



# Mingo Central High School 2019-2020

Revised Feb. 11, 2020

Mr. Daniel Dean, *Principal*  
Dr. T. Michael Kinder, *Assistant Principal – Discipline*  
Mrs. Marcella Charles-Casto, *Assistant Principal - CTE*

## *This agenda belongs to:*

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



## **MESSAGE FROM THE PRINCIPAL**

On behalf of the faculty and staff, I take pleasure in welcoming you to Mingo Central High School. Starting the school year this fall represents a new opportunity for personal, social, and academic growth. The goal of the faculty and administration of Mingo Central is to provide an education that encourages and develops social and emotional growth, critical thought, analytical problem solving, leadership and citizenship. We urge our students to undertake challenges, become involved in school and community activities, and to make their personal mark on our school. At Mingo Central High School, we believe that education is a life-long process, and we aim to instill a love of learning within our student body.

This Student Handbook is published so that all students of Mingo Central High School may have a ready reference to information that is necessary for an understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that students share the information in this handbook with their parents. When this handbook does not give you the information you need, you should contact your principal, assistant principal, counselor or a teacher for help.

The goal of Mingo Central High School is EXCELLENCE and in striving to reach this goal there must be a cooperative effort on the part of the students, teachers, administrators, parents and community. We earnestly solicit the cooperation in this venture of the community, students, and parents, assuring that the result will be well worth the effort. Therefore, parents, I urge you to become actively involved in your student's studies and extra- curricular activities from all that Mingo Central offers.

**Mr. Daniel Dean, Principal  
Mingo Central High School**

## Mingo Central High School

### Mission Statement

# LEARNERS TODAY, LEADERS TOMORROW!

The mission statement of Mingo Central Comprehensive High School is to challenge students to reach their greatest potential in academics, integrity, leadership and responsible citizenship for a successful career and future.

### Core Beliefs

#### **We believe:**

- All students deserve a world-class education by improving teaching and learning for ALL students.
- Each person has value and is worthy of respect; therefore, every member of the learning environment will show respect and responsibility for oneself and others.
- The purpose of education is to enable students to develop their intellectual, emotional, social and physical potential within a safe, orderly, free of bullying, nurturing, healthy, structured, clean and drug-free environment.
- Close, meaningful relationships among students, parents, community, faculty and administrators enhance the educational process.
- Rigorous, relevant curriculum, with the effective use of technology, must be the focus of all learning programs.
- Increased efforts must be made to improve student attendance rates and reduce the overall student truancy and suspension rates.

## TELEPHONE DIRECTORY

Main Office ..... 426 – 6603  
Fax ..... 426 – 6605

## COUNTY INFORMATION SOURCES

Mingo Central offers a variety of ways to keep up with important news and information on our school district:  
Web Site [mingoschools.com/mchs](http://mingoschools.com/mchs)

The county’s site offers information about our school and county, including school closings and delays, kindergarten registration, the County’s Strategic Plan, and curriculum maps. Make sure you regularly visit <http://mingoschools.com/>.

## SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at <http://mingoschools.com/>. Delay and closing information will also be reported through the Mingo County Automated Calling System and on WSAZ, and WXCC 96.5.

## ILLNESS WHILE AT SCHOOL

If you should become ill or are injured during school, ask your teacher for a pass to the nurse’s clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the Office for home, students and parents must sign out in the Office. A parent note must be presented upon return.

Being ill in the restroom for any extended period of time is not an accepted excuse to miss class. Should you be too ill to report to the clinic, have a teacher or faculty member send word to that effect to the School Office.

Parents are requested to report all communicable diseases to the Office.

## EMERGENCIES

In the case of a student emergency, do not try to handle it alone!! Secure the aid of a teacher **RIGHT AWAY** and then report the emergency to the Main Office at once. The office staff will know how to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly. In case of electrical outages – remain in the classroom until instructed otherwise by the principal. Do not change classes, even if it is time for the bell to ring.

## FIRE/EMERGENCY DRILLS

Fire drills and other emergency drills are a required part of the school routine. Everyone is to follow the appropriate evacuation procedure and return to class in a quiet, orderly manner. When an alarm sounds, leave by the evacuation procedure posted in your classroom. In the case of a bomb threat, students are expected to follow the evacuation procedures as directed by the teacher. If a student wishes to leave *after* a drill or emergency situation and we have returned to normal operations, the normal check out procedures must be followed. Students failing to follow these procedures will receive consequences for truancy/cutting class. Our campus is **closed** during all drills and emergency situations, except to emergency personnel. No one will be allowed on or off campus during these times. **STUDENTS SHOULD NOT USE THEIR CELL PHONE SO THAT PHONE LINES ARE CLEAR FOR EMERGENCY PERSONNEL. IF THERE IS AN EMERGENCY SITUATION WHEN THE CAMPUS IS CLOSED, PARENT INFORMATION WILL BE CONVEYED VIA OUR AUTOMATED CALLING SYSTEM, TELEVISION AND RADIO STATIONS.**

## EARLY DISMISSAL

STUDENTS MUST NEVER LEAVE THE SCHOOL BUILDING WITHOUT PERMISSION AND/OR WITHOUT SIGNING OUT IN THE OFFICE.

### CHECK OUT PROCEDURES

- The following procedure is to be followed in order to legally check out a student (regardless of student's age).
- A parent/guardian or someone designated by the parent/guardian and listed on the emergency contact form must report to the office in person. This person must have a photo ID. Phone calls for dismissal will not be acceptable, even if the student drives to school. This is to ensure safety.
- Parents may come to the school the day prior to or before the school day begins to properly document the time and reason for checking out or in school.
- School office personnel will call the student out of class when their parent/guardian arrives at the main office.
- Students are required to obtain signatures from teachers whose classes they will miss. Parents/guardians should allow time for this process when signing out students.
- Failure to follow this procedure will result in school discipline. No student may leave with another student!

Legitimate reasons for early dismissal from school will be accepted provided a ***parent/guardian is present at school to sign them out.*** A student must also submit a parent's note or doctor's excuse to the Office upon returning to school the next day. The reason for early dismissal must be explicit in order to be considered excused.

## ONCE YOU'RE HERE, YOU'RE HERE!!!!!!

We operate as a closed campus for all students. This means that students may not leave the school grounds from the time they arrive in the morning until dismissal time. We will not accept any telephone calls for the students to be signed out by the office. Parents/guardians **must** come to sign out their child. **No one may leave school during breaks or lunch.** Driving privileges will be revoked for the remainder of the school year for any student leaving without administrator approval. Permission to obtain items from your car must be received from an administrator **prior** to going to your car.

