



Student Handbook

BROOKE COUNTY SCHOOLS

2023-2024

1201 PLEASANT AVE, WELLSBURG, WEST VIRGINIA 26062



Brooke County Schools' Mission

The mission of Brooke County Schools is to provide a high quality educational environment that ensures success for every student through excellence in teaching and learning.

Brooke	The role of the student is to be present, prepared, respectful and an active participant in his or her education.
County	The role of the teacher is to actively engage all students and provide them the necessary skills to reach their highest potential.
Schools'	The role of the school is to provide a safe, positive environment with opportunities for academic success that enable students to develop into responsible productive citizens.
Core	
Beliefs	The role of the parent is to work cooperatively with the school to provide his or her child with opportunities to succeed. The role of the administrator is to provide guidance for embedding 21 st century research-based instructional design, management, delivery and assessment systems that result in highly engaged students who achieve high levels of performance in a 21 st century curriculum.

Brooke County Schools

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Wellsburg,, WV 26070

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BOARD OF EDUCATION MEMBERS

Dr. Theodore Pauls,
President

Antoinette Perkins , Vice
President

Kristin Newton

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Stacy Hooper

Dear Brooke County Schools Family!

Serving as Brooke County's Superintendent is truly a blessing and tremendous responsibility. I take my obligation seriously and will perform my job with passion, determination and commitment. Together, we are making Brooke County Schools, "The Place to B!"

I want to take this opportunity to thank the Board of Education for having faith in me to serve as the 10th Superintendent of Brooke County Schools. I would like to thank the staff for their dedication, hard work and commitment to providing our students with the best possible instruction every single day! Entering my fifth year as Superintendent, I have been fortunate to visit all of our schools, to meet all staff members, students, local community groups and businesses that continually support our schools.

I strive to know and to understand the aspirations for our county's students. We will continue to have sincere and candid conversations to help guide the direction of the school district. My leadership style is visible, approachable, collaborative and inclusive. While we might not always agree, I will interact with folks in an honest, open, and respectful manner; we need each other to ensure our children's future.

One of my main goals is to be visible in our schools and community. By being visible, this will provide valuable insight into the operations of the schools and district. Parents play a very important role in the development of students. Developing partnerships is vital to our collaborative work. The children who succeed are usually those with someone behind them encouraging, pushing, and aiding them along the way. Working in concert with parent organizations and local officials is essential to the success of our mission. Of equal importance is building positive, professional relationships with district leadership and staff members throughout our school district. Seeking feedback and input will be a cornerstone of my efforts to help build the best school district possible.

We can work together to make a great school district one of the greatest that allows students to expand their knowledge and understanding of numerous areas that will help prepare them for the challenging 21st Century job market.

This handbook is designed to provide important information concerning the expectations and guidelines that help govern our day to day operations. Our children and their future will always be our district's purpose. We look forward to another grand opening of school and will strive to make the 2023-2024 the best school year we can for our students and community making up Brooke County School's family!

Bruin Pride!!!

Jeffrey R. Crook

Jeffrey R. Crook, Ed.D.
Superintendent
Brooke County Schools

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DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Brooke County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Corey Murphy, Title IX Coordinator, Brooke County Board of Education, Wellsburg, WV Phone Number 737-3481; or to Stephanie Blundon, Section 504, Coordinator, Brooke County Board of Education, Wellsburg, WV, Phone No. 737-3481; or to the Dept. of Education's Director of the Office for Civil Rights.

COUNTY OFFICE STAFF:

Board Office phone ---- (304) 737-3481
Dr. Jeffrey Crook, Superintendent.....extension 1001
Corey Murphy, Deputy Superintendent..... extension 1002
Deidra Parr, Chief Schools Business Officialextension 1005
Steve Mitchell, Maintenance Shop Foremanextension 1009
Stephanie Blundon, Director of Special Education extension 1014
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Bill Garvey, Director of Athletics and Community Engagement.....304-527-1410
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304-737-3481

SCHOOL PRINCIPALS:

Brooke High	Eric James	(304) 527-1410
Brooke Middle	Jennifer Sisinni	(304) 737-3800
Brooke Primary North	Jo-Ellen Connelly	(304) 527-0870
Brooke Intermediate North	Amanda DiMarzio	(304) 527-2250
Brooke Primary South	Michalene Mills	(304) 737-0133
Brooke Intermediate South	Wm. Scott Donahew	(304)737-1760
Bruin Bridge	Michael Lewis	(304)737-6804



School Calendar 2023-2024

August	14	Faculty and Staff Return
August	17	Students Return
September	4	Labor Day Holiday
October	13	Faculty Senate – 2-hour early release
October	16	Professional Learning – No students
November	2	PL day for staff – no students
November	10	Veterans Day – No School
November	20-24	Thanksgiving Break – No School
December	21	Faculty Senate—2 – hour early release
	22-29	Christmas Break – No School
January	1	New Year's– No School
January	2	Out-of-calendar day – no school for students and staff
January	3	Professional Learning – no students
January	4	School Resumes
January	15	Martin Luther King Day Holiday – No School
February	16	Faculty Senate—2 – hour early release
February	19	Out-of- Calendar Day – No school for students and staff
February	20	Professional Learning Day – No students
February	21	Curriculum Development – No students
March	28-April, 2	Easter Break
April	3	Professional Learning Day – No students
April	18	Faculty Senate—2 – hour early release
May	14	Election Day – No students or staff
May	23	Brooke High School Graduation
May	27	Memorial Day Holiday – No School
May	29	Faculty Senate—2 – hour early release – Students last day of school
May	30	Out-of-Calendar Day for Staff
May	31	Prep Day/Last day for Teachers

Please note that all dates except for state and national holidays are subject to change as West Virginia State Law requires all school districts to have a total of 180 days of instruction

General Information

Admission Requirements

The adult who seeks to enroll a student must present to the school secretary:

- a certified copy (raised seal) of the student's birth certificate that has been issued by the state registrar of vital statistics or affidavit,
- immunization documentation, (proof of immunization against diphtheria, polio, pertussis, measles, rubella, and tetanus),
- signed suspension and expulsion documents
- proof of residency
- any other documents required by federal, state, and/or local policies or code.

Child Nutrition

Brooke County Schools participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Our meal programs are served via Offer versus Serve (OVS). OVS is a provision in the NSLP and SBP that allows students to decline some of the food offered. The goals of OVS are to reduce food waste in the school meal programs while permitting students to decline foods they do not intend to eat.

All Brooke County students are eligible for **free** meals through the Community Eligibility Provision (CEP) program. The CEP is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced-price eligible students in high poverty local education agencies. If at least 40 percent of a school's students are directly certified for free meal benefits, the entire school qualifies for the option.

For a meal to be free to the student, they must take appropriate components. The components at breakfast are grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select **at least three** food items, **one** of which **must be ½ cup of fruit or vegetables**.

At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take **at least three** components in the required serving sizes. **One selection must be at least ½ cup from either the fruit or vegetable component.**

If a student simply wants milk to go with their lunch brought from home, the cost is \$0.40. If a student wants an extra/second meal, the cost is \$4.50 for breakfast and \$5.50 for lunch. This will be charged at the point of sale.

Parents and guardians of Brooke County students who received meals prior to the county CEP are still responsible for paying the remaining balance of their child's school meal bill. Bills will be sent out bi-monthly. However, you can contact the Child Nutrition office if you would like to check your child's bill at any time.

Share Tables

Share tables are an excellent way for child nutrition programs to reduce food waste and help hungry kids get their fill. If a child decides they no longer want all the food put on their trays, they can place **select foods** they don't want on the share table for other students/program participants to eat. Select foods include:

- Unopened, pre-packaged, shelf stable items, such as granola bars, cereal packs, crackers, ketchup, and drinks.
- Wrapped fruit and vegetables and fruits with a thick skin, like bananas, oranges, and washed apples, if the peel is intact.
- Unopened, pre-packaged string cheese, yogurt, and milk.

Foods that are **not acceptable** include:

- Unpackaged food items, such as a salad bowl without a lid, cooked green beans, or any other food without a seal or casing.
- Packaged items that have been opened, or otherwise compromised, such as an open bag of baby carrots.
- Packaged items that can be opened and resealed.
- Food items brought from home.

Special Dietary Needs

Brooke County Schools may provide meal modifications for children with disabilities only when requests are supported by a written statement from a State licensed healthcare professional, such as a physician or nurse practitioner (medical statement). The medical statement should include a description of the child's physical or mental impairment that is sufficient to understand and how it restricts the child's diet. It should also include an explanation of what must be done to accommodate the disability. In the case of food allergies, this means identifying the food or foods to be omitted and recommending alternatives.

If you would like a copy of the medical statement. You can contact the Child Nutrition Coordinator or visit <https://wvde.us/student-support-well-being/child-nutrition/special-dietary-needs/>

Nondiscrimination Statement

Brooke County Schools follows the nondiscrimination statement issued by the United States Department of Agriculture. The statement reads:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.



Transportation

Riding a bus other than the one to which a student is assigned is strongly discouraged. If an “emergency situation” arises, parents/guardians requesting a bus change must send a letter to the school principal stating the request. This letter must clearly state:

- ◆ the bus number
- ◆ full name and address of the person’s house chosen as the destination
- ◆ a phone number where someone may be reached in the event of an emergency

If the situation arises after the child is at school, the parent/guardian must call the school, not the bus garage, to get permission to ride a different bus. The parent/guardian must provide the above information to the school secretary. A child who has requested to go to another child’s house for a nonemergency purpose via the bus will not be granted.

Regulations for Pupils Transported in School Buses

Outside the bus, the student will:

- a. Walk on the left side of the road facing traffic.
- b. Wait for the bus at the designated stop in an orderly manner.
- c. Board the bus in an orderly manner.
- d. Follow the school bus operator’s/aide’s instructions at all times.

Inside the bus the student will:

- a. Be responsible for vandalism that occurs on a seat in which they ride.
- b. Keep the bus clean by not eating and drinking inside the bus except when medically necessary.
- c. Change seats only with permission of the school bus operator and when the bus is not in motion.
- d. Avoid unnecessary conversation with the bus operator.
- e. Keep head and arms inside the bus windows at all times.
- f. Report any open exit or released latch to the bus operator immediately.
- g. Provide enrollment information to the bus operator.
- h. Not ride in step-well or forward of front row of seats.
- i. Not stand while bus is in motion.
- j. Not use profane or obscene language.
- k. Not open emergency exits, except during emergencies, unless directed by the school bus operator.
- l. Comply with the Student Code of Conduct policy.

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

These rules will be enforced by all drivers and principals.

Periodic Instruction

School principals, teachers, and bus operators shall work cooperatively in instructing all school pupils with these regulations governing transported pupils. Special emphasis should be given toward pupil discipline while being transported on curricular and extracurricular trips.

School Health Services

Every Brooke County school has a school nurse assigned to service its students.

Health Services Provided to Students and Staff:

1. First aid for school injuries or sudden illness of students and staff.
2. Immunization inspection of all students in accordance with school law.
3. Monitoring students with chronic illnesses.
4. Vision screening on referral from teachers or parents.
5. Health counseling for students and staff
6. Blood pressure screening of staff and students upon request
7. Home visits as needed.
8. Specialized Health Procedures as ordered by physician
9. Instruction for on staff on CPR, First Aid, Basic and Specialized Health Procedures according to state guidelines.

Medication in School

All medications, both prescription and non-prescription, must have a doctor's or licensed health care provider's order as well as written parental consent to be taken during school hours. The Brooke County Schools Medication Administration Form provides space for these signatures. This form can be found in the forms section of this handbook on page 61. You can also get this form from your child's school office or on our website Brooke.schoolwires.net.

It may be necessary to excuse a student from a class to take a prescribed or non-prescribed medication. It is within the correct time limit to take a medication 1/2 hour before or 1/2 hour after a prescribed schedule. If there are any questions, they can be discussed with the school nurse either by calling your child's school or by calling the high school at 527-1410, extension 5400.

Medications are not allowed to be carried on the school bus and therefore must be dropped off at the school by a parent or guardian. Most medications are required to be kept locked in the nurse's office. However, with completion of the proper forms, a student deemed capable of self-administration may keep an inhaler or epi-pen on their person if recommended by the physician.

Family Educational Rights and Privacy Act

The Family Educational rights and Privacy Act is a federal law that protects the privacy of student education records. It also gives parents certain rights with respect to their children's educational records. Parents have

the right to review the student's education records maintained by the school. They also have the right to request that a school correct records which they believe to be inaccurate or misleading. Schools are allowed to share school records without consent to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- 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 state law.

Directory Information

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by Brooke County Schools without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. The primary purpose of directory information is to allow Brooke County Schools to include this type of information from your child's education records in certain school and district publications, local newspapers as well as agencies like class ring and year book companies.

Examples of general directory information are:

- Name address, telephone, electronic mail address
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Date of graduation, degrees and awards received
- Programs, playbills, etc.
- School yearbook information
- Pictures on school web sites
- News publications such as honor roll listings

Please understand that directory information includes but is not limited to all of the examples listed above.

Please contact your child's school in writing within 10 calendar days of receipt if you wish to refuse the release of any or all items as directory information.

EMERGENCY SCHOOL CLOSING PROCEDURES

The Brooke County Board of Education and personnel throughout the county sincerely care about the well-being of the students. Their safety is of utmost importance. Emergency situations occur that warrant the closing of schools to protect the well-being of each and every student.

Under what conditions are schools closed?

The primary reason for closing schools is unsafe road conditions caused by severe weather. Extreme snow, ice, cold, or flooding may result in cancellation of school. In addition, failure of mechanical or electrical equipment in schools, heating fuel shortages, epidemics, or other emergency situations could make it inadvisable to operate schools on certain days.

Who is responsible for making the decision to close schools due to Emergency situations?

Chapter 18, Article 4, Section 10, relating to the School Laws of West Virginia, designates the Superintendent of Schools as the person to make the decision to close schools.

Will there ever be a need for a delay or late schedule?

Yes, the Superintendent and/or his/ her staff, after carefully considering the conditions of various roads as well as the forecasts of weather stations, may decide to run a delayed schedule in order to give the state road crews

more time to clear the roads. Buses will run on a two-hour delay, allowing time for the roads to be cleared. All personnel as well as students will adjust their schedules accordingly.

How will days be made up that are lost because of school closings?

Brooke County Schools have 10 days that may be used as makeup days that are scheduled in the West Virginia Board of Education approved calendar.

How are parents, student, and community notified when schools are closed or delayed?

