropriate or unwelcome patting, pinching or physical contact; sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status; behavior, verbal or written words or symbols directed at an individual because of gender; the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.
- **Racial harassment** consists of physical, verbal or written conduct relating to an individual's race when the conduct:
  - has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
- **Religious/ethnic harassment** consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:
  - has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.
- **Racial/Religious/Ethnic violence** is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race, religion or ethnicity.
- **Sexual violence** is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
  - touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another; threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

**Imitation Drugs: Possession, Use, Distribution or Sale** – A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) or a controlled substance.

**Inhalant Abuse** – A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of “getting high”. The action may be referred to as huffing, sniffing, dusting, and/or bagging.

**Possession/ Use of Substance Containing Tobacco and/or Nicotine** – A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes vaporizers and e-cigarettes.



### Level 3 Interventions and Consequences

Level 3 violations may result in any or a combination of the following consequences, at administrator's discretion based on the nature and context of the offense, the severity of the offense, and the circumstances surrounding the disciplinary situation.

- Law enforcement intervention: criminal citation, ticket, or summons; filing delinquency petition, referral to probation officer, or actual arrest.
- Referral to tobacco cessation services/ treatment
- Referral to substance abuse treatment
- Counseling conference or referral to support staff or agency
- Notification of appropriate Health and Human Resources
- Administrator student conference or reprimand
- Administrator, teacher and parent/guardian conference
- Referral to School Assistance Team
- Behavioral contracts
- Parent asked to attend school with student
- Change in class schedule, locker assignment, or seating assignment
- School service assignment
- Confiscation of inappropriate item
- Loss of privileges
- Restitution/restoration
- Detention (lunch, during, or after school)
- Denial of participation in class, school, or extra-curricular activities
- Exclusion by teacher from classroom for one period
- In-school suspension/detention
- \*Out-of-school suspension (up to 10 days)
- Referral to Alternative Education
- Recommendation for Expulsion

**\*Any student who is suspended from school for any reason will not be permitted to attend or participate in any extra-curricular activity or after-school event on the day of suspension. If school is cancelled for any reason, a suspension day will be served the next day school is in session.**

### LEVEL 4 Violations

*Safe School Act Behaviors—dangerous and illegal behavior.*

**Battery on a School Employee** – A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in WV Code § 61-2-15(b). A student guilty of this behavior may be suspended and expelled.

**Felony** - A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in WV Code §18A-5-1. Such acts that would constitute a felony include, but are not limited to, arson, malicious wounding and unlawful wounding, bomb threat, sexual assault, terrorist act or false information about a terrorist act, hoax terrorist act, and grand larceny. A student guilty of this behavior shall be suspended with a possible recommendation for expulsion.

**Illegal Substance Related Behaviors** – A student will not sell or distribute a narcotic drug as defined in WV Code §60A-1-101. A student guilty of this behavior shall be suspended and expelled.

A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, or any other substance included in the Uniform Controlled Substances Act as described in WV Code §60A-1-101 or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.7 and instances of prescription drug abuse. A student guilty of this behavior shall be suspended with a possible recommendation for expulsion.

**Possession and/or Use of Dangerous Weapon** – According to WV Code §18A-5-1, a student will not possess a firearm or deadly weapon as defined in WV Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in WV Code §61-7-11. As defined in WV Code §61-7-2, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, revolver, or other firearm. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. A student shall be suspended and expelled for violating WV Code § 61-7-11a.

### **Concealed Weapons on School Property**

It is the policy of the Hampshire County Board of Education that knives or other sharp instruments of any type will not be allowed on school busses, in schools or on any school property at any time. Any student caught with any dangerous weapon, including pocket knives with a blade length in excess of 3 ½ inches, will be automatically suspended and must appear before the Superintendent and the Board of Education.

### **Level 4 Consequences**

**Level 4 violations will result in one or a combination of the following consequences in conjunction with WV Code §18A-5-1a.**

- \*Out-of School Suspension
- Law enforcement notification
- Recommendation for expulsion

**\*Any student who is suspended from school for any reason will not be permitted to attend or participate in any extra-curricular activity or after-school event on the day of suspension. If school is cancelled for any reason, a suspension day will be served the next day school is in session.**

## **ADDITIONAL DISCIPLINE NOTES**

### **IN-SCHOOL SUSPENSION (ISS)**

- ❖ Students will report to the ISS location immediately after reporting to their first block teacher to record attendance.
- ❖ Students must bring instructional items needed to complete class work.
- ❖ Students will be given the opportunity to request second chance breakfast with the ISS coordinator.
- ❖ Students will not be permitted to attend clubs, activities, social events, etc. during the school day.
- ❖ Upon arrival to the ISS location, students may be asked to surrender backpacks, cell phones, electronic devices, and other items not necessary to complete assigned schoolwork.
- ❖ Students will not be permitted to sleep, access technology, or converse with other students.
- ❖ Students are responsible for both collecting and returning schoolwork. Work must be turned into each teacher on the day the student returns to class.