## TARDINESS

Classroom teachers are to record each student's attendance and tardies, each class period. Habitual tardiness to class will be dealt with as a disciplinary problem. When a student has received the third (3rd) tardy in the class, the teacher will submit an incident report to the appropriate administrator within one school day of the offense. Also, tardies to school will be dealt with the following Tardy Discipline Plan.

### Tardy Discipline Plan

- |            |  |
|------------|--|
| Tardy 1 -  | Verbal warning (Teacher documentation)   |
| Tardy 2 -  | Verbal warning (Teacher documentation)   |
| Tardy 3 -  | 1 day lunch detention & Parent contact by teacher. This must be completed after completing a write up. |
| Tardy 7+ - | Full day of ISS, loss of parking privileges for the semester or 9-week minimum, whichever is greater.  |

***The above list of consequences will reset at the end of each semester.***

## **MINGO COUNTY/MCHS CALLING SYSTEM**

Mingo Central High School uses an automated system of notifying parents when a student is absent. These calls will be made home daily. Any important messages that need to be sent home will also be delivered through the automated calling system.

## **TEACHER CLASSROOM RULES**

Each teacher will have a list of classroom rules for their individual classes. This list will be posted within the room. Students should acquaint themselves with each teacher's classroom rules and comply with them accordingly.

## **SCHOOL TELEPHONES**

The school telephones are to be used for school purposes only. **Students will not be allowed to use the Office telephone without permission from an administrator.** Messages or deliveries that are not an emergency will not be delivered to students while they are in class. Flowers or novelties should not be sent to the school.

## **STUDENT MESSAGES**

When emergencies arise, your parents must call the office to leave a message for you. We will not call students out of their respective classes. Messages will be given at lunch and at the end of the day. Your parents are welcome to drop off assignments and projects for you at the office. We will ensure that you receive these materials.

## **MEDICATIONS**

Students who take medication during the school day (including all over-the-counter medications), should have their parents bring the medication in the original container along with the completed Medication Administration Form to the office. Both the physician and the parent must complete this form.

## **SCHOOL'S RIGHT TO SEARCH**

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Mingo County Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

## **LOCKER ASSIGNMENTS**

Each student will be assigned a locker at the beginning of the school year. The student will be responsible for cleaning and maintaining the locker. Problems with lockers should be immediately reported to the office. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers! Students violating the locker policy may be issued school discipline. Remember, Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. Student lockers shall remain the property of the school, and students shall be permitted to use them subject to the following rules:

- The school shall retain a key / combination to all lockers assigned to students, and the school principal or designee may inspect such lockers at any time.
- Students shall keep their lockers neat, clean, and free from fire hazards at all times.
- A student who leases a locker shall review, sign and execute the **LOCKER USE AGREEMENT FORM**
- **LOCKER RENTAL -- \$5.00 PER YEAR**
- **Lockers will not be assigned until the Emergency Contact Form has been returned.**

## SECURITY VIDEOTAPES

Mingo Central High School may record security videotapes on school property. These videotapes, which are made for the protection and welfare of the school community, typically contain images of many students, as well as school employees and other persons. Security videotapes contain personally identifiable information about students. Security videotapes, and the personally identifiable information contained on the videotapes, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests.

## POSITIVE BEHAVIOR SUPPORT

Mingo Central High School has implemented a program called Positive Behavior Support (PBS). PBS is a program that will encourage students to always behave positively and responsibly. This program is to highlight students who exemplify positive behavior at all times. These students will be rewarded with monthly drawings and other incentives throughout the academic year for appropriate behaviors that support the school-wide expectations for academics, attendance and conduct. Mingo Central's Positive Behavior Support program's motto is MCHS: Motivation, Cooperation, Have Respect, and Succeed.

## ACTIVITY

Every 9 weeks, we will have a school-wide activity. Examples of activities include Powder Puff Football, Egg Hunt, etc. In order to participate in the activity, students must meet the following guidelines:

- No major violations, such as fighting
- No more than one minor violation, such as a write up
- No more than two (2) unexcused absences
- No incidents of skipping class
- No more than 7 tardies to school

## PBS Activities

We take two (2) trips at the end of the year: 1 for seniors only, and the other for underclassmen (9<sup>th</sup> – 11<sup>th</sup>). In order to attend the PBS trip, students must meet the following requirements:

- No more than 1 failing class
- No major violations
- No more than three (3) minor violations throughout the school year
- No more than five (5) unexcused absences for the school year
- No more than 7 tardies to school

Students who commit a major violation during any field trip will not be permitted to attend other school trips or any PBS trip.

## DRESS CODE

Mingo Central High School is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Mingo Central High School views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Mingo Central High School Student Dress Code Regulations:

1. Vulgar, illegal (including alcohol, drugs, tobacco, weapons) and/or sexually oriented statements or suggestions on clothing, belt buckles, or other wearing apparel are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse. Such items are to be stored in your locker - **not carried with you.**
3. Chains, spurs and/or studded accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Oversized clothing, which compromises the safety of students, is not permitted.
5. Pajama pants or bedroom shoes are not permitted except for medical reasons. No blankets of any type are permitted.
6. Appropriate and safe shoes or sandals will be worn at all times. Metal taps and cleats are not acceptable.
7. Coats are to be worn to and from school only and must be placed in student lockers.
8. Shirts, tops and dresses must have straps of two-inch minimum width at the shoulders. Multiple straps equal to two inches do not meet dress code.
9. Halter tops (no exposed shoulders/backs/midriff/cleavage), spaghetti straps, and racer backs are not permitted. While standing straight, shirts, tops, or blouses must overlap the top of the pants or other lower body attire.
10. Shirt necklines must be no lower than the student's palm width from the base of their necks.
11. Muscle shirts (where sleeve hangs below armpits) and shirts with the sides cut out are not permitted. **Shirts must have sleeves.**
12. Garments which expose the underwear are not permitted. Shorts, slacks and jeans should be worn at waist level, as designed - no "saggin" or baggin."
13. Shorts, slacks, dresses, or skirts that are tight fitting or inappropriate in length are not permitted. Students' shorts/skirts/dresses must have a length that is at least mid-thigh. Generally, a good rule is longer than the students' longest fingertip when their hands are extended fully at their sides. Slits must conform to this code as well. Holes may not be above mid-thigh regardless of whether another garment (spandex, etc) is worn underneath the garment containing the holes.
14. As much as possible, dress code standards will be applied equally to both men and women. For example, no one may wear hats in the building during the school day except with special permission of the principal.
15. In the event the school identifies items of apparel, accessories, buttons, or jewelry that are not set forth in this dress and appearance code, but that are inappropriate or unsafe, the school may prohibit such items through publication and announcements included in the school newsletter.