When the decision is made to close or delay schools, the School Messenger Emergency Phone Messaging System will be utilized. All students and staff that download and register for the Remind App will receive notifications. Social Media outlets will be utilized to communicate with students and staff. Every household should receive a phone call informing you of the emergency plan. In addition, the following radio and television stations are notified to make the appropriate announcement:

Stations/Channels:

- WTOV9
- WTRF
- WVDE website
- Remind App

Can a bus operator make the decision to run his or her route?

Yes, since a decision has to be made by the Superintendent at such an early time and since weather conditions can change drastically by the time school will begin, bus drivers are given the authority to make a second decision on their particular run if the road appears to be unsafe. The bus driver will notify his/her supervisor, other drivers, and the children involved.

What specific things should parents do to assist school authorities in emergency situations?

- Have a phone, computer and/or TV available to listen to announcements of closing of schools.
- Have an **accurate phone number registered at school** with alternate numbers. Please notify the school of any changes in address, phone number, or anything that may hinder a school's ability to contact a parent/guardian in an emergency. Make sure to sign up for the Superintendents Remind account.
- Do not call or have children call the central office, transportation department, or principal's office unless it's absolutely necessary. All available phone lines are needed by the schools and school board office to communicate with each other, with radio and TV stations, and with other consulting agencies.
- Unless the school principal or teacher is properly notified in advance, each child will be released from school to return home in the regular manner. Notification to the school of special procedures for a child to follow should be in writing and signed by the parent or guardian. School board policy prohibits releasing a child from the school to anyone except the child's parents or guardian unless specific permission is given by the parent or guardian to school authorities.

What procedures will be followed if school has been called off before the normal dismissal time?

- Efforts will be made to keep all schools open for a full day; however, if a severe storm hits during the school day and weather forecasts call for dangerous conditions, it may be advisable to dismiss classes earlier than normal. When this occurs, the School Messenger Emergency Phone Messaging System, Remind notifications and social media will be activated to notify parents and the above channels and stations will be notified. The emergency closing announcements will be made at the earliest possible time. Please have a written plan in place with your school if your child will need to be dropped off at a different location than is usually followed.

Teacher Qualifications

As a parent of a student in the Brooke County School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires the district to give this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the West Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches
- Whether the West Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications

If you would like to receive any of this information, please call Corey Murphy, Brooke County Deputy Superintendent and Personnel Director, at 304-737-3481 extension 1002.

Attendance

Attendance

As we begin another academic year, it is imperative that we work as a team. All stakeholders must communicate and work together to promote learning opportunities for our students. Research states that students that are present and engaged in the classroom are much more successful in their academic endeavors. We will work to make meaningful contact with students and parents when attendance becomes a problem. Without parent support for learning, and student's attendance, valuable instructional time will be lost. If we work together, we will have a positive influence on every student's educational journey.

An absence is defined as not being physically present in the school facility for any reason.

Tardies, 1/2 day absence

- Students in attendance at least 74% of the day will be reported as a full day attendance.
- Students in attendance at least 50% of the day will be reported as a half day attendance

Primary and Intermediate Schools:

A student who arrives late will be marked tardy until 10:10.
 Those who arrive after 10:11 will be marked 1/2 day absent.
 A student picked up before 1:50 will be marked 1/2 day absent.
 Those who are picked up after 1:51 will be counted as an early dismissal.

Middle School:

A student who arrives late will be marked tardy until 9:11.
 Those who arrive after 9:12 will be marked 1/2 day absent.
 A student picked up before 1:23 will be marked 1/2 day absent.
 Those who are picked up after 1:24 will be counted as an early dismissal.

High School:

A student who arrives late will be marked tardy until the end of 2nd period.
 Those who arrive after 2nd will be marked 1/2 day absent.
 A student picked up before the start of 7th will be marked 1/2 day absent.
 Those who are picked up after the start of 7th will be counted as an early dismissal.

Excused Absences

- Illness or injury of the student with a physician's written verification
- Parental excuses are not to exceed five (5) days per year
- Medical or dental appointment which cannot be scheduled outside of the school day and when the absence is verified in writing by the physician

- Illness or injury in the family when a physician verifies the student's absence as essential
- School-approved curricular or extra-curricular activities
- Calamity, such as fire in the home, flood, or other family emergency upon approval of the principal
- Death in the family with a limit of three (3) days except in extraordinary circumstances. "Family" is defined as mother, father, brother, sister, grandparent, aunt, uncle, brother-in-law, sister-in-law, children of siblings, student's child, or any person living in the same household. Verification is required from the funeral director
- Failure of a bus to run or extremely hazardous conditions. When a school is in session and the bus fails to operate or is unreasonably late, causing a student to return to his/her home, the child's absence is considered excused. Additionally, this excused absence shall NOT penalize the child from receiving a faithful (up to 5 days absent) or a perfect attendance certificate, if all other requirements are met
- Extenuating circumstances that may require participation in home/hospital instruction, due to an illness/injury or other extraordinary circumstances that warrants home or hospital confinement
- Court subpoena as a witness or pending outcome of individual's hearing with prior approval of the principal, or legal obligation with written verification with prior approval of the principal
- High School students will be permitted four (4) school-approved college and military visitations. Students will make an official appointment with the college ahead of time. The appropriate form must be secured from his/her counselor and proof of appointment (a note from parent with name of college and date of visit) must be presented at least **two (2) days** before the College Day is issued. The student must also have taken high school course work and/or an entrance appropriate exam for the designated school. Special circumstances will be considered on an individual basis by the Principal.
- Leaves of educational value not to exceed five and to be deducted from the 10 parental notes allowed each year. These must be approved in advance by the school principal and all missed work must be submitted in order for these absences to be excused.
- Destitution in the home in accordance West Virginia Code§18-8-1.
- Observances of religious holidays with written verification and in accordance with West Virginia Code§18-8-1.
- Any other condition as legally outlined in West Virginia Code§18-8-1.

Upon returning to school from any absence, a student must provide a written excuse from the parent or medical professional. According to state code, **written excuses will not be accepted after three instructional days of the student's return to school.**

Brooke County Primary School

What is Primary School?

The primary school consists of grades K through two (2). The primary school concept entails the capacity of schools and programs to welcome families and be prepared to serve all children effectively within the developmental domains of health and physical development, social and emotional development, language and communication, cognition and general knowledge and individual approaches to learning. It is in the primary school that the foundation of all future learning is built. Children are taught the basic skills while further developing their creativity and problem solving skills. The foundation for exploration and collaboration are developed as educators provide a fully integrated comprehensive approach to learning. This concept provides access to a greater range of staff expertise and shared professional development which enhances student achievement.

According to educational research, parent involvement is integral to student success at this level. Central to this philosophy is that parents make sure the child is healthy, present and prepared daily for school, as well as supportive of homework, practice of basic skills and outside learning interests. In addition, we encourage family members to join the school's PTA and offer volunteer help within your child's school. Together we can prepare children for future learning and success in the intermediate school, middle school and beyond.

Appropriate Dress

Students are encouraged to take pride in their appearance. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Acceptable clothing should enhance school safety, improve the learning environment and promote good behavior. Please select clothing that is suitable for working and play as well as appropriate for the weather. Parental cooperation is vital in this matter. The Brooke County dress code is found on page 37.

Attendance

Students are expected to arrive promptly and attend school every day.

After-School Activities

Students must be in attendance at least 1/2 day to be able to participate in any school-sponsored after-school event.

Curriculum Grades K-2

English Language Arts and Mathematics: In K-2 classrooms, the given content areas are taught daily in a manner in which students are actively engaged in learning through whole group, small group and learning center activities. Sufficient emphasis must be placed on the given content areas to ensure that students master content knowledge and skills as specified in the College and Career Readiness content standards and objectives for each subject.

Physical Education: In K-2 classrooms, not less than 30 minutes of physical education, including physical exercise and age appropriate physical activities, for not less than three days a week shall be provided.

Science, Social Studies, Visual Art, Music, Health, Learning Skills and Technology Tools: All content areas may be integrated but must be taught in an inquiry-based, hands-on, experiential manner. Specific instruction in the given content areas may or may not be offered daily. Sufficient emphasis must be placed on the given content areas to ensure that students master content.

The knowledge and skills as specified in the College and Career content standards and objectives for each subject.

Instruction in K-2 classrooms will be individualized and driven by informal and formative assessments to help children attain the performance level of mastery or above as delineated in the approved West Virginia content standards and objectives. Strategies for early detection and scaffolding to correct student deficiencies in English Language Arts and mathematics shall be employed throughout the instructional term in each of the primary schools.

Components of career awareness and the application of technology shall be included during instruction in all subjects. Students in K-2 classrooms shall be provided the opportunity to master the standards set forth in W. Va. 126CSR44N Policy 2520.14, 21st Century Learning Skills and Technology Tools Content Standards and Objectives for West Virginia Schools (hereinafter Policy 2520.14).

Homework

We encourage all primary school students to read at least 20 minutes per night and practice basic math skills as needed.

Discipline

In the state of West Virginia, all school discipline is outlined by Policy 4373, Safe and Supportive Schools. You can read excerpts of this policy under the discipline section of this handbook page 36 of this document or read it in its entirety on the Brooke County Schools webpage. Our primary schools use Positive Behavior Intervention Supports (PBIS) which focuses on rewards and consequences to teach appropriate behaviors.

Pyramid of Intervention

Each classroom teacher will provide a classroom management plan (CMP) to correct minor disruptive behavior in the classroom. This plan will be given to your child to take home and is also available on the Brooke County Schools website. Simply choose your school and then your teacher from the list of staff members to review this plan at any time. Students and parents will be required to sign the CMP indicating that they have received and understand the plan. This is a shared responsibility of the teacher, student and aren't.

Failure to follow a teacher's classroom management plan will result in a variety of interventions, possible loss of privileges and possible disciplinary actions.

Major/Severe Behavioral Infractions

Severely disruptive behavior (as outlined in Policy 4373 Expected Student Behaviors) will not be tolerated in Brooke County Schools. If a student exhibits one or more of these major infraction(s), school administration will discipline students based on WV Code. You will be contacted and you may be required to attend a meeting with the teacher, administrator and other school personnel.

Report Card Distribution

Grades Kindergarten-2 will receive a standard-based report card at the end of each nine weeks. Parent / Teacher conferences and communication are strongly encouraged regarding student progress and achievement.

Brooke County Intermediate Schools

What is an Intermediate School?

The intermediate school consists of grades 3 and 4. The intermediate school curriculum is broad and balanced in content and relevant to all learners' needs. Staff, students and parents benefit from a single vision and continuity and progression of learning. Third and fourth grade students are provided a fully integrated comprehensive approach to learning. Students in these grades are exposed to classroom instruction that integrates content standards, learning skills and technology tools. Students in the third and fourth grades will continue enhancing skills in a developmentally-appropriate progression of standards. This concept provides access to a greater focus on these developmental levels and a shared professional development among staff which enhances student achievement.

As in the primary school, parent involvement is integral to student success at the intermediate level. Central to this philosophy is that parents make sure the child is healthy, present and prepared daily for school, as well as supportive of homework, practice of basic skills and outside learning interests. In addition, we encourage family members to join the school's PTA and offer volunteer help within your child's school. Together we can prepare children for future learning and success in the intermediate school, middle school and beyond.

Curriculum Grades 3 and 4

Intermediate elementary students are taught the given content as required by the West Virginia Board of Education's Content Standards Policies outline. The following link will direct you to the latest version of those standards for each content area. <https://wvde.state.wv.us/policies/>

- Policy 2520.1A WV College and Career-Readiness Standards for English Language Arts
- Policy 2520.2B WV College and Career-Readiness Standards for Mathematics
- Policy 2520.3C Next Generation Content Standards and Objectives for Science in West Virginia Schools
- Policy 2520.4 West Virginia College- and Career-Readiness Standards for Social Studies
- Physical Education: Intermediate elementary students shall be provided not less than 30 minutes of physical education, including physical exercise and age appropriate physical activities, for not less than three days a week.
- Visual Art, Music, Health, Learning Skills and Technology Tools: These given content areas will be offered with frequency sufficient to achieve mastery of the West Virginia approved content standards and objectives for those areas and meet the needs of children.
- One-to-One technology utilized in all 3rd and 4th grades.

Appropriate Dress

Students are encouraged to take pride in their appearance. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Acceptable clothing should enhance school safety, improve the learning environment and promote good behavior. Please select clothing that is suitable for working and play as well as appropriate for the weather. Parental cooperation is vital in this matter. The Brooke County dress code is found on page 37.

Attendance

Students are expected to arrive promptly and attend school every day. See page 12 for the district's attendance policy.

After-School Activities

Students must be in attendance at least 1/2 day to be able to participate in any school-sponsored after-school event.

Homework

We encourage all students to read at least 20-30 minutes per night and practice basic math skills as needed. In addition, intermediate teachers may assign short practice activities or projects which require parental involvement as homework. The child is expected to spend more than 20-30 minutes each night on homework.

Discipline

In the state of West Virginia, all school discipline is outlined by Policy 4373, Safe and Supportive Schools. You can read excerpts of this policy under the discipline section of this handbook page 36 of this document or read it in its entirety on the Brooke County Schools webpage. Our primary schools use Positive Behavior Intervention Supports (PBIS) which focuses on rewards and consequences to teach appropriate behaviors.

Pyramid of Intervention

Each classroom teacher will provide a classroom management plan (CMP) to correct minor disruptive behavior in the classroom. This plan will be given to your child to take home and is also available on the Brooke County Schools website. Simply choose your school and then your teacher from the list of staff members to review this plan at any time. Students and parents will be required to sign the CMP indicating that they have received and understand the plan. This is a shared responsibility of the teacher, student and parent.

Failure to follow a teacher's classroom management plan will result in a variety of interventions, possible loss of privileges and possible disciplinary actions.

Major/Severe Behavioral Infractions

Severely disruptive behavior (as outlined in Policy 4373 Expected Student Behaviors) will not be tolerated in Brooke County Schools. If a student exhibits one or more of these major infraction(s), school administration will discipline students based on WV Code. You will be contacted and you may be required to attend a meeting with the teacher, administrator and other school personnel.

Progress Report

Progress reports are given at the midpoint in the 9 week grading period; however, conferences should be called whenever a teacher or parent feels the need for such action.

Report Card Distribution

Grades 3-4 will receive a grade average-based report card using the A-F scale at the end of each nine week period. Progress reports will be issued at each mid-point of the nine week grading periods. Parent / Teacher conferences and communication are strongly encouraged regarding student progress and achievement.

Brooke Middle School

Administration

Mrs. Jennifer Sisinni, Principal

Assistant Principals: Mr. Dave Secrist and Mrs. Karen Stuck

What is Middle School?