### **VIOLENCE/FIGHTING**

**Fighting is a criminal offense and will be addressed as such. Police will be notified as needed. Students involved in fighting or any disruptive conduct during the school day or during any school activity may be suspended from school and subject to possible expulsion. Students, regardless of age, are subject to arrest and may be taken from the school by a police officer. Students may be charged depending on the severity of the offense.**

### **STUDENTS WHO FIGHT AT HAMPSHIRE HIGH SCHOOL MAY LOSE THE FOLLOWING PRIVILEGES:**

- ❖ PERMISSION TO DRIVE TO SCHOOL
- ❖ LOSS OF EXTRACURRICULAR AND/OR SOCIAL PRIVILIGES

## **SEARCH AND SEIZURE**

Any school administrator or school employee acting under the direction of the administrator has the authority to search a student's person, possessions (purse, bag, wallet, etc.) locker and/ or vehicle on school property or at a school function so long as the administrator has a reasonable suspicion for believing that the student is violating a school policy, state or federal law.

NOTE: Persons and property within the building or school grounds are subject to random searches by certified drug dogs or any other law enforcement agency. In any case where a violation of state laws has occurred, the administration has the right to refer the offense to civil authorities and/ or the police. Any student committing an offense or violation is responsible for any and all damages and personal injuries, and the parents or legal guardians are responsible for damages to the extent provided by law.

Periodically, the administration will conduct randomized searches. These searches include but are not limited to morning bag searches as students enter the school building and random classroom searches. Refusal to cooperate during the morning bag search will result in the student being searched each time they occur. Refusing to be searched when an administrator has reasonable suspicion or during a random search will also result in disciplinary action.

## **SURVEILLANCE CAMERAS**

Surveillance Cameras are placed at various places throughout school property. Students and staff should be aware that the cameras are recording at all times and may be used to monitor activity. Furthermore, it is important for those entering the building to realize that while the cameras are recording at all times, there is no one person designated to monitor recorded activity as it is occurring. All special education classrooms are subject to video recording as per state policy.

## **Transportation Expectations**

**School rules also apply to school transportation, and school rules may be more restrictive. The following additional rules are in effect on buses, at bus stops, and transfers.**

### **General Rules**

Note: Riding on a school bus is a privilege and not a "right."

1. Ride the complete scheduled bus route unless a parent note is provided to the bus driver and signed by the school office.
2. Students are only permitted to ride their scheduled school bus, normally to and from their place of residence. Parents of students requesting an alternate bus schedule (such as in the case of a babysitter or shared custody) should contact the bus garage in advance so that an alternate schedule can be created. Note: Your child's school may require a parent note each time a student rides an alternate afternoon bus schedule.
3. Students can only load and unload at authorized bus stops. For example, drivers will not be able to drop students at "Grandma's house", unless Grandma's house is an approved stop on that route.
4. During an emergency or crisis situation, follow the driver's directions immediately.
5. Students must return completed enrollment/emergency information and discipline forms by the deadline identified by the driver. Students will not be permitted to resume riding the bus until the forms are provided to the driver.

### **Bus Stops and Transfers**

6. Wait at least 10 feet from the edge of the road and stay away from traffic. Do not play in the roadway.
7. Wait to board the bus until the driver signals you to cross the road and watch for traffic. Do not wear music earphones while boarding or departing the bus or in transfer areas.
8. Be at the bus stop, ready to load 5-10 minutes before the bus arrives.
9. When unloading at a bus stop, wait for the driver to signal you to cross the road. Immediately move away from the bus area. Wait to check for mail until after the bus has left.