Some school programs, such as laboratory activities, CTE classes, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students. Students who attend CTE must observe all safety program dress code requirements. **All hats/apparel must be left in your CTE lockers when not in CTE classes.**

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school Dress Code:

1. First Offense: Warning and Documentation
2. Second Offense: The student will be sent to the Main Office. Student will change clothes or will be sent



home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Student may be placed in ISS until appropriate clothing can be obtained.

2. Third Offense: The student may be suspended from school.

When a student is sent to the office for disciplinary measures, the teacher must inform administration via email or by phone that the student is on his/her way to the office.

In order to attend Mingo Central High School's prom, girls will be required to wear formal dresses that do not reveal excessive cleavage, midriff, back, or thighs: Boys will be required to wear suits or tuxedos.

All other dances (ex. Homecoming) are semiformal and the school dress code must be followed for girls and boys.

## **DRIVING REGULATIONS**

In the interest of student safety, provisions have been made to provide bus transportation for all students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a **PRIVILEGE** that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations.

Mingo Central High School assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

**To obtain/maintain a parking permit, you must meet the following criteria each semester.**

1. 2.0 non-weighted GPA at the end of each semester to maintain eligibility.
2. Five (5) or more unexcused absences will disqualify a student for parking privileges.
3. Students who are repeatedly tardy to first period will have driving and parking privileges suspended (7 tardies). See the tardy policy for additional parking privilege rules.
4. Discipline referrals for level one and level two offenses may not exceed three. However, if the offense is leaving school grounds without permission, the parking privilege will not be granted or the privilege will be revoked immediately. More than one referral for level three and level four offenses will disqualify a student for driving privileges.

**Students who fail to meet these standards at the end of each semester shall have their driving privilege revoked. Students who fail to qualify may apply or reapply at the conclusion of each 9-week period.**

Any student wishing to drive to school must abide by the following rules:

1. **Only siblings and/or close relatives (Decided by administration) may be passengers in the vehicle.**
2. A parent conference with potential student drivers may be scheduled.
3. Students must possess a valid West Virginia driver's license.
4. Students must have regular access to a properly registered, inspected and insured vehicle.
5. Students at no time should be speeding or driving in a reckless manner. Students who are reported driving recklessly or violating safety rules will have their driving privileges immediately revoked.
6. Students are mandated to wear their seat belts or have their parking privileges revoked for the remainder of the school year.
7. Students must park only in their assigned parking space.
8. Cars are to be parked within parking lines.
9. School buses have the right-of-way at all times.
10. Students must exit their cars immediately upon arrival to school.
11. Students are not allowed to move their cars or go to their cars without permission from the office.
12. Students are to complete a **Pupil Driving Permit Registration and Agreement** form, available in the Main Office. Upon completion and return of this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed in the windshield of the car that is being driven to school. Failure to do so may result in

school discipline.

13. Cars may be searched at any time if probable suspicion of a law or school rule has been broken.

14. **If you drive, you must be signed out by a parent, guardian, or an approved older sibling. This person must have a picture ID and be listed on the Emergency Contact form.**

**Note to parents and students: It is a privilege to drive to school – Not a right!**

Violation of these rules may result in suspension/loss of driving privileges for a period of time to be determined by the principal or principal's designee. No refunds for passes will be issued if driving privileges are revoked. A student whose parking pass is revoked is subject to a \$10.00 reinstatement fee for the first offense. There will be a \$20.00 reinstatement fee for parking passes lost for the second offense. The third offense will result in loss of parking pass for the remainder of school year.

We highly recommend to parents that students not drive to school. Buses are much safer for students and prevent them from stopping at other places; also, if your child lets other students ride with them, you, as a parent, will be responsible for **ALL** injuries.

## **DRIVER LICENSE ELIGIBILITY/SUSPENSION OF LICENSE**

The WVDE recognizes that driving a vehicle is a privilege and that West Virginia Code requires young people at least fifteen (15) but less than eighteen (18) years of age to maintain specified driver eligibility requirements related to **school attendance, personal behavior, and academic progress** in order to obtain and maintain a West Virginia license or instruction permit for the operation of a motor vehicle. When the attendance director of Mingo County Schools receives information that the student of compulsory school age has been absent without legitimate excuse for fifteen unexcused school days, has failed two or more classes, or has violated the following student code of conduct criteria the attendance director will be required to notify the registrar of motor vehicles. The criteria are:

1. Assault and/or battery of school employee
2. Possessing deadly weapons
3. Sale of a narcotic drug
4. Committing an act or engaging in the conduct that would constitute a felony if committed by an adult
5. Unlawfully possessing a controlled substance.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. The student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse or that he failed to make adequate academic progress.

## **SCHOOL ENROLLMENT FORMS**

Driver Eligibility Requirements:

1. Satisfactory Attendance - No more than 10 unexcused absences (two previous terms).
2. Satisfactory Academic Progress - cannot fail two or more classes (two previous terms).
3. Satisfactory Behavior - no violations of the student code of conduct listed above (immediate).

School enrollment forms are available in the office. The completed form should be returned to the office. Students who complete the form and who are in satisfactory standing with regard to attendance, behavior and academic progress will be approved by the school principal or assistant principal. Approved proof of enrollment forms will be in the school office on Thursday afternoons. Students should request the enrollment form one week in advance so that the approval process can be completed.

## **PROHIBITED ITEMS/VALUABLE PERSONAL PROPERTY / USE OF CELL PHONES OR ELECTRONIC COMMUNICATION DEVICES (ECD)**

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator. Such items will be confiscated and released only to parents.

Personal property including but not limited to lasers, DVD players, cameras, recorders, nonconforming jewelry and any other electronic items of distraction; gambling-related items/materials, skateboards, and any object deemed to be a potential threat or irritant to students in general.

Mingo Central High School prohibits students from using or activating a cellular phone or any other electronic device during the school day EXCEPT during lunch in the commons area with the permission of the principal. Possessing such devices is permissible as long as the device is NOT VISIBLE, used in any way (i.e., phone, text messaging, taking photographs). Any device that is turned on is considered to be "in use" if it is being handled by the student. These devices are brought at the student's own risk. The school will not be responsible for lost equipment, nor will the school assist in the recovery of stolen equipment. Parents should refrain from calling or sending text messages to their children during school hours since this will result in the phone being confiscated. Any urgent situations should be referred through the office. Parents are contacted via standard communications vehicles including the school's automated calling system, website, mobile app, and media outlets in cases of emergency.