MISSION STATEMENT

All children at Brooke Middle School will have the opportunity to achieve his or her full academic and social potential. This will enable them to become productive, responsible citizens in the 21st century.

SCHOOL PHILOSOPHY

Preparing today's students for tomorrow's challenges.

We believe that education is a cooperative effort among school, home, and community. It is our responsibility to strive to meet the unique needs of students in grades 5 through 8 by providing a student-centered program and recognizing that students of this age are undergoing greater physiological, psychological, and social re-orientation than at any other period in their lives.

The overall purpose of Brooke Middle School is to meet the educational, developmental, and social needs that emerge in this transitional period. Our Middle School program provides a supportive and flexible environment so students will have opportunities to develop skills and explore a variety of learning experiences while making the transition from elementary to middle school and middle school to high school.

In keeping with this philosophy, Brooke Middle School will establish and provide the following:

- A core curriculum of language arts, math, science, and social studies
- An extensive advisory and counseling program.
- A supportive environment for the physical and social development of every student
- A gradual transition in programs from the self-contained classroom of the 4th grade to the departmentalized structure of the high school
- A positive climate that fosters self-esteem, self-discipline, and student responsibility
- Knowledgeable educators who are committed to the middle school design
- Close contact and communication between parents and school
- A challenging curriculum and pace of learning to meet individual levels and understanding
- Opportunities for intervention and acceleration when needs are identified.

It is our belief that these goals will be reached when the student, the parent, and the teacher assume responsibility. The student needs to attend school regularly, maintain a positive attitude, and make an effort to achieve these goals. Parents need to be supportive of the school system and encourage the student in learning. Teachers will strive for an optimal, professional approach to meet the individual needs of each student. We feel that when these responsibilities are met, maximum learning will be achieved for all students

EXPECTED BEHAVIORS

There are five Bruins' Behaviors (Expected Behaviors) at Brooke Middle School. We encourage our students to follow these Expected Behaviors while at school, on the school bus, or during after school activities.

- 1) **Be here** - Come to school every day unless you are sick.
- 2) **Be on time** - Be here for the start of homeroom.
- 3) **Be present for class** - No lingering in the halls.
- 4) **Be respectful** - Show consideration for the rights, feelings, and property of others.
- 5) **Be prepared** - Come to class ready to learn and complete your class assignments on time.

COURSE PERFORMANCE

We have high expectations for academic performance in each class. ACADEMIC EFFORT IS NON-NEGOTIABLE. Honor roll celebrations, WVGSA recognition awards, and other incentives are in place for those students with high academic achievement.

GRADING SCALE AND REPORT CARDS

Average	Grade
100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

The school term is divided into four 9-week grading periods. A report card will be issued for each grading period. Progress Reports will be issued to all students 4 ½ weeks into each grading period. Online grade-book login information for all students will be sent home at the beginning of the school year. If you need a password or login information for the online grade-book, please contact the school (304-737-3800).

BEHAVIOR

PBIS CLASS EVENTS/FIELD TRIPS—In order to attend the PBIS CLASS EVENTS or FIELD TRIPS, students must have not received any Internal School Suspension or Out of School Suspension placements throughout the nine-week grading period, and no more than two separate detentions. Those students who have remained Detention, ISS, and OSS free are eligible to attend the quarterly PBIS Event or field trips planned by their teachers. PBIS Class events and rewards are also tied to student attendance. Students may not miss more than 5 days of school in a 9-week grading period to be eligible to attend. (Unexcused absences)

Each grade level has “Grade Specific” Field trips.

- 8th grade - Kennywood
- 7th grade - Urban Air
- 6th grade - Highland Sports Complex
- 5th grade - Washington Wild Things

CLASSROOM MANAGEMENT PLAN

Each middle school teacher will have a Classroom Management Plan. This plan will outline the specific rules and procedures required to provide structure and continuity within the classroom. This plan also may include specific classroom rules a teacher expects students to follow. Teachers are expected to review the Classroom Management Plan with every class. A student who does not follow a Classroom Management Plan will be subject to disciplinary action. Consequences of violations are outlined in the Brooke County Middle School Discipline Policy.

CLASSROOM DISCIPLINE PLAN & PROCEDURES

Discipline in the classroom is guided by a teacher's Classroom Management Plan, the Brooke County Middle School Policy, and additional WV Department of Education policies. This plan provides basic rules structured to provide an exceptional learning environment for every student. Every student is expected to follow a teacher's Classroom Management Plan when attending classes and extra-curricular activities.

Failure to follow the Classroom Management Plan will result in disciplinary action or referrals to counselors or outside agencies, such as Juvenile Court. Disciplinary action could include lunch/recess detention, after-school detention, internal suspension, external suspension, and/or exclusion from school-related activities. Consequences are outlined therein.

Discipline Plan Procedures: Students will be taught the Bruins' Expected Behaviors. Teachers will continue to review these expectations with students in their classrooms about the school discipline procedure throughout the school year. There are four levels of disciplinary consequences at BMS: Lunch detention, After School Detention, ISS (Internal School Suspension) and OSS (Out of School Suspension.) These disciplinary consequences follow Policy 4373, Expected Behaviors in Safe and Supportive Schools.

- Lunch detention and after school detention may be a consequence of any Level 1 violation. The office may not notify parents of lunch detention, however the fifth consecutive lunch or after school detention may result in one day of Internal School Suspension. (ISS) With parental consent, after school detention may be assigned Monday through Thursday from 2:30 through 5:00 pm. There is an activity bus available to pick students up from BMS at 5:00. Parents may pick students up at school upon the completion of after school detention at 5:00 pm.
- ISS may be a consequence for Level 1 or 2 violations. Parents will be notified by the school of their student's placement in Internal Suspension. In School Suspension will be held during the school day.
- OSS may be a consequence for Level 1, 2, 3 or 4 violations. Any violation of the discipline policy that is of a volatile nature will bypass all preceding steps and the involved students will go directly to the school office.

CAFETERIA GUIDELINES AND PROCEDURES

Every student is assigned a 35- minute lunch period. They will remain in the cafeteria for the duration of the lunch period.

Expectations of Students in the Cafeteria:

1. Use of appropriate behaviors and good manners.
2. Have no more than four students per bench.
3. Clean up after themselves and discard their trash and stack trays in the designated area.
4. **Keep ENERGY DRINKS at home! They are NOT permitted in Brooke Middle School!**

ATTENDANCE AT BMS

It is important that students are present each day and arrive at school ready to learn. A student is considered tardy (late) at 7:20 am. A student who arrives late will be marked tardy until 9:11. Those who arrive after 9:11 will be marked ½ day absent. A student picked up before 1:23 will be marked ½ day absent. *Student absence excuses will be accepted for up to FIVE DAYS following the student's absence. After the FIVE day period, no excuses will be accepted.*

Homeroom classes will be in a daily competition for attendance. Our Community in Schools (CIS) Coordinator will reward letters for each day that a homeroom has 100% attendance. Rewards will be given when a homeroom spells their assigned word. Each level gets harder as each word gets longer. Come to school and be here on time so that your homeroom can win a reward.

If students do not bring in an excuse, the absence is considered UNEXCUSED. **EXCUSES MUST BE TURNED IN WITHIN 5 DAYS OF THE STUDENT'S RETURN TO SCHOOL. NO LATE EXCUSES WILL BE ACCEPTED BEFORE PBIS TRIPS.**

Parents, please understand, students have a TOTAL of five PARENTAL excuses that can be used in ONE year. Any excuses that are parental beyond those five will be counted as UNEXCUSED. When students have accumulated a total of five UNEXCUSED absences, a CA-2 Meeting will be required with the counselor(s) and the principal(s). At a total of ten UNEXCUSED absences, a mandatory meeting with the school-based probation officer will be held. If families decide not to participate in the pre-trial diversion, a petition will be filed in court.

TARDY POLICY AND PROCEDURES

It is important that students are present each day and arrive to school ready to learn. A student is considered tardy (late) at 7:20 am.

Homeroom classes will be in a daily competition for attendance. Our Community in Schools (CIS) Coordinator will reward letters for each day that a homeroom has 100% attendance. Rewards will be given when a homeroom spells their assigned word. Each level gets harder as each word gets longer. Come to school and be here on time so that your homeroom can win a reward.

For students to be successful, they must be IN school ON TIME and STAY throughout the entire school day.

EARLY DISMISSAL: (before 2:24)

Students will be permitted to leave early for a doctor's appointment. However, an excuse will be needed upon their return to school the next day in order for it to be an "excused" dismissal. We will be utilizing out-of-building passes this year to assure students are being picked up by an approved adult.

LOCKERS

Lockers will be assigned at the beginning of the school year. Locks are pre-installed on lockers and must be utilized by students. All students will have their own locker. Students' book bags must be kept in the lockers throughout the day. Please keep this in mind when purchasing a book bag; extra-large items will be difficult to store.

CELL PHONES & ELECTRONIC DEVICES

While at Brooke Middle School, you are not permitted to use cell phones. Upon entry to the school, student cell phones must be turned off or placed on silent mode. Before going to homeroom, students should place their cell phones in their locker. All lockers have "built-in" locks on them. Students are discouraged from sharing their combination with others. As an alternative to storing their phones in their lockers, they may give them to each individual teacher upon entry to class.

Brooke Middle School staff hold no responsibility for theft or damage to your cell phone while at school. Students who fail to comply will be subject to disciplinary consequences as stated in WV Policy 4373.

AIR PODS/ HEADPHONES

Use of AirPods/ Headphones will only be permitted in class during a school-related assignment as instructed by a teacher. Students are not permitted to wear AirPods/Headphones at any other time, in any location of the building, throughout the school day. This includes the hallways, cafeterias, and restrooms. If students choose to bring AirPods/Headphones to school, Brooke Middle School holds no

responsibility for theft or damage to personal electronic items while at school. Students who fail to comply will be subject to disciplinary consequences as stated in WV Policy 4373.

CHROMEBOOKS/COMPUTERS

Students will be issued a computer for use at school. This device will be permitted to go home with the student. A Student BCS Computer Contract will be sent home and will provide students and their parents/guardians with information about taking care of the equipment, using it to complete school assignments, and following BCS policies.

Students and their parents/guardians are reminded that the use of technology is a PRIVILEGE and not a right. Activities on any device, network, or electronic communication device can and may be monitored by Brooke County Schools, the West Virginia Department of Education, and/or additional entities. Inappropriate use of the technology will result in disciplinary action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement and the Acceptable Use Policy.

DIGITAL/ REMOTE LEARNING/NTID (Non-Traditional Instructional Days)

In the event we are instructed to utilize digital/remote learning, students will receive assignments through their teachers' Schoology account. Please reference the individual Classroom Management Plans for details.

USE OF MEDICATION

According to state law, use of medication in school (prescription drugs as well as non-prescription drugs) must be ordered by a physician and administered and supervised by a trained member of the school staff. This form can be found on the Brooke Middle School Website. The following procedure will be followed:

- Parents may obtain medical forms in the school office or website.
- The parent is responsible for completing the top portion of the form and a physician is responsible for completing the bottom portion of the form. The form needs to be provided to the nurse or information may also be presented on a prescription form.
- Any medication brought to school will be stored in a secure area, accessible only to trained school personnel. All prescription drugs should be brought to the school by the parent. Unused medication will be returned upon parent request.

VISITORS

Any individual visiting the school, for any reason, is required to report to the office. If it is necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements. Visitations with individual teachers may be arranged by contacting the teacher or by requesting an appointment through the office.

ATHLETIC ELIGIBILITY

Brooke High School is a member of the West Virginia Secondary School Activities Commission (WVSSAC) and the Ohio Valley Athletic Conference (OVAC) and will follow the requirements for participation in extra-curricular athletic activities as defined in West Virginia Board of Education Policy 2436.10.

Policy 2436.10 states: 1. A student must be enrolled in either regular Middle school or virtual school for at least four classes. 2. Eligibility for participation in extracurricular activities covered in this policy is determined by the student's grade point average in the previous semester. **To be eligible to participate in covered activities, a student must maintain at least a 2.0 grade point average for the previous semester.** This is an average of all curricular offerings in which a student participates, rather than a 2.0 for each curricular offering.

A student must be present in school for a minimum of ½ day to practice or participate in any school extracurricular activity and/or co-curricular activity. The only exceptions to this rule are college visitations, pre-arranged physician appointments, or absences approved by the Assistant Principal/Athletic Director. If a student is absent from school on a Friday, he/she will not be able to participate the remainder of that day or Saturday. The student must also comply with the following in order to participate:

- Have a physical examination conducted after May 1st
- Complete an emergency form
- Be enrolled in classes equaling 4 credits

All questions pertaining to athletic eligibility should be directed to the Athletic Department Office at 304-527-4763.

DRESS RESTRICTIONS

While Brooke County Schools does not establish a specific dress code for students, we, at BMS, expect our students to dress in an acceptable manner to not disrupt the educational process. ***If clothing is determined to be inappropriate, they will be required to change into acceptable attire.***

Some of the things we do NOT allow are as follows:

- Shirts that do not cover midriff/ crop tops
- Tank tops, spaghetti straps, strapless, t-shirts with cut-out sleeves
- Shorts that do not have at least a 3-inch inseam
- Sheer clothing and/or Low-cut tops (i.e. no exposed cleavage)
- Clothing with any pictures, words, or phrases deemed inappropriate for school
- Onesies, sleepwear, and slippers (unless specified as a particular "spirit dress" day)
- Hats – of any type – are **not** to be worn in the building.

DISCIPLINE POLICY

The Brooke County Middle School Discipline Policy is in effect for each student from the time he/she leaves home for school or for any school sponsored event held on school premises or elsewhere until the time the student returns home from school.

Students are hereby advised that their persons and property are subject to search by school officials in the event that there is reasonable suspicion to believe they have violated the law or a rule of the school

system. This includes, but is not limited to, activities scheduled for athletic teams, clubs, classes, and other school organizations.

The Brooke County Middle School Discipline Policy is based upon The West Virginia Board of Education "Expected Behavior for Safe and Supportive Schools" (Policy 4373). Specific disciplinary situations that are addressed in this policy include tardiness, early dismissal, and attendance, dress restriction violations, smoking, fighting, misuse of computers, chronic conduct/behavior offenses, and bullying and harassment violations. A full version of the Policy 4373 may be found online at:
<http://wvde.state.wv.us/policies/p4373-new.pdf>

FILMING OF SEXUALLY EXPLICIT CONDUCT OF MINORS

861-8C-3b. Prohibiting juveniles from manufacturing, possessing and distributing nude or partially nude images of minors; creating exemptions; declaring a violation to be an act of juvenile delinquency; and providing for the punishment thereof.