10. Private vehicles shall be parked and operated in such a manner as to not cause a safety or traffic hazard for the bus, students and traffic entering and leaving the area. Students riding in private vehicles whose driver's do not cooperate with Transportation Department directives may be excluded from school transportation.
11. Drivers of private vehicles shall cooperate with the bus operator's signal/ directions regarding when to drive from the bus stop area so as to not endanger students.
12. School rules regarding drugs, alcohol, tobacco and weapons are in effect at bus stops.
13. Do not approach a bus that is not your scheduled bus.
14. Parents or designated responsible adults are required to escort preschool students by hand to the bus door to board the bus and must meet the preschool students and walk them by hand from the bus door when departing the bus.

### **On the Bus**

15. Keep hands, feet and objects to yourself and inside the bus.
16. Sit facing forward while the bus is moving, as if you are wearing a seatbelt.
17. Keep all parts of your body and possessions out of the aisle.
18. Immediately follow the driver's directions. Do not argue.
19. Do not change seats while the bus is moving or without the driver's permission.
20. Sit in and share assigned seats.
21. When permitted, speak in a quiet voice. All language should be appropriate for school and show respect to others.
22. No food, liquid, gum or objects in your mouth. No open liquid containers on the bus.
23. Do not call to the driver except in emergencies.
24. Do not bring inappropriate personal property on the bus. Examples include skateboards, CO2 cartridges, glass, sharp objects, uncased musical instruments and balls. Drivers will attempt to transport cased/padded band instruments and cased/padded sports equipment if the student is able to place the instrument/equipment on their lap and space on the bus allows.
25. Drivers are authorized to limit children playing with toys on buses.
26. Elementary students may not have pens or pencils in their hands.
27. Students may not have sharp objects exposed or attached to their clothes. Examples include fishhooks, hat or safety pins, sharp studs.
28. Do not damage or tamper with bus equipment including emergency equipment and driver controls.
29. Students are prohibited from using electronic devices (such as radios & music players) without headphones or in a manner which interferes with the bus communication equipment or the operation of the bus.
30. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices.

### **Consequences for Violating Bus Rules**

Consequences for violating bus and school rules will be determined by the bus driver and/or administrator based on the severity and level of the offense. Consequences may include the following or others outlined in individual school handbooks:

- Assigned seat on the bus
- Administrator/student conference or reprimand
- Administrator and driver parent conference
- Loss of Bus Privileges
- School Bus Service Assignment
- Bus Suspension
- Lunch Detention
- After School Detention
- In-school Suspension/Detention
- Out of School Suspension
- Recommendation for Expulsion

## **HAMPSHIRE HIGH SCHOOL PARKING/DRIVING PRIVILEGES**

- ❖ Driving is a privilege extended to student's who have a valid driver's license. Proof of liability insurance is required in order to obtain a parking permit. All students must apply for a parking permit at a cost of \$25 in order to park on campus during the school day. Students may also purchase the right to park in a specially designated spot for an additional fee.

### **PARKING REGULATIONS:**

- ❖ Place your permit on the rearview mirror. Lock your car and do not return to it throughout the school day without signed permission.
- ❖ Taking care of your permit is your responsibility. If your permit is lost or stolen, there may be a fee and a waiting period before a replacement is issued.
- ❖ Do not sell, lend, or give your permit to anyone else. It is to be used by you in a designated vehicle, or your permit will be revoked.
- ❖ Do not alter or tamper with your permit or the number on it.
- ❖ If you do not have your permit with you, you are not allowed to park on school property without permission from principal.
- ❖ Students are expected to park ONLY in designated student spots.
- ❖ Your permit could be revoked for reckless driving, speeding, failed or refused drug test, unacceptable conduct in the lot or on the campus, or violation of other school rules.
- ❖ **Your vehicle is subject to be searched by school administration at any time while on school property.**

**VEHICLES FOUND IN VIOLATION OF PARKING REGULATIONS MAY BE SUBJECT TO BEING TOWED  
AT THE OWNER'S EXPENSE.**

### **FEES AND DISCIPLINARY ACTION**

- ❖ Parking permits are \$25.00 per school year.
- ❖ First parking offense - A \$5.00 ticket, to be paid within 5 days, after that a \$2.00 per day fee will be added. After the amount of \$20.00 has been reached, the car will be booted. The boot will be removed after all fines associated have been paid in full.
- ❖ Second parking offense - A \$5.00 ticket, to be paid within 5 days, after that a \$2.00 per day fee will be added. After the amount of \$20.00 has been reached, the car will be booted. The boot will be removed after all fines associated have been paid in full. The student's parking permit will also be revoked for 10 days.
- ❖ Third parking offense - A \$5.00 ticket, to be paid within 5 days, after that a \$2.00 per day fee will be added. After the amount of \$20.00 has been reached, the car will be booted. The boot will be removed after all fines associated have been paid in full. The student's parking permit will also be revoked for the remainder of the school year.
- ❖ Reckless driving, speeding, failed or refused drug test, unacceptable conduct in the lot or on the campus, or violation of other school rules may result in an immediate revocation of driving permit for the 9 weeks, semester, or school year.
- ❖ Truancy may result in loss of driving or parking privileges.