Students may not use cell phones during emergency or evacuation drills because of the necessity to dispense accurate information and to allow emergency personnel to act appropriately; use of cellphones or devices during these times is considered a Level III code violation and students will be disciplined accordingly. There are no exceptions to this policy.

The use of cell phone or computer communication features (camera, audio recording, text messaging) for academic dishonesty, harassment, bullying, threats, or other inappropriate behaviors is strictly prohibited; the videoing of fights or activities involving other students/staff (and posting to Facebook, Instagram, etc.) is a severe privacy violation and will also be considered a Level III infraction.

Students who violate the MCHS cell phone/electronic device policy will face disciplinary consequences (detailed below), regardless of the circumstance under which the policy was violated:

\*1st Offense – Device confiscated and returned to student at the end of the next instructional day. If the offense occurs on a Friday, the item will be returned to the student at the end of the instructional day. Then taken Monday, until the end of the next instructional day.

\*2nd Offense - Device confiscated and returned to a designated adult after 3 instructional days.

\*3rd Offense – Device confiscated and returned after 5 instructional days to a designated adult.

Any student who refuses to relinquish his/her cell phone or electronic device will be suspended for the number of days for which the device would have been confiscated (1, 3, or 5 days).

A student accruing more than 3 violations of this policy has forfeited the privilege to possess an electronic device during the school day; the individual will be required to sign an agreement (also requiring parental signature) indicating said student will a) NOT bring the device to school, or b) check the device in the office on a daily basis.

## **HARASSMENT/BULLYING**

### **State/County Policy 4373 (Effective 7/1/12)**

Harassment, intimidation or bullying means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission that:

- A reasonable person 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 emotionally abusive educational environment for a student; or
- Disrupts or interferes with the orderly operation of the school

An electronic act, communication, transmission or threat 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 message using any such device. This includes using social media as an outlet for harassment or intimidation.

### **State Law: WV Code 61-3C-14a Harassment/Bullying**

Obscene, anonymous, harassing and threatening communications by computer.

It is unlawful for any person, with the intent to harass or abuse another person, to use a computer to:

1. Make contact with another without disclosing his or her identity with the intent to harass or abuse;
2. Make contact with a person after being requested by the person to desist from contacting them;
3. Threaten to commit a crime against any person or property; or
4. Cause obscene material to be delivered or transmitted to a specific person after being requested to desist from sending such material.

For purposes of this section, "obscene material" means material that:

- A. An average person, applying contemporary adult community standards, would find, taken as a whole, appeals to the prurient interest, is intended to appeal to the prurient interest, or is pandered to a prurient interest;
- B. An average person, would find something offensive, sexually explicit either actual or simulated
- C. A reasonable person would find it lacking in artistic, literary, political or scientific value

It is unlawful for any person to knowingly permit a computer under his or her control to be used for any purpose prohibited by this section. Any person who violates a provision of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$500 or confined in a county or regional jail not more than six months, or both.

In addition to those guidelines set forth by county and / or state law, policies and procedures, the following violations may result in disciplinary action:

- Accessing and / or viewing an Internet site that is otherwise blocked at school.
- Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- Using a camera device at school or at a school-sponsored event to take, send, download, or upload a harassing, threatening, or embarrassing photograph or video to anyone.
- Using a camera or other recording device in a restroom, dressing room, or locker room.
- Using a camera or other recording device to capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.
- If at any time, while on school buses, the driver, other school staff or chaperones deem the use of cellular phones and other ECDs as having a negative impact on the safety of the students on the bus, or the driver's ability to provide a safe transportation environment, the driver has the authority to require all ECD usage to cease.
- Any student who refuses to relinquish his or her cell phone will be considered insubordinate and this violation can result in out-of-school suspension.

## **ACADEMICS**

Academics are at the core of your high school experience. This is true for *every* class you take at Mingo Central. It is your responsibility to:

- Be in class on time every day
- Be prepared, including having your netbook (fully charged), all necessary books, materials, and assignments completed
- Participate productively in class activities

- Respect yourself and others' property
- Monitor graduation requirements

## **ATHLETICS**

Student must have a 2.0 grade point average for the previous semester before participating in sports. The West Virginia Secondary School Activities Commission governs rules and regulations for the athletic program at Mingo Central High School. It is recommended that all students participate in at least one sport, club, or organization while at Mingo Central High School.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are available to high school students who meet eligibility requirements. Students should be alert for announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

All students who participate in any extra-curricular activity **MUST** attend school a full day on the day of the activity unless they have prior permission from the office (only extenuating circumstances will be honored), or with a physician's excuse.

Students returning home late from activities will be expected to attend all classes the next day. The only exception would be made by a coach or advisor with prior administrative approval.

**If the activity falls on a Saturday the student must attend school on the Friday before. This includes all extra-curricular activities.**

## **STUDENT DRUG TESTING POLICY 5530.01**

Mingo County's drug testing policy governs performance – enhancing and illegal drug use. Students who participate in the following activities are subject to the **random** testing:

- Interscholastic Competition (Academic teams, band, chorus, FFA, athletics, including managers, score keepers, and other student support personnel)
- Students who are permitted to drive to school and are issued parking privileges on school property
- CTE (Career Tech Ed) Students
- Opt-In Participants (Parents or guardian elect to include the student in the drug testing selection process)

For more information on Mingo County Schools Bylaws and Policy 5530.01 in its entirety, go to the following link:

<http://www.neola.com/mingo-wv/search/policies/po5530.01.html>

## **ATTENDANCE POLICY FOR SPECIAL EVENTS**

**Any student who has 10 or more unexcused absences will not be permitted to attend or participate in Homecoming activities or Prom.** Students with 3 or more days of suspensions will not be permitted to attend Homecoming activities. Students with 10 or more unexcused absences may also lose other privileges such as driving privileges or attending extracurricular activities. It is important to note that parents may already write excuses for up to 10 days of absences per year due to illness, family emergency, etc. We believe that any student who is excessively absent from class greatly reduces his/her potential for success. Therefore, we believe this policy to be an important step in ensuring the best chances of a bright future for all of our students!

## **ACADEMIC AWARDS AT THE SPORTS BANQUET**

Each sport will give an award to the student athlete who has the highest cumulative grade point average (this will include weighted classes).