- a. Any minor who intentionally possesses, creates, produces, distribute, presents, transmits, posts, exchanges, or otherwise disseminates a visual portrayal of another or otherwise disseminates a visual portrayal of another minor posing in an inappropriate sexual manner or who distributes, presents, transmits, posts, exchanges, or otherwise disseminates a visual portrayal of himself or herself posing in an inappropriate sexual manner shall be guilty of an act of delinquency and upon adjudication disposition may be made by the circuit court pursuant to the provisions of article five, chapter forty- nine of this code.
- b. As used in the section: (1) "Posing in an inappropriate sexual manner" means exhibition of a bare female breast, female or male genitalia, pubic or rectal areas of a minor for purposes of sexual titillation. (2) "Visual portrayal" means: (A) a photograph; (B) A motion picture; (C) A digital image; (D) A digital video recording; or (E) Any other mechanical or electronic recording process or device that can preserve, for later viewing, a visual image of digital storage or transmitting devices;
- c. It shall be an affirmative defense to an alleged violation of this section that a minor charged with possession of the prohibited visual depiction did neither solicit its receipt nor distribute, transmit or present it to another person by any means.
- d. Notwithstanding the provision of article twelve, chapter fifteen or this code, an adjudication of delinquency under the provisions of this section shall not subject the minor to the requirement of said article and chapter.

Brooke High School

PHONE: (304) 527-1410 FAX: (304) 527-3604

Administration
Assistant Principals

Mr. Eric James, Principal
Ms. Meredith Hood
Mr. Trey Zambito
Mr. Sean Blumette
Mr. Michael Lewis
Mr. Bill Garvey

Principal, Bruin Bridge
Director of Athletics/Community Engagement

*More specific information about required classes can be found in the
Brooke High School Program of Study at bhs.brooke.k12.wv.us*

BHS Graduation Requirements	
English Language Arts	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	4 Credits
Physical Education	1 Credit
Health	1 Credit
Fine Arts	1 Credit
Personalized Education Plan (PEP)	4 Credits
Additional Electives	No Additional Elective Credits <u>Required</u>
Total Credits Required for Graduation	22 Credits
Experiential Learning (Comm. Service)	12 Hours

Class Standing

Students are classified as Freshmen, Sophomores, Juniors, or Seniors according to the number of credits earned.

- To be a Sophomore, a student must have earned 6 credits
- To be a Junior, a student must have earned 14 credits
- To be a Senior, a student must have earned 19 credits
- To be eligible for graduation, you must have successfully earned 22 credits.

Audit

Enrollment in a class for the purpose of auditing is not permitted at Brooke High School.

Credits Earned Prior to Grade 9

Students have the opportunity to earn high school credits prior to Grade 9 (Spanish I, Honors Algebra I).

Students who take a course offered for high school credit before Grade 9 will receive the credit and the grade in that course. The credit and grade will appear on the student's transcript and be calculated in that student's GPA.

Exam Policy

If **ALL** of the following criteria have been met, students may be exempt from taking semester exams.

- Grades: Students must earn an A or B in that particular course.
- Attendance: Students must have no more than three (3) unexcused days absent in that course.
- Discipline: Students may not have any discipline referrals that resulted in an Out of

School Suspension

****WVDE requires all CTE students to take course exams. This is not an exemption.**

Exam Specifics:

- 10% of the student's semester grade will come from the exam.
- The Career Tech Department is required by the state to give End-of-Course Exams. These exams will count as the final exam (20% of the final grade) and will be administered based on the schedule the Career Tech Department follows. *No exemption applies.*
- College Courses will use their End-of-Course Exams as the final exam. This does not include any AP Course.

Grading

- A minimum of eighteen (18) grades and two (2) grades per week each nine weeks must be taken and entered into *Schoology* for each course.
- Documentation disclosing how the grades are determined will be given to students (e.g., syllabus, grading scales, rubrics, and checklist) at the beginning of the course.
- If a student is absent, two (2) days are granted for every excused absence in order to make-up assignments. It is the student's responsibility to ask for the make-up work.
- Parents can monitor grades through *Schoology*. Contact the school for usernames and passwords.

The state scale for all classes, **excluding** AP Courses, Honors Courses or dual credit courses taught on the Brooke High Campus by a Brooke High teacher is as follows:

WVDE State Grading Scale <i>(except AP, Honors, and Dual Credit)</i>		
Average	Grade	Quality Points
90-100	A	4
80-89.99	B	3
70-79.99	C	2
60-69.99	D	1
0-59.99	F	0

The state scale for AP Courses is as follows:

WVDE AP Grading Scale		
Average	Grade	Quality Points
90-100	A	5
80-89.99	B	4
70-79.99	C	3
60-69.99	D	2
0-59.99	F	0

Honors classes will be given the following weighted grades:

WVDE Honors Grading Scale		
Average	Grade	Quality Points
90-100	A	4.5
80-89.99	B	3.5
70-79.99	C	2.5
60-69.99	D	1.5
0-59.99	F	0

Policy 127-37-4 states county boards of education shall issue weighted grades for Advanced Placement, International Baccalaureate, and Dual Credit courses for which high school credit is to be awarded. Section 4.2 sets forth the grading scale that must be used for Advanced Placement and International Baccalaureate courses.

Academic Achievement Award

An Academic Achievement Award is given to a student who earns and maintains a minimum of a 3.5 cumulative GPA. Sophomore (Bronze), Junior (Silver), or Senior (Gold) year. The Academic Achievement Awards are given in the spring of each year.

A bronze pin must be earned in order to be eligible for a silver pin and a silver pin must be earned in order to be eligible for a gold pin.

Class Rank

The Class Rank for seniors will be determined by cumulative weighted grade point average from the previous seven (7) semesters. This weighted GPA will only be considered for honors program and class rank. It will be recalculated after final grades have been transcribed at which time class rank and overall weighted GPA may change.

Honors Program

Students wishing to participate in the Brooke High School Honors Program, must meet the following criteria.

1. Completing a minimum of twelve classes in the Honors Curriculum, two of which must be AP or college classes. A student must be enrolled in a minimum of one Honors class per year, completing four before his/her acceptance into the program at the beginning of the junior year.
2. Maintaining a 3.75 cumulative GPA in the 11th and 12th grades.
3. Completing a Senior Project that must conform to the Honors Steering Committee guidelines and be accepted by the Steering Committee by the end of the 3rd 9 weeks of the senior year.

Successful completion of the Honors Program affords the student the distinction of being named an Honors Program Graduate with recognition at Commencement.

Honor Roll

The Honor Roll consists of students having no grade lower than a "C" and at least a 3.25 grade point average. The Honor Roll is determined every 9 weeks.

Principal's Honor Roll

A student who maintains at least a 3.75 GPA earns this additional recognition for his/her achievement. The Principal's Honor Roll is determined every 9 weeks.

Valedictorian and Salutatorian

The Valedictorian(s) will be the senior(s) with the highest grade level of achievement and is based upon:

- The most A grades achieved in AP courses
- The most A grades achieved in Honors' classes
- The most A grades achieved in college courses. More than one person may tie for this honor.

The Salutatorian will be the senior with the second highest level of achievement. More than one person may tie for this honor.

National Honor Society Selection Process

1. A student must apply to be accepted.
2. A student eligible for induction into the National Honor Society must have a GPA of at least 3.5.
3. Applicants are chosen on the four components of membership in the National Honor Society which are character, scholarship, leadership, and service.
4. Students must be active in school activities throughout their school career and must participate in two activities in their junior and senior year. Club sponsors, class sponsors and coaches rate students' participation based on the criteria below:
 - a. 4 points: regional, state or national recognition
 - b. Exceptional participation
 - c. Active participation

- d. Limited participation
- e. Never participates
- 5. To be eligible for induction, the student can have no suspensions from school.
- 6. Participation in community activities outside of school as well as employment are considered as long as it is listed on the student's application.
- 7. If a student is a member of the National Honor Society and is suspended from school, he or she forfeits membership in the Society.

School Day Procedures Schedule

Front doors open at 7:00am. All students will enter through the main doors and place all personal items in their lockers. The school day at Brooke High School will start at 7:14. Students are to gather all necessary materials from their lockers needed for morning classes and go to immediately to first period. Dismissal will be at 2:28pm.

BHS Daily Bell Schedule	
BHS Doors Open	7:00
Tardy Bell	7:14
1st Period	7:14-7:47
2nd Period	7:51-8:34
Freshman/Sophomore HR followed by Freshmen/Sophomore Breakfast	8:34-8:55 8:55 – 9:16
3rd Period	9:20 – 10:03
4th Period	10:07 – 10:50
5th Period	10:54 – 11:37
6A Class with 6B Lunch	11:41-12:24 and 12:24-12:54
6A Lunch with 6B Class	11:37-12:07 and 12:11 -12:54
7th Period	12:58-1:41
8th Period	1:45-2:28
Dismissal	2:28
9th Pd/ After School	2:30-5:00

Attendance

A student with consistent attendance in school achieves higher grades, enjoys school more, and upon graduation, enters vocational or academic endeavors more successfully. Consistent attendance is considered to be an integral part of the student's course of study and assists in the development of College and Career-Readiness Skills (punctuality, self-discipline, and responsibility). Students will be acknowledged for perfect and/or faithful attendance. The guidelines listed below are based on CA-2 (compulsory school attendance) laws. (Refer to page 12 of the handbook)

- Tardy: Student is late to school but arrives prior to the end of 2nd period.
- 1/2 Day Absence: Student is absent for 3 or 4 periods of the school day.
- Full Day Absence: Student is absent for more than 4 periods of the school day.
- Early Dismissal: Student is picked up at the beginning of 7th period or later.

****Extracurricular Participation: Students are required to attend in person classes a minimum of 4 periods of the school day.**

Absence Procedures

1. Upon returning to school from any absence, a student must provide a written excuse (from parent, doctor, dentist, etc.) to the Mrs. Abby Lewis, Attendance Secretary between 7:00 and 7:13 a.m. Written excuses will not be accepted after three days of the student's return.
2. Attendance will be taken each period during the school day in WVEIS (West Virginia Student Information System). Automated attendance calls will go out to the primary contact number on file when a student is absent.
3. Students with long term illnesses must have medical documentation on file to verify the condition.

Tardy to School Violations

1. Students arriving late to school (after 7:14 AM) will receive a yellow late arrival slip from the security officer. The student should take the yellow slip directly to their current classroom teacher. The yellow slip serves as both their hall pass and informs their teacher of what time they arrived in the building
2. Tardy-to-school violations will be documented on the student's record in the attendance office.

Request for Homework

In case of illness, assignments may be requested by calling 304-527-1410. Teachers are given a 24-hour notice to supply homework. Requested homework should be picked up in the Main Office. The use of *Schoology* for reviewing your child's missing assignments is recommended.

Unexcused Absences and Truancy

An unexcused absence is any absence not defined as an excused absence in the Brooke County Schools Handbook. Truancy (unexcused absence from school) is a violation of the law. Truancy will result in loss of parking privileges, denial of participation in extracurricular activities and request for revocation of a driver's license per the WV Dept of Transportation. In addition, continued truancy may result in a referral to the School-Based Probation Officer as well as legal action. The Brooke County Board of Education has authorized the Superintendent and staff to deal with truancy systematically and firmly in accordance with West Virginia Code and the Student Behavior Policy and Regulations of Brooke County Schools.

Lunch detention

Lunch detention will be held as a disciplinary consequence. Students will bring lunch or get school lunch right away. Students take their lunch and report to the assigned room. Students may not be tardy to lunch detention or the day will not count. Students will not be permitted to leave until the lunch period is complete. The same rules apply as those in effect for In-School Suspension (ISS).

Buses

School bus transportation is provided for all students. Therefore, the Brooke County Board of Education assumes no responsibility or liability for any student who does not ride to and from school on a school bus.

Please refer to Brooke County Bus Policy for specific offenses and school responses. A current copy of this policy can be found online at brooke.k12.wv.us/transportation

Activity buses will run for students who are in the band, intramurals, club activities, tutoring, after school detention, etc. These buses will run to central locations throughout the county, starting at 5:00pm. They will run North to Follansbee, Weirton, Hooverson Heights, Colliers, Eldersville Road, and South to Wellsburg, Bethany, Beech Bottom, etc. A definite activity bus route with designated stops will be posted in the office as well as on the transportation department website at brooke.k12.wv.us/transportation. Students will not be taken to their individual stops, but to general areas. If the stop is too far from a student's home, arrangements for transportation to the home must be made with the parent/guardian.

It is a privilege to ride a bus. This privilege may be rescinded because of misconduct. Students will be held accountable for following Brooke County Schools Student Code of Conduct while on county transportation.

Cafeteria Guidelines and Procedures

Every student is assigned a 30 minute lunch period. The time remaining after eating must be spent in the Cafeteria. Students are not permitted to walk the halls during lunch.

Expectations of Students in the Cafeteria:

1. Use of appropriate behaviors and good manners.
2. Have no more than six students per table.
3. Clean up after themselves and return borrowed chairs to the original table.
4. Discard their own trash.
5. Eat all of their food items in the cafeteria. Food is not to leave the cafeteria for any reason.

Food/ School Deliveries

Students are not permitted to order or receive deliveries of any kind between the hours of 7am and 3pm. ****Parent/guardian deliveries must be dropped off to the main office and must be picked up between classes.**

Care of Buildings and Grounds

A basic rule at Brooke High School is that students must be respectful at all times toward their fellow students, staff members, and school property:

1. Exterior doors are not to be propped open EVER. Students are not permitted to allow anyone entry to the building.
2. No food or drink permitted in the classroom.
3. No one should open a window or sit on a window sill.
4. Any destruction/damage of school property must be paid for by the student responsible. Further disciplinary measures may be taken by the administration if necessary.

Communications

Announcements will be read to students/staff during the 1st period. Additional announcements can be made by the Main Office at 2:25 p.m. if needed. Special announcements will be made using the automated telephone all call system when necessary. Information will also be available on the Brooke High School website and social media outlets.

Website: brooke.k12.wv.us

Instagram:

Facebook:

All Calls:

REMIND App

Fire Drills

Fire drills are required by law and are important safety precautions. It is essential that ALL students/staff exit the building by the designated routes to their assigned classroom evacuation location. No one will be permitted back in the building until directed to do so.

Stadium Evacuation Drills

Stadium evacuation drills will be conducted as necessary.

Emergency Response

Additional safety procedures will follow A.L.I.C.E. protocol for emergency response.

Hall Passes

Hall passes are mandatory if a student wishes to leave the classroom. Students must also sign in

and out of classrooms with times documented.