### **GATE PROCEDURES**

In an effort to keep our campus as secure as possible, between the hours of 7:50 am and 3:20 pm, all gates leading to the rear of Hampshire High School will remain closed and locked. The only access point to the rear of the school will be through the main gate, located on Trojan Way. This gate will be manned throughout the day. Anyone passing through the gate during the secure times will be required to stop and show a "GATE PASS" that has been issued by the Main Office. All students that arrive late will be required to park in the visitor parking area, report to the main office and sign in to receive their gate pass. The student will present the gate pass to the gate attendant to be allowed access to the student parking area. This pass will also serve as the student's pass to class. Every student in the vehicle must possess an Entrance Gate Pass. Student drivers who leave early will be required to show a gate pass to the gate attendant that indicates the student has signed out with the main office. Every student in the vehicle must possess an Exit Gate Pass. Any student that fails to follow these procedures, or the directives of the gate attendant, may lose their parking privileges.

## **STUDENT DRUG TESTING POLICY**

### **Policy 5530.01**

Please note: The complete policy can be found on the Hampshire County Schools' website.  
<http://boe.hamp.k12.wv.us/index.aspx?nid=76>

#### STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration and staff desire that every student in Hampshire 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 Hampshire 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 Hampshire 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 on school property also carry an added accountability for the same operation of a vehicle while on school property.

The purposes of this policy are six-fold:

- A. To educate students on the serious physical, mental and emotional harm caused by illegal drug use.
- B. To alert students with possible substance abuse problems and their parent/guardian, of the potential harms that drug use causes to their physical, mental and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
- C. To ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
- D. To prevent injury, illness and harm to students that may arise as a result of using illegal and performance-enhancing drugs.
- E. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.
- F. 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 Hampshire 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 Hampshire 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 testing.

## PERSONAL ELECTRONIC DEVICE POLICY

*Hampshire High School believes there are educational benefits to students and teachers through access to various technological services. The intent of the Hampshire High School Electronic Device Policy and Acceptable Use Policy, is to further the educational goals and objectives of the school while reducing distraction within the educational environment. To ensure the appropriate use of technology and the policy and procedures listed below have been established.*

**\*This policy applies to cell phones, iPods, iPads, MP3 players, tablets, personal computers, cameras, game devices, scanners, pagers, etc.\***

Guidelines:

- Students may possess and/or use personal electronic devices on school property **before school** until the beginning of the school day as signaled by the 7:50 AM morning bell, **during their assigned lunch block, in-between classes**, and **after school** as signaled by the 3:20 afternoon bell.
- Personal electronic device use is NOT PERMITTED during instructional time unless they are being used for instruction under the direction of a teacher.
- HHS **will not** be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto HHS property. Staff/administrator time will not be spent on investigating the loss or damage of personal electronic device property.
- **Parents who need to get in contact with their student during the school day should contact Hampshire High School. The office staff will relay messages to your child or provide them the opportunity to speak with you directly when necessary.**

Consequences:

1. If student's device is seen or heard during class time, students will first be warned and asked to put the device away. If students continue to use their device during class, device shall be subject to confiscation consequences outlined below.
2. Electronic device will be taken by the classroom teacher and phone will be returned at the end of the class period. Classroom teacher will conference with student after class.
3. Electronic device will be submitted to the office and returned to the student at the end of the school day. Teachers will bring device directly to the office at the end of the block it is confiscated. Teacher will contact/conference with parent/guardian to discuss the issue and inform parents of further consequences.
4. Electronic device will be submitted to the office immediately, logged in the discipline system, and returned only to the parent/guardian. Student may be issued additional consequences.
5. Additional Offenses – Electronic device will be submitted to administration, and administrator will conference with parent and student before device is returned. Students may be issued additional consequences.