## **PROM/HOMECOMING**

Everyone attending the prom or homecoming dance at Mingo Central High School **MUST** be younger than 21 years-old or at least a freshman in high school. Everyone attending the prom **MUST** sign and follow a prom contract. All prom dates have to be approved by the principal or designee at Mingo Central High School. Outside attendees must have a source of verifiable character, such as employment or post-secondary education. Attending the prom is a privilege not a right. Participation can be denied for excessive disciplinary actions and/or excessive absences.

Homecoming Court will consist of **two** girls from freshman class, **two** girls from sophomore class, **two** girls from junior class, **four** Senior boys for Homecoming King, and **four** girls for Homecoming Queen. The Queen/King will be announced at halftime of the Homecoming Game.

To run for Homecoming court, you must fill out the Homecoming Court Application and meet all qualifications outlined.

- Students suspended three days or more will not be eligible to attend prom/ homecoming dance.
- Students with 10 or more unexcused absences for the year will not be eligible to attend prom/ homecoming dance.
- Students with 5 or more In-School Suspensions (ISS) will not be eligible to attend prom/ homecoming dance.

Please note the sections on cellphones, tardies, and displays of affection may be the reason(s) for most students to be excluded from prom activities.

## **CLUBS**

It is recommended that all students participate in at least one sport, club, or organization while at Mingo Central High School. Being a part of an organization makes you feel more like a part of the school while making the club better by contributing your time and talents. Some clubs have different membership criteria. Club sponsors can furnish this information. We need your participation in order to improve them. If you have ideas or suggestions, please feel free to share them within your LINKS group.

## **CHANGE OF CLASS**

Students will be allowed to change their class schedule using the Change of Class form obtained in the main office. This must be completed during the first 5 days of school.

## **NATIONAL HONOR SOCIETY**

Please see the link on the Home Page of the school website for information on the National Honor Society.

## **NATIONAL TECHNICAL HONOR SOCIETY**

Please see the link on the Career & Technical page of the school website for information on the National Technical Honor Society.

## **ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced on the Public Address system each morning and afternoon.

## **ON MY HONOR**

Students who receive an "A" in all subjects will attain the "A" Honor Roll. Students who receive all A's and B's will attain the "B" Honor Roll.

## **CREDIT RECOVERY PROGRAM**

The Credit Recovery Program at MCHS is intended to help students recover credits as a result of failed coursework. This program is available ONLY to students who have earned failing grades. Credit Recovery will be offered during the school day or in the After School program. See your counselor to determine which is best for you.

The recovery program is an online format and is facilitated by a MCHS teacher. Attendance is mandatory. While students may work on the recovery program at another location, all tests must be unlocked and taken in front of the recovery teacher. Once the student has mastered the credit in a course, the recovery teacher notifies the Principal who then verifies and passes it to the counselor of record for transcription.

## **LIVEGRADES**

Livegrades is a web based resource for students and parents to access grades and class information. Teachers will be posting grades and information for their classes to LIVEGRADE at least once a week - Monday. Students and parents will be given an access account to LIVEGRADES (free of charge) and are encouraged to use this resource as a means of monitoring progress. Parents are encouraged to activate their own account (as opposed to using their child's account) since there are times when messages may be sent to parents only.

Parents may obtain their child's LIVEGRADES access codes from the technology specialist. (You may call the school to speak to TIS) Any questions or problems, contact the school.

## **MEDIA CENTER**

The school media center is a pleasant place to read, to study, or do research work. We offer a collection of reading material that covers a wide range of interests. Reference books and magazines are to be used only in the library. Remember that library materials belong to all students and need your utmost care.

## **PARENTS, VISITORS, and VOLUNTEERS**

Parents and individuals are **ALWAYS** welcome at MCHS. We encourage parents to volunteer. We ask that a few rules be observed in order that we may run the safest, most effective school possible for our students. They are listed below:

- Volunteers must complete the Application for Volunteers on the Human Resources page of the Mingo County School website.
- All visitors **MUST** sign in on a sheet in the office. No one is allowed beyond the double doors without office permission.
- Outsiders with no school business are not allowed on school property
- Small children are not allowed to come to school with an older brother or sister.
- Students may not bring an out-of-town visitor with them to school.
- It is the responsibility of the student to inform his or her visitor of the school visitation policy.

By state law, all persons who are not regular members of the school personnel must report to the Principal's Office and state their reason for being on school grounds or in the building. As to whether the person can remain is entirely up to the principal. This law is for the protection of students and staff and will be enforced.

## **PARENT CONFERENCES**

Parents may wish to have conferences with one or more of their child's teachers, counselors, or principals. Conferences are encouraged, but it is important to call the school office to schedule all conferences. Teachers will not be called out of classes for individual conferences because by so doing, instruction of other students is denied. All conferences must be scheduled during the teacher's planning period.

## **UNAUTHORIZED USE OF BUILDING**



Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action.

## POSTERS / ANNOUNCEMENTS

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an advisor's signature and be approved ahead of time.

## TEXTBOOKS

The Board of Education furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen or mutilated. Even if someone else damages your book, you will have to pay for it. No report card, records, transcripts or diplomas will be issued until all books are turned in and/or fees paid.

Students should immediately write their name and homeroom number in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

## CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Students who want a second meal must pay in advance.
- Food and drink are not allowed in the classroom, except during breakfast. First violation will result in lunch detention. Future violations will result in ISS.
- Students are permitted to drink water in the classroom, at the discretion of the teacher.

Students are not permitted in unauthorized areas. Failure to obey this rule may result in school discipline. Restrooms to be used during the lunch periods are those adjacent to the commons area.

## AREAS THAT ARE OFF LIMITS

In the mornings and at lunch, students are not allowed in the Career Tech or the Academic Wings unless you receive prior written approval from an administrator or teacher. **Students are never allowed under/behind the bleachers in the gym, cafeteria serving area, or any area designated by faculty and staff.** They may not go to any cars on the parking lot during the entire school day without permission from an administrator. Anywhere behind the high school is **Off Limits**. Further, no students are ever allowed in the gymnasium unless a teacher is present and available for supervision. Students are required to alert the office if the classroom teacher is not available.