Library/Media Center Guidelines

Students are not permitted to eat or drink in the library/ media center. Students are only permitted in the library/media center with staff supervision

Lockers

Every student is assigned a locker. It is the responsibility of the student to see that the locker is kept securely locked at all times. Students may not reveal their combination to anyone else and must take care to open the locker in such a manner as to keep the combination concealed.

Students are not permitted to share lockers.

A student's locker is a safeguard for his/her possessions, whether they are personal (e.g., gym clothes, lunches, coats, hats, cell phones, other electronic devices) or belong to the school (e.g., textbooks, library materials.) It is up to each student to take care of his/her own possessions. This can best be achieved by keeping student lockers locked at all times. Brooke High School is not responsible for missing or damaged contents in any lockers.

It is also the responsibility of the student to keep his/her locker clean and orderly. No stickers are to be displayed on lockers. Signs may be attached with regular scotch tape that is placed on the back of the sign.

Lockers are the property of Brooke High School and the administration has the right to search with reasonable suspicion.

SPECIAL LOCKER ADVISORY TO PARENTS AND STUDENTS:

It will be presumed the student has knowledge of all items in his/her locker. Therefore, in the event of any contraband found in his/her BHS locker, it will be presumed they have knowledge of and take responsibility for that contraband.

Athletic Eligibility

Brooke High School is a member of the West Virginia Secondary School Activities Commission (WVSSAC) and the Ohio Valley Athletic Conference (OVAC) and will follow the requirements for participation in extracurricular athletic activities as defined in West Virginia Board of Education Policy 2436.10.

Policy 2436.10 states: 1. A student must be enrolled in either regular public high school or virtual school for at least four classes. 2. Eligibility for participation in extracurricular activities covered in this policy is determined by the student's grade point average in the previous semester. To be eligible to participate in covered activities, a student must maintain at least a 2.0 grade point average for the previous semester. This is an average of all curricular offerings in which a student participates.

A student must be present in school for a minimum of ½ day to practice or participate in any school extracurricular activity and/or co-curricular activity. The only exceptions to this rule are pre-arranged college visits, physician appointments, or absences approved by the Assistant Principal/Athletic Director. If a student is absent from school on a Friday, he/she will not be able to participate the remainder of that day or Saturday. The student must also comply with the following in order to participate:

- Have a physical examination conducted after May 1st.
- Complete an emergency form.
- Be enrolled in classes equaling at least 4 credits.

Attendance and Grade Requirements

Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extracurricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in the HiSet program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the midpoint of the second semester (the nine week point) in the same

manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10. Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

All questions pertaining to athletic eligibility should be directed to Mr. Garvey, Athletic Office at 304-527-1410 ext 5371

School Health Services

Every Brooke County school has a school nurse assigned to service its students.

Health Services Provided to Students and Staff:

1. First aid for school injuries or sudden illness of students and staff.
2. Immunization inspection of all students in accordance with school law.
3. Monitoring students with chronic illnesses.
4. Vision screening on referral from teachers or parents.
5. Health counseling for students and staff.
6. Blood pressure screening of staff and students upon request.
7. Home visits as needed.
8. Specialized Health Procedures as ordered by physician.
9. Instruction for staff on CPR, First Aid, Basic and Specialized Health Procedures according to state guidelines.

Medication in School

All medications, both prescription and non-prescription, must have a doctor's or licensed health care provider's order as well as written parental consent to be taken during school hours. The Brooke County Schools Medication Administration Form provides space for these signatures. This form can be found in this handbook. You can also get this form from the school nurse or on our website at brooke.k12.wv.us

It may be necessary to excuse a student from a class to take a prescribed or non-prescribed medication. It is within the correct time limit to take a medication 1/2 hour before or 1/2 hour after a prescribed schedule. If there are any questions, they can be discussed with the school nurse by calling the high school at 527-1410, extension 5400.

Medications are not allowed to be carried on the student's person or kept in their locker. Therefore must be given to the school nurse by a parent or guardian. Medications are required to be kept locked in the nurse's office. However, with completion of the proper forms, a student deemed capable of self-administration may keep an inhaler or epi-pen on their person if recommended by the physician.

School Counselors

School Counselors			
Freshman Class of 2026	Mrs. Kim Dulley	kim.dulley@k12.wv.us	Ext 5130
Sophomores Class of 2025	Mrs. Kourtney McGraw	kourtney.mcgraw@k12.wv.us	Ext 5134
Juniors Class of 2024	Mrs. Gina Graham	gina.graham@k12.wv.us	Ext 5132
Seniors Class of 2023	Last Names A-G Mrs. Kim Dulley	Last Names H-O Mrs. Kourtney McGraw	Last Names P-Z Mrs. Gina Graham

Your school Counselor is a licensed/certified professional educator who is a leader in creating a positive school environment in which there is equity & access for all students. They work to provide support in the areas of academics, post secondary planning, emotional, and personal/social development. School Counselors strive to maximize each student's success by delivering a variety of services including academic planning, developing a personalized education plan (PEP), short-term individual and group counseling, providing referral services for long-term support, advocating for student needs, and delivering classroom lessons reflective of success based standards. Please encourage your students to get to know their grade level Counselor to see what they have to offer. Additional resources for each grade level Counselor are available on the School Counseling section of the Brooke County Schools website.

Brooke High School Discipline Policy

The *Brooke County Discipline Policy* is in effect while students are under the jurisdiction of Brooke County Schools including but not limited to: bus stops, buses, school campus, off campus school events, etc.

The *Brooke County Discipline Policy* is based upon The West Virginia Board of Education "Safe and Supportive Schools" (Policy 4373). Additional components that further reflect our County's policies and procedures are also included (e.g., Student Code of Conduct).

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

State Board of Education Policy 4373 – Expected Behavior in Safe and Supportive Schools, requires county boards of education to design and implement procedures to create and support continuous school climate/culture improvement processes within all schools that will ensure an orderly and safe environment that is conducive to learning. It is the intent of the Brooke County Board of Education to work cooperatively with the Central Office Staff and each school staff to create, encourage, and maintain a safe, drug-free, and fear-free school environment in the classroom, on the playground, and at school-sponsored activities.

In the ensuing pages, highlights of certain portions of the policy will be presented, but these highlights should not be misconstrued as the sum total of what school personnel need to know about SBP 4373.

Pyramid of Intervention:

Each classroom teacher will provide a Classroom Management Plan (CMP) and syllabus during the first week of school. This plan is also available on the school website. Simply click on the school and choose the teacher's name from the list on the left. This plan will outline the rules and procedures specific for that class. Students and parents will be required to sign the CMP indicating that they have received and understand the plan. This is a shared responsibility of the teacher, student and parent.

Failure to follow a teacher's classroom management plan will result in a variety of interventions and possible disciplinary actions.

Steps for Minor Disruptive Behavior in the Classroom:

The CMP is used to correct minor disruptive behaviors in the following manner:

- 1st Offense: Teacher will give student a verbal warning and document it.
- 2nd Offense: Teacher will give a 2nd verbal warning and make a phone call home. (Teachers will document both.)
- 3rd Offense: Conference with students and additional interventions as needed.
- 4th Offense: Teacher will conference with student and school counselor. Parents are invited and encouraged to attend; however, conferences will occur with or without parents. (This conference will be held at least 2 days after the teacher sends a conference request to the counselor.)
- 5th Offense: If the problem persists after the above interventions, a discipline referral will be sent to the Assigned Principal who will discipline the student based on the offense, progression and Policy 4373. The principal will also notify the parent to explain that additional violations will result in further disciplinary action.
- Progressive discipline will be followed.

Major/Severe Behavioral Infractions: (Immediate Referral)

Severely disruptive behavior (as outlined in Policy 4373 Expected Student Behaviors) will not be tolerated at Brooke High School. If a student exhibits one or more of these major infraction (s), he/she will immediately be referred to the Principal's Office. School administrators will discipline students based on the offense, progression of referrals and Policy 4373.

Student Searches

Students are hereby advised that their persons and property (including automobiles, lockers, cell phones, etc. and contents thereof) are subject to search by school officials in the event that there is reasonable suspicion to believe they have violated the law or a rule of the school system. This includes, but is not limited to, athletic teams, performing arts groups, clubs, classes, and other school organizations. This includes all school sponsored events and activities.

Tardy Violations

Tardy is defined as arriving to class after the tardy bell for that class period. Tardy violations will accumulate for each semester. If a student accumulates three (3) tardies for one class period, the teacher will contact the parent/guardian and then enter the discipline referral to administrators in WVEIS.

Skipping Violations

Skipping is defined as being absent from the classroom eleven (11) or more minutes. If a student skips a class period, the teacher will contact the parent/guardian and then enter the discipline referral to administrators in WVEIS.

Tobacco, Tobacco Products, Alternative Nicotine, and Vape Products

Our approach is rooted in accountability and intervention. It is not solely disciplinary in nature. Therefore, our position is to maintain student engagement while providing educational opportunities to foster healthy choices.

If you are caught smoking, using smokeless tobacco, or vaping in school, on school property, or during school sponsored events, you will be assigned a progressive discipline consequence. All contraband will be confiscated, subject to testing for the presence of THC, and turned over to the School Resource Officer. Any incident resulting in investigation will result in immediate placement in In School Suspension and parent/guardian will be contacted.

Brooke High School Smoking Cessation Program

Brooke High School's philosophy is to treat vaping from a standpoint of dependance. Students within the disciplinary progression will complete the smoking cessation program. Moreover, the program will be accessible to all students. If students are active participants in our program, they may be allowed possession/use of approved nicotine replacement products for tobacco cessation. According to WVBE Policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events.

Nicotine Fines

In addition to school discipline, according to West Virginia State Code §16-9A-3, law enforcement will be contacted and a citation may be issued. If a citation is issued, one may be charged the following fees.

- 1st Offense – Total Costs/Fine=\$220.25 plus 8 hours community service
- 2nd Offense - Total Costs/Fine=\$270.25 plus 16 hours community service
- 3rd Offense- Total Costs/Fine=\$320.25 plus 24 hours community service

****Fines and court costs are subject to change.****

Tetrahydrocannabinols (THC) Products

Tetrahydrocannabinols; synthetic equivalents of the substances contained in the plant, or in the resinous extractives of Cannabis, sp. and/or synthetic substances, immediate derivatives and their isomers with similar chemical structure and pharmacological activity including, but not limited to the following: Delta-8, Delta-9, Delta-10, etc.

Illegal Substance Related Behaviors

According to WVDE Policy 4373, Expected Behaviors in Safe and Supportive Schools, 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, narcotics, any other substance included in the Uniform Controlled Substances Act as described in WV Code §60A-1-101, et seq. 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 2422.8 - Medication Administration and instances of prescription drug abuse.

Fines and court costs are subject to change.

Disciplinary Progression for Tobacco and Nicotine Products and Vaping Paraphernalia

Category 1:

- First Offense or one (1) product
- One (1) Day Out of School Suspension
- Citation issued by law enforcement, if applicable
- Parent Meeting at the time of Suspension as well as the Morning of Return from Suspension
- Successful completion of the Brooke High School Smoking Cessation Program
- Reflection with School Counselor upon Return to School

Category 2:

- Second Offense or two (2) products
- Five (5) Days Out of School Suspension
- Citation issued by law enforcement, if applicable
- Parent Meeting at the time of Suspension as well as the Morning of Return from Suspension
- Successful completion of the Brooke High School Smoking Cessation Program

Category 3:

- Fourth offense or more than three (3) products
- Ten (10) days of Out of School Suspension
- Citation issued by law enforcement, if applicable
- Recommendation to the Superintendent of Brooke County Schools for Expulsion

Disciplinary Progression for Tetrahydrocannabinols (THC) Products

Category 1:

- First Offense or one (1) product
- Five (5) Days Out of School Suspension
- Parent Meeting at the time of Suspension as well as the Morning of Return from Suspension
- Successful completion of the Brooke High School Smoking Cessation Program
- Reflection with School Counselor upon Return to School

Category 2:

- Second Offense or two (2) products
- Ten (10) Days Out of School Suspension
- Recommendation to the Superintendent of Brooke County Schools for Expulsion
- Parent Meeting at the time of Suspension

**** All disciplinary consequences are subject to change based on local and state policies and codes.**

Products Containing THC/ Illegal Substances

If you are in possession of any product containing THC, or any other illegal substance, the product(s) will be confiscated, a ten day suspension, and a recommendation for expulsion will be made according to WV Policy 4373's Level IV infractions.

Academic Integrity: Plagiarism and Cheating

Plagiarism is defined as a student submitting another's work as their own. Cheating is defined as being dishonest to gain an advantage. Downloading, or using AI (Artificial Intelligence) to generate responses from the Internet to submit as one's own work is dishonest and illegal.

Students who are caught cheating and/or plagiarizing (using any means) will receive the following consequences:

1st Offense:

Failure of exam or assignment with opportunity to redo the assignment for reduced credit at the principal's discretion.

Teacher/Parent Contact

2nd Offense:

Failure of exam or assignment without opportunity to resubmit the assignment
Scheduled principal, teacher, and parent/guardian meeting.

3rd Offense:

Failure of exam or assignment without opportunity to resubmit the assignment. Failure of the class for the current 9 week period.

Scheduled principal, teacher, and parent/guardian meeting upon return.

Dress Restrictions

While Brooke County Schools does not establish a specific dress code for students, we do expect that students dress in an acceptable manner in order not to disrupt the educational process. Students will be required to change into acceptable clothing and if acceptable clothing is not available, they will be placed in ISS for the day. School administrators reserve the right to determine whether a student's clothing is within the limits of the school policy.

Restricted:

- Head coverings, hats, hoodies and bandanas (Remove upon entering building.)
 - Clothing with unacceptable language, anything relating to alcohol, tobacco, drug use, or sexual connotations.
 - Visible tattoos with unacceptable language, anything relating to alcohol, tobacco, drug use, or sexual connotations.
 - The following styles of clothing:
 - a. Long coats of any type
 - b. Shirts must cover your midriff
 - c. Pants and shorts that are not worn at the waist, specifically showing undergarments
 - d. Tank tops, spaghetti straps, strapless, t-shirts with cut out sleeves (any shirt whose shoulder portion covers less than three inches is considered a tank top)
 - e. Shorts and skirts, that are NOT below the bottom of the student's finger tip lengths
 - f. Sheer clothing
1. Low-cut tops (i.e. no exposed cleavage)
 2. Sleepwear and slippers
 3. Unacceptable accessories including spikes, marijuana leaves, weaponry, chains, wallet chains, etc.
 4. Torn or shredded clothing above the mid-thigh (where shorts would normally cover)
 5. Book bags, purses, and gym bags are too be placed in locker upon entering building.