**\* If a student refuses to surrender a device to a teacher or administrator, it will be considered insubordination and will result in immediate disciplinary consequences, up to or including suspension.**

## **ADDITIONAL POLICIES**

### **Title IX Harassment/Crisis/Abuse**

The school is obligated to ensure that each student feels safe to participate in the school's education program. Actions that may interfere with a student's rights include: 1. Verbal or physical actions that are based on race, color, religion, sex, national origin or disability; 2. Student abuse, neglect, or family crisis; 3. Uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority; 4. Actions which are intentional and repetitive and meant to alarm, annoy, or disturb

Should a student experience any of these forms of harassment, please report this to a school employee. All staff members are mandated reporters and MUST report any suspicion of abuse immediately to the proper authorities.

### **Use of Tobacco on School Premises**

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco products in school buildings, on school grounds, and at any school-sponsored function. For the complete Board Policy, visit the Hampshire County Website and read Policy 7434: Use of Tobacco on School Premises.

### **Drug Free Schools Policy**

In accordance with Federal and State law, the Hampshire County Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by law or substance that could be considered a "look-alike" controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school. Hampshire County Schools will also notify law enforcement officials as appropriate.

The Hampshire County Schools is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **NONDISCRIMINATION and SECTION 504/ADA POLICY**

As required by federal laws and regulations, the Hampshire County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to the Title IX Coordinator of Hampshire County Schools at (304) 822-3528; to the Elimination of Sex Discrimination Program Coordinator at (304) 558-7864; or to the US Department of Education's Director of the Office for Civil Rights at 215-596-6795.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

Hampshire County Board of Education in compliance with the Asbestos Hazard Emergency Response Act (AHERA), has an Asbestos Management Plan in place. That plan is available for your review in each of the school offices. The Hampshire County Board of Education performs surveillance activities in reference to the asbestos that is present in the Board of Education's buildings every six months. The Hampshire County Board of Education has a private environmental firm perform the three-year asbestos re-inspection of the BOE buildings as required by AHERA.



## **SCHOOL COUNSELING SERVICES**

The purpose of Hampshire High School's guidance program is to assist each student in the school and to help them to be prepared for their life's work.

### **COUNSELORS**

What each student plans to do after high school determines what courses they must take in high school. The counselors monitor each student's Personalized Education Plans (PEP) and required courses in that major for graduation. Other graduation requirements and attendance are periodically reviewed. Seniors should complete all necessary paperwork and correspondence for further schooling and training as soon as possible in the senior year. Financial aid and scholarship information sessions are held for parents and seniors. Hampshire High School's comprehensive guidance program begins with course selection for the county's 9<sup>th</sup> grade at the middle schools through final permanent record correspondence for the senior class after graduation.

The counselors are referral agents to outside agencies for students needing assistance with non-school issues. Students who need to meet with a school counselor should fill out a guidance request form. Counseling staff will send for the student. Students are not permitted to show up in the counselor's office without being called by a school counselor or administrator.

### **SOCIAL WORKERS**

Hampshire County Schools employ trained social workers to assist students and families with social, emotional, and behavioral needs. Referrals will be made via the school counselor office.

### **AVAILABILITY OF LIST OF SENIORS AND JUNIORS TO ARMED FORCES**

Hampshire High School will provide "Directory of Information" to Armed Forces recruiters of all members of the junior and senior classes. Parents may request exclusion from their child's directory information by contacting the guidance office prior to the beginning of second semester. School does not provide graduation reorganization materials for armed forces, anything given can be provided by the recruiter and not the responsibility of the school or county.

### **CHILD ABUSE/CRISIS**

Where situations concerning abuse or neglect of our students appear or a family crisis seems imminent, direct contact should be made with one of our school's counselors. All staff members are mandated reporters and MUST report any suspicion/report of child abuse immediately to the proper authorities.

### **HOMELESS SUPPORT**

Homeless children/youth, as defined by the McKinney-Vento Act, are individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- ❖ Sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)
- ❖ Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- ❖ Living in emergency or transitional shelters
- ❖ Abandoned in hospitals
- ❖ Awaiting foster care placement

The federal act and WV state law and policy guarantee that students can enroll in school if they live:

- ❖ In a shelter (family shelter, domestic violence shelter, youth shelter, or transitional living program)
- ❖ In a house or apartment with more than one family because of economic hardship or loss
- ❖ In an abandoned building, a car, at a campground, or on the street
- ❖ In temporary foster care or awaiting foster care with an adult who is not their parent or legal guardian
- ❖ In substandard housing (no electricity, no water, and/or no heat)
- ❖ With friends or family because they are a runaway or unaccompanied youth

If assistance is needed, contact the Director of Student Services at 304-822-3528.