## GUIDANCE AND COUNSELING

Mingo Central High School takes pride in its Guidance and Counseling program. We believe in holistic counseling. We offer services in many areas including social, emotional, academic, career counseling and guidance. In addition, the counselor can assist in referrals to outside agencies. Should a student desire to talk with a counselor, he should make an appointment in advance. No student should miss a scheduled class unless he/she has written approval or an emergency exists. The guidance offices are located near the office. A student might want to see a counselor concerning the following:

- Schedule changes
- College/Career information
- Test information
- Study help
- Job opportunities

- Personal problems
- High school program
- Summer school
- Transcript requests
- Financial aid
- Other concerns

## MAKING THE GRADE

THE FOLLOWING GRADING SCALE WILL BE USED AT MINGO CENTRAL HIGH SCHOOL:

- 90 – 100 ----- A
- 80 – 89 ----- B
- 70 – 79 ----- C
- 60 – 69 ----- D
- 0 – 59 ----- F

## PROGRESS REPORTS AND REPORT CARDS

Interim progress reports will be issued every four and one-half weeks. Additional reports may be sent at any time during the school year when a teacher feels it necessary to produce beneficial results. Unsatisfactory reports serve as an invitation to parents / guardians to come to school to meet with the teacher and counselor in an attempt to improve student performance. Students and parents / guardians should review the interim reports and report cards carefully and note variations between subjects and absences. Such variations usually indicate that the student is either absent or arriving to class late. If variations are noted, parents / guardians should contact the classroom teacher for a conference. Report cards are issued four times each school year (approximately every nine weeks). When reviewing report cards, parents / guardians are advised to contact the appropriate teacher and / or guidance counselor if they have concerns.

## TRANSCRIPTS

Students desiring a copy of their transcript should complete a *Transcript Request Form* available from the Guidance Counselor. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

## STUDENT ASSISTANCE TEAM (SAT)

Concerns about academic performance, attendance, emotional, social or behavior problems will be discussed by the Student Assistance Team (SAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the SAT. All referrals for special education must be made through SAT.

## WITHDRAWAL FROM SCHOOL

Upon withdrawing from Mingo Central High, a student must report to the guidance office to receive a withdrawal sheet. This sheet is presented to each teacher, who assigns a grade and initials the form when all fees, work and books have been accounted for. A copy of the withdrawal sheet is given to the student to take to his new school with him. Under no circumstances will a teacher sign the slip or assign a grade if any of the following are not complete:

1. Fees paid, including library fines, etc.
2. Books returned in satisfactory condition
3. Work completed

***A parent or guardian must also sign the withdrawal sheet and be present upon withdrawal.***

The Attendance Director is required to report those students who drop out of school to the Department of Motor Vehicles. The Department of Motor Vehicles may revoke the driver's license of the student.

## RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

During the year, Mingo Central High School often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities. As such, these photographs may be used in communication tools such as the school newsletter, website, calendar, and in communications with the media such as allowing interviews or photographs with students. The county reserves the right to deny media requests for student interviews at any time. Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. For this reason, the school has designated student photographs as “directory information.” However, it is our primary goal to respect your privacy.

Parents have the right to request that the school not release directory information, including the information as listed above. The form to sign and return if you **do not** want any or all of this information to be released is included at the end of the handbook. **Remember - the only reason you would send back the signed form is if you DO NOT want the information released.** The written request or any questions should be sent to the school at Mingo Central High School, 1000 King Coal Highway, Delbarton, WV 25670, (304) 426-6603.

## FEDERAL / STATE / LOCAL COMPLIANCE

Mingo Central High School complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Mingo Central High School also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building.

## SCHOOL SPIRIT AND SPORTSMANSHIP

School spirit is one of the most important and influential factors in the life of the school. Many people think of school spirit as yelling at the ball games and backing the athletic teams, but it is much more than just that. School spirit calls for loyalty to the school in all that it undertakes, cooperation to make these undertakings successful, and a sense of responsibility for making the experiences gained in school worthwhile and happy ones. School spirit calls for obedience, respect for the school's traditions, and respect for the school property and for its constituted authority. In athletics, good sportsmanship is a very important facet of school spirit. The Mingo Central Miners' determination to win should be unequalled anywhere; but win or lose, the students and the school gain from the sportsmanship displayed. The conduct of the athletes both on and off the field should be of a type that will bring honor to themselves and the school and will glorify the game they are playing. Athletes should always remember that they are role models for the athletes of the future. Athletes often determine the standards set by other students, so it is important that they set standards of the highest quality.

## SCHOOL TRIPS

All rules governing student behavior as outlined in the Code of Conduct will apply to all school sponsored trips and events:

- Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to the event. Students may return from an event with **parents only**.
- Students who miss school on school-sponsored trips will be required to make up the work missed.
- Students must take the responsibility of observing all safety rules while riding on school arranged transportation.
- Students making a school-sponsored trip shall be under the supervision of a sponsor and shall be polite in conduct, considerate of the rights of others, and otherwise meet the standards required of Mingo Central students.
- Attire should reflect the school dress code policy.

## ATTENDANCE POLICY

The Mingo County Board of Education recognizes that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits. The purpose of this policy is to promote daily school attendance. Daily attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed. The intent of the Board is to increase attendance by creating a positive, safe environment conducive to learning and committed to help students develop responsibility, self-discipline, and other good work habits. WV State Code and MCBOE policy require compulsory school attendance. Each parent or guardian is responsible for assuring that their child complies with the requirements of the WV State Code and MCBOE policy regarding compulsory school attendance. In accordance with Section 18-8-1 of the WV State Code, absences from school may be excused for the following reasons:

1. Illness or injury of the student. This includes medical, dental, and / or other health appointments that cannot be scheduled outside the school day. Illness and injury, or medical appointments of student may be verified by the parent / guardian not to exceed three (3) consecutive or ten (10) total days during the school year. **Verification by a healthcare provider will be required if absences exceed three (3) consecutive or ten (10) total days.**
2. Illness or injury in family when a healthcare provider verifies student absences as essential.
3. Calamity, such as fire in the home, flood or family emergency, if verified by the principal.
4. Power outages, no water, etc. will be excused only if accompanied by a letter from the utility company.
5. Death in the immediate family, maximum of three (3) days for each occurrence, except in extraordinary circumstances. Family includes: mother, father, brother, sister, grandmother, grandfather, child, and spouse.
6. Death of in-laws, maximum of two (2) day for each occurrence, except in extraordinary circumstances. In- laws include: mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law.
7. Funeral of close friend or relative, limit of one (1) day for each occurrence, except in extraordinary circumstances. Relatives include: uncle, aunt, nephew, niece, and cousin.
8. Leaves of educational value adhering to these stipulations:
  - Prior approval of principal
  - Prior submission and approval of educational plan detailing objectives and activities
  - Leave or leaves not to exceed five (5) days in a school year, and limited to two (2) separate requests to obtain those five (5) days
  - Leaves to extend more than five (5) days require Board approval.
9. School-approved curricular or extra-curricular activity shall be counted as present. Students are not excused from classes on the day following an extra-curricular activity that caused them to return home late on the evening before.
10. Legal obligation with verification from attorney, judge, magistrate, or other juvenile authority.
11. Failure of bus to run, bus running extremely late, or extremely hazardous conditions, verified by principal
12. Observance of religious holidays.