Cell Phones and Electronic Devices

If cell phones, audio devices such as headphones, airpods, etc, or any other electronic devices are brought into a Brooke County School by a student, they must be kept on silent and only used at these particular times of the school day: before 7:14 am., during student assigned lunch periods, during breakfast and after 2:30 unless under the direct supervision of an afterschool program, or an extra- curricular coach, director of their staff members.

These items are permitted to be used at the above times and only in the hallways or cafeterias.

Students shall be personally and solely responsible for the security of their cell phones. Brooke County Schools shall not assume any responsibility for the theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

In addition the following cell phone restrictions apply:

1. Students may not use cell phones or any other electronic device to record or photograph other students, parents, teachers or employees without advanced written permission of the principal and/or any other person recorded or photographed. This can result in suspension or recommendation for expulsion according to state discipline codes.
2. Students shall not be permitted to possess in school and/or on any school property any photograph, electronic image, text message or any other electronic image which displays sexually explicit material as defined by WV Code 61-8c1. This prohibition shall also include images which depict students, teachers, or any other person with a portion of their body in its natural state.
3. No student shall intercept or take the image of another student when the other student, teacher, staff, parent, and/or employee has a reasonable expectation of privacy.
4. Students shall comply with all Acceptable Use and Digital Citizenship Policies, including but not limited to Brooke County Policies.

Failure to follow Cell Phone and Electronic Device Policy

1st Offense= Teacher will warn the student, contact the parent/guardian, and document the misuse in WVEIS.

2nd Offense= Teacher will document the misuse in WVEIS, contact the parent/guardian, and assign one day of detention.

3rd Offense= Teacher will document the misuse in WVEIS. The violation will be forwarded to an administrator for failure to follow school policies and insubordination. Parent/Guardian contact will be made and a consequence will be assigned up to and including loss of cell phone privileges at Brooke High School.

- Each additional offense may result in the student being considered a habitual offender and disciplined according to the Level 3 violation.
- In addition, any image collected in violation of these rules is the intellectual property of the Brooke County Board of Education and may be destroyed or disposed of in a manner chosen by the Brooke County Board of Education.

Any content deemed inappropriate may be handed over to the authorities.

Filming of Sexually Explicit Conduct of Minors

861-8C-3b. Prohibiting juveniles from manufacturing, possessing and distributing nude or partially nude images of minors; creating exemptions; declaring a violation to be an act of juvenile delinquency; and providing for the punishment thereof.

- a. Any minor who intentionally possesses, creates, produces, distributes, presents, transmits, posts, exchanges, or otherwise disseminates a visual portrayal of another or otherwise disseminates a visual portrayal of another minor posing in an inappropriate sexual manner or who distributes, presents, transmits, posts, exchanges, or otherwise disseminates a visual portrayal of himself or herself posing in an inappropriate sexual manner shall be guilty of an act of delinquency and upon adjudication disposition may be made by the circuit court pursuant to the provisions of article five, chapter forty-nine of this code.
- b. As used in the section: (1) "Posing in an inappropriate sexual manner" means exhibition of a bare female breast, female or male genitalia, pubic or rectal areas of a minor for purposes of sexual titillation. (2) "Visual portrayal" means: (A) a photograph; (B) A motion picture; (C) A digital image; (D) A digital video recording; or (E) Any other mechanical or electronic recording process or device that can preserve, for later viewing, a visual image of digital storage or transmitting devices;
- c. It shall be an affirmative defense to an alleged violation of this section that a minor charged with possession of the prohibited visual depiction did neither solicit its receipt nor distribute, transmit or present it to another person by any means.
- d. Notwithstanding the provision of article twelve, chapter fifteen or this code, an adjudication of delinquency under the provisions of this section shall not subject the minor to the requirement of said article and chapter.

CYBERBULLYING

According to HB 2655, Defining and Establishing the Crime of Cyberbullying, it is unlawful for a person to knowingly and intentionally use a computer or computer network to engage in conduct with the intent to harass, intimidate or bully a minor including, but not limited to:

- Posting or encouraging others to post private, personal or sexual information pertaining to a minor on the internet; or
- Posting obscene material in a real or doctored image of a minor on the internet
- "Harass, intimidate, or bully" 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 the act will have the effect of any one or more of the following:
 - a. Physically harming a student or staff member
 - b. Damaging property
 - c. Placing the minor in reasonable fear of harm to his or her person or damage to his or her property

Bullying is sufficiently severe, persistent or pervasive so that it creates an intimidating, threatening or an emotionally abusive environment for a student or staff member. Discipline referrals can be made to the

Resource Officer to file a criminal complaint. Penalties include up to a \$500.00 fine, up to a year in prison, or both.

FIGHTING

On the first fighting offense, the student who initiates a physical altercation will be suspended for at least three (3) days up to a maximum of ten (10) days. If it can be determined that a the victim engages with the aggressor, that student may or may not be suspended depending on the circumstances. The specific length of suspension will be determined by the school administrator in compliance with Policy 4373. For students involved in fighting, a referral will be made to the Juvenile Probation Officer for any student under the age of 18; if the student is 18 or older, a referral will be made to the Sheriff's Office.

For the second fighting offense, the student will be suspended for ten (10) days and a recommendation may be made to the Brooke County Board of Education that the student be expelled from any Brooke County School. If the student is not the aggressor but is involved in a second fight in one school year, the suspension may be up to ten (10) days.

If a student has a problem which potentially could lead to a fight, the student should discuss the issue with his/her Principal or Counselor and try to find a non-violent solution to the problem.

Chronic Conduct Offender

A chronic conduct offender is a student who has multiple disciplinary incidents which resulted in disruption of school and/or has accumulated more than 11 total days of Out of School suspensions within a school year. These students may be recommended for alternate placement or expulsion.

Behaviors for Which Students may be Suspended Include but are not limited to:

At a principal's discretion, a student may receive an in school suspension or out of school suspension as a result of violating aforementioned disciplinary behavior.

Suspension for the behaviors listed above typically takes one of two forms:

- **In-School Suspension:** Instances in which a student is temporarily removed from his/her classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel and continues to receive instructional support. Direct supervision means school personnel are physically in the same location as students under their supervision. Settings may include other locations within the school building or removal to another school, such as an alternative school, provided the student remains in direct supervision of school personnel. Procedures for ISS include no sleeping, games, videos, or music. Students are expected to hand in their cell phones to the ISS teacher upon arrival and it will be returned at dismissal. Work from class is to be completed during the time serving ISS. Failure to follow ISS procedures may result in additional disciplinary action.
- **Out-of-School Suspension:** Instances in which a student is temporarily removed from his/her school for disciplinary purposes to another setting pursuant to W. Va. Code §18A-5-1a (e.g., home, community setting). This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the student continues to receive services according to his/her IEP. The student is not under direct supervision of school personnel as defined under in-school suspension. *Students may not participate in any school-sponsored activities, ride a school bus, or be permitted on school grounds during the period of out-of-school suspension.*
- **Bus Suspension:** Transportation to and from school is a privilege that may be suspended at the discretion of administration after reviewing a bus referral from the student's bus driver or aide. If a student is suspended from a bus, parents will be responsible for transportation to and from school.
- **Suspension from Extracurricular Activities:** Attending or participating in extracurricular activities is a privilege and carries with it the responsibility of good behavior in and out of school.

Failure to meet this responsibility renders the student liable to the suspension of the privilege of representing the school. Decisions relative to the eligibility or ineligibility of students for extracurricular activities or organizational offices of students are delegated to administration in consultation with the coach or sponsor in charge of that activity. In order to create consistency among all schools in the application of out-of-school suspension and expulsion as they relate to interscholastic extracurricular activities, any student suspended or expelled from school is also suspended from extracurricular activities for the duration of the out-of-school suspension or expulsion.

Behaviors Which Require a Student's Suspension with a Recommendation for Expulsion

- After an informal determination hearing by the principal, a principal shall suspend a student from school with the recommendation for expulsion as a result of a Level 4 violation per Policy 4373.
- If a student has been suspended for these reasons, the principal shall, within twenty-four hours, request that the county superintendent recommend to the county board that the student be expelled.
- Additionally, students who habitually violate school policy may be recommended for expulsion.
- When administering interventions and consequences, it is required to determine if a student warrants protection under the IDEA, WVBE Policy 2419 and or Section 504.
- The Brooke County Alternative Learning Center was renamed The Bruin Bridge to reflect the school's core mission to successfully reengage students who for any number of reasons are not succeeding in the traditional school setting. Like a bridge, The Bruin Bridge connects students to the academic, social-emotional, and vocational support services needed to meet their individual needs while successfully staying above the obstacles below.
- The Bruin Bridge is in the process of reimagining alternative education developing innovative programs and individual learning plans to meet the needs of ALL Brooke County students. The Bruin Bridge serves students in grades 5 – 12 referred by schools, parents, and community agencies. The Bruin Bridge is an opportunity to attain academic and post-secondary success by meeting the needs of the whole child in a student-centered environment that is engaging, safe, and supportive.
- A separate afternoon/evening ALC will be the placement for students who have been expelled from school according to State School Board policies and/or state laws (WVC §18A-5-1a) EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

Purposes

The Bruin Bridge is designed to: (1) provide a safe and orderly learning environment for the education of all students in the public schools of Brooke County and (2) meet the educational needs of disruptive students (and others) through the development of this alternative education program.

This placement will be for nine week increments until the student demonstrates that the behavior has improved enough to be successful in the general education program.

Afternoon ALC

A separate afternoon/evening ALC will be the placement for students who have been expelled from school according to State School Board policies and/or state laws (WVC §18A-5-1a)

Controlling Students by use of Restraint

Reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others. When the use of physical restraint is necessary, the following guidelines must be followed:

School employees and/or independent contractors who, as determined by the principal, may need to use restraint shall be provided training according to the following requirements:

1. A core team of personnel in each school must be trained annually in the use of a nationally recognized restraint process. The team must include an administrator or designee and any general or special education personnel likely to use restraint;
2. Personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 days following the use of restraint if the principal determines that there is a reasonable likelihood that the situation leading to the use of restraint will reoccur;
3. Training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint;
4. All trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports.
5. alternatives to the use of restraint; All trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports.

Immediate Notification

Comprehensive documentation and immediate notification on use of restraint is required. In a case in which restraint is used, school employees, volunteers and/or independent contractors shall implement the following documentation requirements.

Time Requirement	Documentation/Notification
Immediately following the use of restraint (within one hour)	The principal or designee must provide verbal and written notification that restraint was used on a given student with a description of the restraint process used.
Same day	A good faith effort shall be made to verbally notify the parents/guardian regarding the use of restraint.
Within one school day	Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent/guardian.
Within one school day	Written documentation regarding the use of restraint must be placed in the student's official school record. The information must be available to determine the relationship of a student's behavior as it impacts the student's learning and/or the creation or revision of a behavior intervention plan

Written notification to the parents/guardian and documentation to the student official school record shall include the following:

1. Name of the student;
2. Name of the staff member(s) administering the restraint;
3. Date of the restraint and the time the restraint began and ended;
4. Location of the restraint;
5. Narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and
6. Documentation of all parental contact and notification efforts.

Student Bill of Rights and Responsibilities

The Legislature has declared that the mission of public schools is to prepare students for equal and responsible citizenship and productive adulthood. Democratic citizenship and productive adulthood begin with standards of conduct in schools; therefore, schools should be safe havens for learning with high standards of conduct for students which emphasize that rights necessarily carry responsibilities.

The enumerated rights and responsibilities for students and school personnel are defined as:

1. The right to attend a school and ride a bus that is safe, orderly and drug free;
2. The right to learn and work in a school that has clear discipline codes with fair and consistently enforced consequences for misbehavior;
3. The right to learn and work in a school that has alternative educational placements for violent or chronically disruptive students;
4. The right to be treated with courtesy and respect;
5. The right to attend a school and ride on a bus that is free from bullying;
6. The right to support from school administrators when enforcing discipline policies;
7. The right to support from parents, the community, public officials and businesses in their efforts to uphold high standards of conduct; and
8. The responsibility to adhere to the principles in this Bill of Rights and Responsibilities for Students and School Personnel, and to behave in a manner that guarantees that other students and school personnel enjoy the same rights.

Rights and responsibilities go hand in hand. Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. These include the right to the equal protection of the laws and the right to the privileges and immunities of United States citizenship. Enjoyment of these rights is governed by due process of law.

The West Virginia State Board/of Education has adopted *SBP 4373 – Expected Behavior in Safe and Supportive Schools* which provides the framework for the Brooke County student personnel policies. This policy is available on line at the West Virginia Department of Education's website. (*SBP 4373 – Expected Behavior in Safe and Supportive Schools*)

The Right to a Thorough and Efficient Education

All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; as long as they continue to be enrolled as a student after their 17th birthday; or until their graduation. A student who has not graduated may attend school until they are 21.

Public schooling is tuition-free for all students. School systems, however, may charge tuition for summer school and before/after-school programs, if offered, provided that any student whose parents, in the judgment of the board, are unable to pay such tuition, may attend at a reduced charge or without charge except for post-secondary, community education, or adult preparatory programs.

Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing implements and computers if their use is part of the curriculum. Students may

be required to purchase their own equipment, such as instruments and costumes, for performance-based classes, such as band, orchestra, choir, dance and theatre. However, students shall not be denied participation in a class because their parents/guardians cannot afford to do so. Schools have contingency plans to accommodate students and families who do not have the financial means to make these purchases.

Student Inquiry and Expression

Freedom of Religion:

Schools may not conduct, sponsor or endorse religious activities during school time. Individual students have the right to practice their own religion in a manner that does not interfere with the orderly conduct of classes and may form student groups with a religious focus that meet after school. Students have the right to be absent from school, on a reasonable basis, for religious instruction and/or for participation in religious activities. An opportunity must be provided for students to make up any work missed; however, it is the student's responsibility to make up such work pursuant to the rules established by the school or county.

Freedom of Speech

Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and substantially disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner reasonably related to educational purposes.

Freedom to Petition and Assemble

The constitutions of West Virginia and the United States of America guarantee freedom to assemble peaceably and freedom of consultation. These rights include student assembly, although school officials may designate the time and the place of assemblies; and free conversation except when this would interfere with class or the normal operation of the school.