### **STUDENT ASSISTANCE TEAM (SAT)**

HHS has a Student Assistance Team (SAT) whose primary purpose is to review individual student needs when a student demonstrates poor academic performance or engages in counter-productive behavior. Comprised of regular and special educators, a counselor and administrator or designee, the SAT works as a resource problem-solving group to develop appropriate instructional and/or behavioral intervention strategies to address those needs within the regular education program. Referrals are accepted from HHS teachers, counselors and administrators as well as parents. Contact the guidance office or SAT Coordinator to make appropriate referrals.

### **PEER HELPER PROGRAM**

Peer Helpers is a program in which specially trained students assist their fellow students to resolve conflicts and/or other concerns in a structured problem-solving format. Students, teachers, parents, friends, school personnel, or any concerned person can make referrals. Referrals can be made to the PRO-OFFICER, counselor, and administrator. The program is voluntary and confidential unless there are concerns of imminent danger and/or criminal behavior. The Peer Helpers are well trained and have been quite successful in working with their peers. They look forward to serving HHS students in the coming year.

## **MISCELLANEOUS INFORMATION**

### **FUNDRAISING**

All fundraiser requests must be submitted to immediate supervisor. Once fundraisers have been approved by the supervisor and principal, it will be submitted to the superintendent and/or board of education for approval. Students are not permitted to sell anything in school without the permission of the principal.

### **DANCE/ACTIVITY PROCEDURES**

All dance/social activities must conform to county policy. All senior high functions must be ended by 11:00 P.M. with the exception of special dances (such as the prom). Hampshire High School dances are for Hampshire students and their guests. **Middle school students, persons 21 and older, or persons who have dropped out of school within the past three years are not eligible to attend dances.** One week prior to any dance, a guest verification sheet must be completed and returned to the administrator. On the night of the dance, only those guests with approved guest verification sheets will be admitted and then only when accompanied by the Hampshire student who signed him/her up as a guest. Students must present their student ID to both purchase tickets and enter the event. The school reserves the right to refuse participation to any guest. Identification for all guests may be required.

## School Policy Acknowledgement Form

### DUE TO ADVISORY TEACHER

**Student:**

By signing and returning this handbook page to the school, you are agreeing to the following:

- I have received an electronic copy (hard copy available upon request) of the Hampshire High School Handbook for the current school year.
- I have thoroughly read and understand all school policies (including attendance, Student Code of Conduct, dress code, weapon policy, alcohol/ drug policy, computer use policy, cell phone & electronic device policy, etc.).
- I agree to follow all school rules and policies, as outlined in all pages of the handbook.
- I understand that I will be held accountable for my behavior and will be subject to the disciplinary consequences outlined in all pages of this handbook.

PRINTED Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE of student: \_\_\_\_\_

PRINTED NAME OF Advisory Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parents:**

By signing and returning this handbook page to the school, you are agreeing to the following:

- My child has received an electronic copy (hard copy available upon request) of the Hampshire High School Handbook for the current school year.
- I have thoroughly read and understand all school policies (including attendance, Student Code of Conduct, dress code, weapon policy, alcohol/ drug policy, computer use policy, cell phone & electronic device policy, etc.).
- I agree to support my student in following all school rules and policies, as outlined in all pages of this handbook.
- I understand that my child will be held accountable for his/ her behavior and will be subject to the disciplinary consequences outlined in all pages of this handbook.

PRINTED Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Directory Information/ FERPA**

**DUE TO ADVISORY TEACHER**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;  
Other schools to which a student is transferring;  
Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information unless parents object in writing to the release of any or all of this information. **This objection must be filed within ten school days of the time this handbook was given to the student.** Directory information ordinarily includes the following:

- Student's name
- Address and telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Photographs
- Dates of attendance
- Awards received in school
- Most recent previous school attended

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

PRINTED Name of the Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**SCHOOL PUBLICATION CONSENT**

I give permission for my child's name and picture to appear in various publications including the school yearbook, school newsletters, Hampshire Review newspaper articles, web articles, PowerPoint presentations, etc.

Signature of Parent/Guardian: \_\_\_\_\_

Exceptions (please list): \_\_\_\_\_