**Any absence not included in the above shall be considered unexcused. Absences will be recorded EACH class period.**

### HB 2550: New Attendance Law

5.3.b.2. In the case of three (3) total unexcused absences of a child during a school year, the attendance director or assistant shall serve written notice to the parent, guardian, or custodian of the student that the attendance of the student at school is required and that if the student has five (5) unexcused absences a conference with the principal or other designated representative will be required

5.3.b.3. In the case five (5) total unexcused absences, the attendance director or assistant shall serve written notice to the parent, guardian or custodian of the student that within five days of receipt of the notice the parent, guardian or custodian, accompanied by the student, shall report in person to the school the student attends for a conference with the principal or other designated representative of the school in order to discuss and correct the circumstances causing the unexcused absences based upon such meeting.

5.3.b.34 **In the case of ten (10) total unexcused absences of a student during a school year**, the attendance director or assistant shall make complaint against the parent, guardian, or custodian before a magistrate of the county. If it appears from the complaint that there is a probable cause to believe that an offense has been committed and that the accused has committed it, a summons or a warrant for the arrest of the accused shall issue to any officer authorized

by law to serve the summons or to arrest persons charged with offenses against the state. More than one parent, guardian or custodian may be charged in a complaint. Initial service of the summons or warrant issued pursuant to the provisions of this section shall continue until the summons or warrant is executed or until the end of the school term during which the complaint is made, whichever is later.

**\*\*\*\*\*Any student that has been absent without legitimate excuse for ten unexcused school days or has failed two or more classes will not be able to get their driver's license/permit or will have their license revoked by the DMV.**

## **MAKE-UP WORK**

Teachers in grades 9 – 12 will assign make-up work to each student upon their return to school. The student shall be allowed the number of days absent to complete the make-up work. Teachers may grant an extension to a student if the request is based upon justifiable reasons; however, failure to complete the work assigned by the teacher will result in the student receiving a zero as the grade for the make-up work in that class. Depending upon the circumstances, students may be expected to report to class early or stay late to make up exams and other missed assignments. If a student has missed a test announced in advance or work assigned prior to his or her absence, the work will be turned in and the test will be taken on the day the student returns to school. Make-up work is not optional. Teachers shall be required to make assignments that are relevant to the material covered for all classes missed.

## **MINGO CENTRAL HIGH SCHOOL ATTENDANCE INCENTIVE PLAN**

In an effort to reward and encourage students' regular classroom attendance, Mingo Central High School has implemented an incentive program. Recognizing that class preparation and participation are intrinsic to the learning process, faculty members have chosen to recognize students who exhibit consistent daily attendance. Although a daily grade might not be issued, daily active learning and participation enhance students' overall understanding of content, application of skills, and exchange of ideas.

Each teacher will add 3% points to the final semester grade of each student who meets the following criteria:

1. The student is not tardy more than twice for a class at any time during a semester. The only exemption is if the bus is delayed, or held by another staff member.
2. The student is not absent from a class more than twice at any time during the semester. The only exemptions are approved school functions or bus failure to make its schedule run.

Each teacher will add 2% points to the final semester grade of each student who meets the following criteria:

1. The student is not tardy more than 4 times for a class at any time during the semester. The only exemption is if the bus is delayed, or held by another staff member.
2. The student is not absent from a class more than 4 times during the semester. The only exemptions are approved school functions or bus failure to make its schedule run.

## **GRADUATION**

In order to graduate, all students must meet the requirements set forth by WVDE Policy 2510. Students at risk of not meeting these requirements will be notified by letter each grading period, or will meet in person with a guidance counselor.

## **CLASS RANKING**

Class rank is determined by the cumulative high school grade point average. AP, Dual Credit, and Honors extra points will be counted in the cumulative GPA to determine class rank. AP and Dual Credit points are 1 extra point for earned grades of A, B, or C. Honors courses are 0.5 extra points for earned grades of A, B, or C. If there is a tie for the number one class rank, the ACT composite score will break the tie.

## **SOLICITATIONS**

No soliciting is allowed. The principal must approve all fund-raisers. Only school-sponsored fund-raisers will be permitted.

## HALL PASSES

Any student out of class must have a hall pass from an administrator or teacher. One hall pass entitles one student only to be out of class. Students caught in the hallway without a proper pass are subject to disciplinary action and will be immediately sent back to the classroom. Repeated violations will result in more severe punishment. Teachers are urged to limit the number of times a student may leave their class. Doctor verification may be necessary for any student to have excessive passes. This applies to **ALL** students. Any student in the hall without a pass will be subject to disciplinary action.

- **Failure to have a hall pass may result in 1 day lunch detention**

## LOST AND FOUND

The Lost and Found Department is located in the office. If you have lost articles or have found anything, please check with the office.

## CHANGE OF STUDENT INFORMATION / ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the Guidance Department immediately. This is very important in keeping our records accurate. In the event of an emergency, we must be able to contact a parent or guardian.

## CONDUCT AT ATHLETIC / EXTRA-CURRICULAR ACTIVITIES

All athletic / extra-curricular events are under school authority. All county and school policies apply to all students who attend extracurricular events. Please remember to represent MCHS well!

## SCHOOL PROPERTY

When damage to school property occurs, all possible means will be made to identify the students responsible and discipline will be issued according to policy. They will be responsible for costs associated with the damages.

## SMOKING / USE OF TOBACCO PRODUCTS

Mingo County School Board of Education policy prohibits the use of tobacco products on campus at all times by all people - students, staff, and visitors. **That includes the athletic stadium and other outside areas during basketball, volleyball, baseball, softball, or any event that takes place before, during or after school.** *Tell your parents.* Cigarettes and cigarette lighters are not allowed on campus. Vapor devices such as e-cigarettes are also included in this policy.

## LANGUAGE

Students should demonstrate good choices and judgment in behavior and interaction. Good choices about language are essential to show respect and concern for each other in the hallways, in the classroom, on the school grounds, and at any school-sponsored event. Profanity and obscenity will not be tolerated. We expect our students to express themselves in civil, considerate language.

## DISPLAYS OF AFFECTION

We want you to like each other. More than that, we want you to respect yourselves and each other. Public displays of affection are inappropriate for school. There will be consequences for failure to comply with requests to end inappropriate displays of affection. **THIS INCLUDES HUGGING, KISSING, AND HOLDING HANDS, OR ANY OTHER PHYSICAL CONTACT.**

- First Offense – Verbal Warning

- Subsequent violations will result in disciplinary action up to and including suspension.