Along with the right to assemble peaceably, students have the right to circulate petitions to be presented to school officials. However, it is the students' responsibility in circulating petitions to respect the orderly process of the school and to respect the rights of others. Students also have the right to recite the Pledge of Allegiance and to salute the flag if they so desire, if they are opposed for any reason to the pledge or salute, they have the right to abstain from these ceremonies in school. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

Child Abuse Prevention

Students have the right to grow up without being physically or sexually abused at school, in the home or the community. School personnel are mandated reporters under WV Code (WVC §49-6A-2). This requires all school personnel who suspect that a child is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school personnel. School personnel will assist students in seeking needed help. (SBP 4373; 4th Amendment of U.S. Constitution and New Jersey v. T.L.O.)

Student Grievance Procedure

Any student may issue a complaint or file a grievance in writing or in person with a teacher, counselor, department head, class sponsor, club sponsor, student council, or principal. The chain of command to follow is teacher, counselor, department head, club sponsor, and the student council to the center principal, if applicable, and further to the head principal.

Collaboration with Law Enforcement

Police authorities and the schools have certain interests in common which may best be served by cooperation. It shall be school policy that the police authorities, when investigating criminal acts, and after parental contact and consent, shall be permitted to question pupils in school in the presence of the principal or a professional employee designated by him/her.

Police have the responsibility to enforce laws in order to protect all citizens. Police can enter schools if they suspect a crime has been committed, if they have a warrant for an arrest or search, or if their assistance has been requested by school officials. It is the duty of the police, school officials, teachers and students to cooperate with each other in order to insure that the rights of all involved persons are respected.

Police Conducting an Investigation in the School:

During a criminal investigation, if a student is to be questioned by the police, or by school officials in the presence of the police, the school administration should cooperate with the police and help to ensure that the privacy of the student is protected. The police officer is responsible to ensure that the student's constitutional rights are not violated. The police officer is responsible for determining if the student's parents or guardian, or lawyer should be contacted prior to questioning. West Virginia Code §49-5-2 specifies that statements made by a student under the age of fourteen, while being questioned by law enforcement officials, cannot be used in a court proceeding unless his or her lawyer is present; such statements made by students who are fourteen or fifteen years old cannot be used in a court proceeding unless their lawyer is present or a parent is present and the parent has been informed of the student's rights. The police officer shall determine when the use of restraints is necessary during such questioning to control an unruly student to prevent the student from harming him/herself or others.

District-Wide

The Board designates its Title IX Coordinator as the Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment. If a complaint involves the Human Rights Officer, the complaint or report shall be filed directly with the Superintendent, who shall then be responsible for the investigation and recommendation described in these procedures.

Reporting Racial, Sexual and Religious, Ethnic Harassment and Violence

Any person who believes s/he has been victim of harassment or violence by a student or an employee of Brooke County Schools, or any third person with knowledge or belief of conduct which may constitute harassment, should report the alleged acts immediately to an appropriate official as designated by these procedures. Brooke County Schools encourages the reporting party or complainant to use the report form available from the Human Rights Officer, Mr. Corey Murphy at 304-737-3481 ext. 1004. In each school building the complaint can be made to the building principal and will then be referred to Mr. Murphy, the Title IX Coordinator.

Submission of a Complaint or Report

Submitting a complaint or report concerning sexual harassment will not affect the future employment, grades, or work assignments of the person who submits the complaint or report. The use of formal reporting forms is not mandatory. Brooke County Schools will respect the confidentiality of the complainant and the individuals against whom the complaint is filed as much as possible, consistent with the agency's legal obligations and the necessity to investigate allegations of harassment and violence and take disciplinary action when the conduct has occurred.

Under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situations, the county board of education shall comply with the provisions of law for reporting such abuse.

Prevention of Reprisals

Appropriate action will be taken against any student who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Similarly, appropriate disciplinary action will be taken against any student, administrator or other school personnel who falsely reports violations of these procedures.

If an investigation reveals that an employee, student, parent/guardian or member of the public making the complaint has falsely (and in bad faith or out of malice) accused an employee or student of harassment as defined in this policy, or has falsely reported Inappropriate Behaviors, the complaining individual shall be subject to discipline and/or legal action. Disciplinary actions for students who commit reprisals or falsely reported inappropriate behaviors will follow the guidelines set forth in File: JHD Inappropriate Behavior and Meaningful Interventions and Consequences.

Disciplinary action for employees may include but not limited to oral or written reprimand, suspension, termination of employment.

Parents/guardians and/or other members of the public who falsely (and in bad faith or out of malice) accuse an employee or student of harassment or Inappropriate Behaviors as defined in this policy, are advised that they may be subject to civil action in the court system and may be referred to the appropriate law enforcement agency for possible criminal action.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

State Board of Education *Policy 4373 – Expected Behavior in Safe and Supportive Schools*, requires county boards of education to design and implement procedures to create and support continuous school climate/culture improvement processes within all schools that will ensure an orderly and safe environment that is conducive to learning. It is the intent of the Brooke County Board of Education to work cooperatively with the Central Office Staff and each school staff to create, encourage, and maintain a safe, drug-free, and fear-free school environment in the classroom, on the playground, and at school-sponsored activities.

In the ensuing pages, highlights of certain portions of the policy will be presented, but these highlights should not be misconstrued as the sum total of what school personnel need to know about *SBP 4373*.

Inappropriate Behavior and Meaningful Intervention and Consequences

The purpose of these regulations is to provide the Brooke County Schools with policy that creates and ensures an orderly and safe environment that is conducive to learning. This policy requires that all schools respond immediately and consistently to any behavior that disrupts the learning environment in a manner that effectively deters future incidents and affirms respect for individuals. The intent is for students to learn and exhibit appropriate behavior. All interventions and consequences are in effect on all school property and at all school sanctioned events, including extracurricular activities.

This policy classifies inappropriate student behavior in four levels. Brooke County policies may be adjusted to reclassify Level 2 and 3 inappropriate behaviors depending on the severity or repetition of the behaviors and provided this reclassification assures that the treatment of the inappropriate behavior is consistent with West Virginia Code.

The determination of interventions and consequences is at the discretion of the school administrator for levels 1, 2 and 3. West Virginia Code requires that the principal shall suspend a student who commits a behavior classified as Level 4 in this policy. Level 3 and 4 behaviors are to be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the misconduct.

In order to create consistency among all schools in the application of out-of-school suspension and expulsion as they relate to inter-scholastic extracurricular activities, any student suspended or expelled from school is also suspended from extracurricular activities for the duration of the out-of-school suspension or expulsion.

When administering interventions and consequences, it is required to determine if a student warrants protection under the IDEA, WVBE Policy 2419 and or Section 504.

A full list of leveled behaviors can be found on our website: brooke.k12.wv.us and below:

Section 2. Inappropriate Behaviors: Codes, Definitions and Interventions and Consequences

Behaviors	Definitions – Level 1	Interventions and Consequences
LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.		
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.	<ul style="list-style-type: none"> • Administrator/student conference or reprimand • Administrator and teacher-parent/guardian conference • Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced. • Counseling referrals and conference to support staff or agencies • Daily/weekly progress reports • Behavioral contracts • Change in the student's class schedule • School service assignment • Confiscation of inappropriate item • Revocation of privileges • Restitution/restoration • Detention (lunch, before and/or after school) • Denial of participation in class and/or school activities • Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) • Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006) • In-school suspension • *West Virginia Code §18A-5-1(d) prohibits the use of suspension solely for not attending class. • While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days. • Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.
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	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.	
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).	
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.	
Skipping Class*	In accordance with WVBE Policy 4110 - Attendance, a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.	
Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.	

Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.
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LEVEL 2: 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.		
Behaviors	Definitions Level 2	Interventions and Consequences
Gang Related Activity	<p>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 educational mission. Gang activity includes:</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Administrator/student conference or reprimand • Administrator and teacher-parent/guardian conference • Referral to support staff or agencies for counseling or other therapeutic services • Daily/weekly progress reports • Behavioral contracts • Change in the student's class schedule • School service assignment • Confiscation of inappropriate item • Revocation of privileges • Restitution/restoration • Before and/or after-school detention • Denial of participation in class and/or school activities • Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) • Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006) • In-school suspension • Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in Chapter 6, Section 2) West Virginia Code §18A5-1(d) prohibits the use of suspension solely for not attending class. • The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter. • Expulsion • Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law
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.	
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, campus of school activity for which the student is enrolled without permission from authorized 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 (West Virginia Code §61-72)	A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia 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 A Student		A student will not direct profane language, obscene gestures or indecent acts towards 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.	enforcement intervention
Technology Misuse		A student will not violate the terms of WVBE Policy 2460 , Safety and Acceptable Use of the Internet by Students and Educators.	
LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with W. Va. Code §18A-5-1a, subsections (b) through (h)			
Behaviors	Definitions Level 3		Interventions and Consequences
Battery Against a Student	A student will not unlawfully and intentionally injure another student.		Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest. In collaboration with law enforcement, the school shall also implement invention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:
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.		
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.		<ul style="list-style-type: none">• Administrator/student conference or reprimand• Administrator and teacher parent/guardian conference• Referral to support staff or agencies for counseling or other therapeutic services• Notification of appropriate Health and Human Resources• Daily/weekly progress reports• Behavioral contracts• Change in the student’s class schedule• School service assignment• Confiscation of inappropriate item(s)
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.		
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.		
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 West Virginia Code §61-3-13 .		
Sexual Misconduct	A student will not publicly and indecently expose themselves, 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.		<ul style="list-style-type: none">• Denial of participation in class and/or school activities• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day

Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code §61-2-15].	for the first exclusion, (West Virginia Code §18A-5-1) • Voluntary weekend detention (Superintendent's Interpretation of May 12, 2006)
Trespassing	A student will not enter upon 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.	

<p>Harassment/ Bullying/ Intimidation</p>	<p>A student will not bully/intimidate/harass another student. According to West Virginia 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:</p> <ul style="list-style-type: none"> • 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 emotionally abusive educational environment for a student; or • Disrupts or interferes with the orderly operation of the school. <p>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.</p> <p>Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/sensory disability; or other characteristic.</p> <p>When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:</p> <p>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:</p> <ul style="list-style-type: none"> • 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. • 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. <p>Amorous relationships between county board employees and students are prohibited.</p> <p>Sexual harassment may include but is not limited to:</p> <ul style="list-style-type: none"> • 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; <p>behavior, verbal or written words or symbols directed at an individual because of gender; or</p>	<p>Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school sponsored functions, notification of law enforcement and/or human services.</p>
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	<p><u>Racial harassment</u> consists of physical, verbal or written conduct relating to an individual's race when the conduct:</p> <ul style="list-style-type: none"> • 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. <p><u>Sexual violence</u> 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:</p> <ul style="list-style-type: none"> • 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. <p><u>Racial violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</p> <p><u>Religious/ethnic</u> violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.</p>	
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) of a controlled substance.	The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action
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	<p>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.</p> <p><u>Special considerations</u> according to West Virginia Code §16-9A-4.</p> <ul style="list-style-type: none"> No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students. An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events. 	<p>Be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.</p>
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Behaviors	Definitions – Level 4
LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a(a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17 , 61-6-24 , and 18A-5-1 , and in the Gun-Free Schools Act of 1994 . These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a and paraphrased in Chapter 3, Sections 4 and 5 of this manual.	
Battery Against 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 West Virginia Code §61-2-15(b) .
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 West Virginia Code §18A-5-1a(b)(i) . Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code §61-3-1), malicious wounding and unlawful wounding (West Virginia Code §61-2-9), bomb threat (West Virginia Code §61-6-17), sexual assault (West Virginia Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code §61-6-24) and grand larceny (West Virginia Code §61-3-13).
Illegal Substance Related Behaviors	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, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. 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 2422.8 - Medication Administration and instances of prescription drug abuse.
Possession and/or Use of Dangerous Weapon	According to West Virginia Code §18A-5-1a(a) , a student will not possess a firearm or deadly weapon as defined in West Virginia Code §61-7-2 , on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code §61-7-11a . As defined in West Virginia 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, or revolver. 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.

Controlling Students by use of Restraint

Reasonable force may be used to restrain a student from hurting himself/herself or any other person or property. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others. When the use of physical restraint is necessary, the following guidelines must be followed:

School employees and/or independent contractors who, as determined by the principal, may need to use restraint shall be provided training according to the following requirements:

1. A core team of personnel in each school must be trained annually in the use of a nationally recognized restraint process. The team must include an administrator or designee and any general or special education personnel likely to use restraint;
2. Personnel called upon to use restraint in an emergency and who have not received prior training must receive training within 30 days following the use of restraint if the principal determines that there is a reasonable likelihood that the situation leading to the use of restraint will reoccur;
3. Training on use of restraint must include prevention and de-escalation techniques and provide alternatives to the use of restraint;
4. All trained personnel shall also receive instruction in current professionally accepted practices and standards regarding behavior interventions and supports.

Comprehensive documentation and immediate notification on use of restraint is required. In a case in which restraint is used, school employees, volunteers and/or independent contractors shall implement the following documentation requirements:

Time Requirement	Documentation/Notification
Immediately following the use of restraint (within one hour)	The principal or designee must be provided verbal and written notification that restraint was used on a given student with a description of the restraint process used.
Same day	A good faith effort shall be made to verbally notify the parents/guardian regarding the use of restraint.
Within one school day	Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent/guardian.
Within one school day	Written documentation regarding the use of restraint must be placed in the student's official school record. The information must be available to determine the relationship of a student's behavior as it impacts the student's learning and/or the creation or revision of a behavior intervention plan

Written notification to the parents/guardian and documentation to the student official school record shall include the following:

1. Name of the student;
2. Name of the staff member(s) administering the restraint;
3. Date of the restraint and the time the restraint began and ended;
4. Location of the restraint;
5. Narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and
6. Documentation of all parental contact and notification efforts.

Student Rights and Responsibilities

Student Bill of Rights and Responsibilities

The Legislature has declared that the mission of public schools is to prepare students for equal and responsible citizenship and productive adulthood. Democratic citizenship and productive adulthood begin with standards of conduct in schools; therefore, schools should be safe havens for learning with high standards of conduct for students which emphasize that rights necessarily carry responsibilities. The enumerated rights and responsibilities for students and school personnel are defined as:

1. The right to attend a school and ride a bus that is safe, orderly and drug free;
2. The right to learn and work in a school that has clear discipline codes with fair and consistently enforced consequences for misbehavior;
3. The right to learn and work in a school that has alternative educational placements for violent or chronically disruptive students;
4. The right to be treated with courtesy and respect;
5. The right to attend a school and ride on a bus that is free from bullying;
6. The right to support from school administrators when enforcing discipline policies;
7. The right to support from parents, the community, public officials and businesses in their efforts to uphold high standards of conduct; and
8. The responsibility to adhere to the principles in this Bill of Rights and Responsibilities for Students and School Personnel, and to behave in a manner that guarantees that other students and school personnel enjoy the same rights.