## **BUS REGULATIONS**

Bus drivers have the same rights and authority as a classroom teacher. The driver may assign any student who presents problems to an assigned seat. Bus problems will be referred to the Assistant Principal or Principal for prompt consideration. Students who present problems that jeopardize the safety of others may have their privilege of riding the bus withdrawn by the school system.

**Students must board and exit buses at the proper stops. Otherwise, students must have a note from a parent.** Bus notes must be turned in to the office no later than 9:00 a.m. with parent name & contact information for verification by an administrator. No student will be allowed to ride another bus without a note from an administrator.

## **DISCIPLINE AND STUDENT CODE OF CONDUCT**

***The Student Code of Conduct, as adopted by the State Board of Education, requires the following of every student:***

- 1. Students shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.***
- 2. Students will help create an atmosphere free from bullying, intimidation and harassment.***
- 3. Students will demonstrate honesty and trustworthiness.***
- 4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.***
- 5. Students will demonstrate responsibility, use self-control and be self-disciplined.***
- 6. Students will demonstrate fairness, play by the rules, and will not take advantage of others.***
- 7. Students will demonstrate compassion and caring***
- 8. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.***

## **EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS**

Mingo County Schools has adopted the West Virginia Board of Education's Policy 4373 *Expected Behavior in Safe and Supportive Schools*. A summary of the policy is provided below. An electronic copy of the policy in its entirety can be found at: <http://mingoboe.us/policies.html>; paper copies are available at each school and at the Board office.

This policy's vision is to provide an educational system in an environment that is caring and safe that supports all students in their efforts to become healthy, responsible and self-directed citizens. The students' goals are to develop the personal skills and dispositions of wellness, responsibility, self-direction, ethical character, cultural awareness and good citizenship. Each Mingo County school is implementing proactive, preventative and responsive programs to help each student achieve these goals and, in response to student inappropriate behavior, defining appropriate interventions and meaningful consequences. The policy establishes four levels of inappropriate student behavior from the least to the most serious:

Level 1: Minimally Disruptive Behaviors

Level 2: Disruptive and Potentially Harmful Behaviors

Level 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors

Level 4: Safe Schools Act Behaviors

Administrators may reclassify any Level 2 or Level 3 behavior to a more serious level if the behavior has been repeated or becomes more severe. All Level 3 and Level 4 student behaviors must be referred directly to the appropriate administrator



because of the serious and/or unlawful nature of the student's misconduct.

Examples of inappropriate student behaviors include but are not limited to:

Level 1: cheating, disruptive and/or disrespectful conduct, falsifying identity, inappropriate display of affection, inappropriate language, vehicle parking violation, possession of inappropriate personal property, failure to serve detention, skipping class, tardiness;

Level 2: gang-related activity, habitual violation of school rules, physical fight without injury, possession of imitation weapon or possession of knife not meeting dangerous weapon definition, profane language directed toward an employee or student, technology misuse;

Level 3: battery against a student, defacing school property, fraud/forgery, hazing, larceny, sexual misconduct, threat of injury directed at a student or employee, harassment/bullying, imitation drug related behaviors, inhalant abuse, possession/use of tobacco and/or nicotine containing substances;

Level 4: battery against a school employee, felonious conduct if committed by an adult, illegal substance related behaviors and possession or use of a dangerous weapon.

Appropriate interventions by school personnel and meaningful consequences for student inappropriate behavior include but are not limited to:

Level 1 behavior may very occasionally warrant formal law enforcement notification and/or intervention but, usually the interventions and consequences for this behavior occur at the school level and can include detention, counseling referral, restitution or restoration, confiscation of an inappropriate item, and voluntary weekend detention. If an out-of-school suspension is used and it is not a recommended optional consequence for this level, it should be limited to three (3) days;

Level 2 behavior may occasionally warrant formal law enforcement notification and/or intervention but generally the interventions and consequences for this behavior occur at the school level and can include any of the Level 1 interventions and may also include in-school suspensions, out-of-school suspensions up to and including five (5) days, placement at an Alternative Education program, and expulsion;

Level 3 behaviors are criminal offenses and therefore will likely warrant formal law enforcement intervention which could incorporate issuance of a criminal citation, ticket or summons, juvenile delinquency petition filing and arrest. In addition to the formal law enforcement interventions, the school may utilize any of the Level 1 and Level 2 intervention strategies and may also utilize appropriate drug counseling, substance abuse treatment and/or tobacco cessation services;

Level 4 behavior is controlled by WV Safe Schools Act and requires that the principal must suspend the student, and after an appropriate hearing, the student may be expelled for certain periods with exceptions and limitations as defined in WV Code §18A-5-1a.

Electronic copy of WVDE Policy 4373: Expected Behavior in Safe and Supportive Schools is available at:  
<http://wvde.state.wv.us/policies/>

## **BUILDING CLOSING – END OF DAY**

The school building closes to students each day when the buses leave. The only students permitted to remain are those with their assigned sponsor or coach in the area designated for the scheduled meeting or practice. If students are not with their sponsor or coach, they must leave the school grounds.

## WHO TO GO TO WHEN...

|  |   |
|--|---|
| I need permission to hang a poster in the hallway                        | Mr. Dean, Main Office   |
| I need a parking pass  | Secretary, Main Office  |
| I have a question about sports   | Dr. Kinder, Main Office   |
| I need a locker or I have a problem with my locker                       | Mrs. Charles-Casto, Main Office   |
| I lost my textbook   | Start with your teacher, then see Mrs. Charles-Casto, Main Office                           |
| I have a scheduling issue  | Your counselor  |
| I have to turn in an excuse for school or I have an attendance issue     | Turn in excuses to secretary in Main Office; see Attendance Counselor for attendance issues |
| I need an e-mail account   | Media Center  |
| I need my LiveGrade Code   | Media Center  |
| I would like to start a new club or be involved in a club                | Your LINKS teacher  |
| I want to order a yearbook   | Mrs. Ramey, Room 204  |
| I need a netbook or am having problems with my netbook                   | Bruce Wellman or Logan Lester, Media Center/Room 248  |
| I need a copy of my transcript sent to a college                         | Your counselor  |
| I need proof of enrollment for my driver's license or for another reason | Mr. Hanshaw, Attendance Officer   |

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.*

*Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or*

*write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) FAX: (202) 690-7442; or*
- (3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov)*