Rights and responsibilities go hand in hand. Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. These include the right to the equal protection of the laws and the right to the privileges and immunities of United States citizenship. Enjoyment of these rights is governed by due process of law.

The West Virginia State Board/of Education has adopted *SBP 4373 – Expected Behavior in Safe and Supportive Schools* which provides the framework for the Brooke County student personnel policies. This policy is available on line at the West Virginia Department of Education's web site. /(*SBP 4373 – Expected Behavior in Safe and Supportive Schools*)

The Right to a Thorough and Efficient Education

All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; as long as they continue to be enrolled as a student after their 17th birthday; or until their graduation. A student who has not graduated may attend school until they are 21.

Public schooling is tuition-free for all students. School systems, however, may charge tuition for summer school and before/after-school programs, if offered, provided that any student whose parents, in the judgment of the board, are unable to pay such tuition, may attend at a reduced charge or without charge except for post-secondary, community education, or adult preparatory programs.

Whatever school supplies are deemed necessary to accomplish the goals of a school system and are an integral and fundamental part of elementary and secondary education must be provided free of charge to all students, such as textbooks, paper, writing implements and computers if their use is part of the curriculum. Students may be required to purchase their own equipment, such as instruments and costumes, for performance-based classes, such as band, orchestra, choir, dance and theatre. However, students shall not be denied

participation in a class because their parents/guardians cannot afford to do so. Schools have contingency plans to accommodate students and families who do not have the financial means to make these purchases.

Student Inquiry and Expression Freedom of Religion:

Schools may not conduct, sponsor or endorse religious activities during school time. Individual students have the right to practice their own religion in a manner that does not interfere with the orderly conduct of classes and may form student groups with a religious focus that meet after school. Students have the right to be absent from school, on a reasonable basis, for religious instruction and/or for participation in religious activities. An opportunity must be provided for students to make up any work missed; however, it is the student's responsibility to make up such work pursuant to the rules established by the school or county.

Freedom of Speech

Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and substantially disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member.

Students have the right not to be compelled to participate in certain types of speech, such as reciting the Pledge of Allegiance. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

School sponsored student publications that are a part of the curriculum are subject to teacher editorial control and therefore student speech may be regulated in a manner reasonably related to educational purposes.

Freedom to Petition and Assemble

The constitutions of West Virginia and the United States of America guarantee freedom to assemble peaceably and freedom of consultation. These rights include student assembly, although school officials may designate the time and the place of assemblies; and free conversation except when this would interfere with class or the normal operation of the school.

Along with the right to assemble peaceably, students have the right to circulate petitions to be presented to school officials. However, it is the students' responsibility in circulating petitions to respect the orderly process of the school and to respect the rights of others.

Students also have the right to recite the Pledge of Allegiance and to salute the flag if they so desire, if they are opposed for any reason to the pledge or salute, they have the right to abstain from these ceremonies in school. Students who choose not to participate in these ceremonies have the responsibility to respect the rights of those who do participate and must remain respectfully silent.

Extra-Curricular Activities

Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in a GED program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the mid-point of the second semester (the nine week point) in the same manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10. Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a

student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

Child Abuse Prevention

Students have the right to grow up without being physically or sexually abused at school, in the home or the community. WVC §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students in getting needed help to prevent the abuse from recurring. (*SBP 4373; 4th Amendment of U.S. Constitution and New Jersey v. T.L.O.*)

Student Grievance Procedure

Any student may issue a complaint or file a grievance in writing or in person with a teacher, counselor, department head, class sponsor, club sponsor, student council, or principal. The chain of command to follow is teacher, counselor, department head, club sponsor, and the student council to the center principal, if applicable, and further to the head principal.

Collaboration with Law Enforcement

Police authorities and the schools have certain interests in common which may best be served by cooperation. It shall be school policy that the police authorities, when investigating criminal acts, and after parental contact and consent, shall be permitted to question pupils in school in the presence of the principal or a professional employee designated by him/her.

Police have the responsibility to enforce laws in order to protect all citizens. Police can enter schools if they suspect a crime has been committed, if they have a warrant for an arrest or search, or if their assistance has been requested by school officials. It is the duty of the police, school officials, teachers and students to cooperate with each other in order to insure that the rights of all involved persons are respected.

Police Conducting an Investigation in the School:

During a criminal investigation, if a student is to be questioned by the police, or by school officials in the presence of the police, the school administration should cooperate with the police and help to ensure that the privacy of the student is protected. The police officer is responsible to ensure that the student's constitutional rights are not violated. The police officer is responsible for determining if the student's parents or guardian, or lawyer should be contacted prior to questioning. West Virginia Code §49-5-2 specifies that statements made by a student under the age of fourteen, while being questioned by law enforcement officials, cannot be used in a court proceeding unless his or her lawyer is present; such statements made by students who are fourteen or fifteen years old cannot be used in a court proceeding unless their lawyer is present or a parent is present and the parent has been informed of the student's rights. The police officer shall determine when the use of restraints is necessary during such questioning to control an unruly student to prevent the student from harming him/herself or others.

Reporting Racial, Sexual and Religious, Ethnic Harassment and Violence

Any person who believes s/he has been victim of harassment or violence by a student or an employee of Brooke County Schools, or any third person with knowledge or belief of conduct which may constitute harassment, should report the alleged acts immediately to an appropriate official as designated by these procedures. Brooke County Schools encourages the reporting party or complainant to use the report form available from the Human Rights Officer, Mr. Scott Abercrombie at 304-737-3481 ext. 236. In each school building the complaint can be made to the building principal and will then be referred to Mr. Murphy, the Title IX Coordinator.

District-Wide

The Board designates its Title IX Coordinator as the Human Rights Officer to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment. If a complaint involves the Human Rights Officer, the complaint or report shall be filed directly with the Superintendent, who shall then be responsible for the investigation and recommendation described in these procedures.

Submission of a Complaint or Report

Submitting a complaint or report concerning sexual harassment will not affect the future employment, grades, or work assignments of the person who submits the complaint or report. The use of formal reporting forms is not mandatory. Brooke County Schools will respect the confidentiality of the complainant and the individuals against whom the complaint is filed as much as possible, consistent with the agency's legal obligations and the necessity to investigate allegations of harassment and violence and take disciplinary action when the conduct has occurred.

Under certain circumstances, sexual harassment may constitute child and/or sexual abuse under Chapter 49 of the West Virginia Code. In such situations, the county board of education shall comply with the provisions of law for reporting such abuse.

Prevention of Reprisals

Appropriate action will be taken against any student who retaliates against any person who reports alleged violations or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Similarly, appropriate disciplinary action will be taken against any student, administrator or other school personnel who falsely reports violations of these procedures.

If an investigation reveals that an employee, student, parent/guardian or member of the public making the complaint has falsely (and in bad faith or out of malice) accused an employee or student of harassment as defined in this policy, or has falsely reported Inappropriate Behaviors, the complaining individual shall be subject to discipline and/or legal action. Disciplinary actions for students who commit reprisals or falsely reported inappropriate behaviors will follow the guidelines set forth in *File: JHD Inappropriate Behavior and Meaningful Interventions and Consequences*.

Disciplinary action for employees may include but not limited to oral or written reprimand, suspension, termination of employment.

Parents/guardians and/or other members of the public who falsely (and in bad faith or out of malice) accuse an employee or student of harassment or Inappropriate Behaviors as defined in this policy, are advised that they may be subject to civil action in the court system and may be referred to the appropriate law enforcement agency for possible criminal action. (*SBP 4373*)

BROOKE COUNTY SCHOOLS



ACCEPTABLE USE FORM for STUDENTS

K-Adult

2023-2024

Brooke County Schools (BCS) encourages the use of technology to further its educational mission and to facilitate effective, leading edge educational practices. It is the general policy of BCS that all technology resources are to be used in a responsible, efficient, ethical and legal manner. We want our students to become 'digital citizens' and appropriately and safely learn, work, play and live in today's global society. Please read and discuss with your child the following guidelines. More and more of what is done in the classroom involves the use of technology. BCS will provide various technology platforms and expects that all users will abide by the following guidelines:

As a technology user, I will adhere to all West Virginia Board of Education and BCS policies including the following acceptable use guidelines. It is my responsibility to follow these guidelines with all BCS technology when used off-site and on-site. **Student responsibilities:**

- I will use all technology (including but not limited to computers, cell phones, laptops, tablets, iPads, and other electronic devices) only for educational purposes approved by BCS and under the supervision of approved BCS personnel. I understand that all computers and all technology are property of BCS; their use is not private and use may be monitored and all files stored on computers or the server can be reviewed.
- I will not access, read, print, create, send or post unethical, illegal, immoral, inappropriate, or obscene materials.
- I will not send harassing messages, pictures or information of any type to anyone from any device including personal devices –resulting in “cyber bullying”.
- I will not disclose, use, or disseminate personal information unless approved by authorized BCS personnel for a specific educational purpose.
- I will not misrepresent myself or use an alias; use another student's username and password; or allow others to use my username and password.
- I will not access e-mail from a free or unsecured mail server. E-mail may be accessed through a “stu.k12.wv.us” (Office 365) or brooke.k12.wv.us (Google) account and only for educational purposes. This e- mail account may be monitored.
- I will not participate in direct electronic messaging/posting activities (social networking, chat, wikis, blogs, etc.) during school unless assigned for a specific education purpose and under the direct supervision of the authorized BCS personnel responsible for the assigned activity. I will not attempt to access social networking, chat, etc., sites on any device, including personal devices during the school day. Social networking includes sites such as Facebook, Twitter, Instagram, and other social networks.
- In order to preserve bandwidth for all users, I will refrain from any “gaming” except the use of educational games that have been assigned to me and are supervised.
- I will not attach devices to school equipment or network unless I have been given prior authorization; these devices may be confiscated. Devices include medical monitoring devices/iPads/iPhones, mp3 players, cell phones, tablets, laptops, etc.

- I will treat all equipment with care and respect. I will not have food or drink near any equipment. I will not interfere with or disrupt other users, service, or equipment.
- I will not use telecommunications provided by BCS for inappropriate or illegal purposes, buy or sell goods for personal gain, or political lobby. Any inappropriate or unsafe use of BCS telecommunications shall be reported to the adult in charge. I will keep educational files stored on servers to a minimum by utilizing my Microsoft Office OneDrive account; users should occasionally back up their files; student network folders should not exceed 5GB.
- I will avoid excessive printing.

Student Fair use and Copyright:

- I understand that information obtained online is, unless specified, private property; therefore, I will not plagiarize information received in any form.
- I will adhere to copyright laws (including but not limited to: software, documents, pictures, articles, graphic files, audio, music (CD & online), video, text, etc.) and privacy considerations.
- I will cite all sources of information that I use in my projects and work, acknowledging the creator's work.

Student Network Security:

- I will not download, upload, install, or access any software or files onto any computer or other devices unless I have the approval of the building network administrator or other authorized BCS personnel.
- I will use only files I have created or files/programs I am authorized to use; therefore, I will not change, copy, rename, delete, view or otherwise access files unless I have prior permission from the creator or network administrator.
- I will respect network security and not attempt to bypass it. This includes, but is not limited to, "hacking" and attempting to interfere with system security software. If I am aware network resources are being used inappropriately or bypassed, I will report it to the adult in charge.
- I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
- I will use only my assigned user name(s) and password(s). I will not share these or any other system passwords and will notify the appropriate adult of any security problems of which I am aware. I understand I am responsible if anyone else uses my username/passwords in an unauthorized manner.
- I will respect network resources and will not engage in bandwidth intensive applications (This includes but is not limited to internet radio, TV programs, or streaming videos) without permission of the authorized school personnel.

I understand that these guidelines include use of personal devices such as cell phones, laptops, iPads/iPhones, and other electronic technologies. I will not access school network resources with personal devices without the specific permission of the school network administrator. Devices that are connected without permission can and will be banned on the school network. I will not use such devices for cheating, taking inappropriate pictures/videos, copying of materials that could be used for cheating, text messaging, circumventing the state/county network/internet filtering, cyber bullying, harassment, or any inappropriate communication. I understand that CIPA (Children's Internet Protection Act) requires that all Internet access be filtered; therefore, I will not use personal devices to circumvent these guidelines.

I am personally responsible for my actions in accessing and utilizing the school's technology resources. If I use technology inappropriately, my privileges will be suspended for a period of time which can impact my grades. Based on the severity of the violation, I could lose technology privileges permanently, including my cell phone. In the case of vandalism or malicious destruction of data or equipment, I or my parents could be expected to pay for repair and/or replacement of damages.

For further information refer to both, West Virginia State Policy 2460 (<http://wvde.state.wv.us/policies/>) and BCS policy and guidelines (File I). These policies are established to ensure safe, appropriate and educational use. Post this list at home and periodically

go over these guidelines. <https://www.common sense media.org/>

At Brooke County Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Brooke County Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at [include link to additional resources about permitted third party services].

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Brooke County Schools, may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Can my child share information with others using the Google Workspace for Education account?

Brooke County Schools may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Randy Brown at rlbrown@k12.wv.us. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Mike Berner at mberner@k12.wv.us. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

Please read it carefully, let us know of any questions. By signing the acceptable use policy, you acknowledge you have read the Google Workspace for Education account information and agree to its terms.

**Brooke County Schools ACCEPTABLE USE POLICY SIGNATURE PAGE****K – 12****2022-2023**

My child and I have read and discussed the Brooke County Acceptable Use Policy.

We understand that Brooke County Schools provides access to computers, networks, the Internet and other technologies as a tool to facilitate learning and enhance the educational development of all students and that there are consequences if my child does not follow these rules.

As the parent (guardian) of _____ (student's name), I have read the aforesaid consent and waiver for use of technology in school and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to classroom projects assigned.

Your child's picture may appear on the school/county web page or newsletter. Guidelines have been set so that a child is not identifiable by name. If you do not wish for your child's picture to appear, please notify the school in writing within five days of signing this form.

Student Name (print) _____ ID# _____

Student Signature _____ Date _____

Homeroom Teacher _____

Grade: K 1 2 3 4 5 6 7 8 9 10 11 12 Adult (Please circle one)

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Please return this page to school

Brooke County Schools



Student Technology Equipment Agreement 2023-2024

Students and their parents/guardians are reminded that use of technology is a PRIVILEGE and not a right. Activities on any device, network, or electronic communication device can and may be monitored by Brooke County Schools, the West Virginia Department of Education, and/or additional entities. Inappropriate use of the technology will result in disciplinary action. Students and their parents/guardians are responsible for reviewing the Technology Equipment Agreement and the Acceptable Use Policy.

OWNERSHIP of the TECHNOLOGY EQUIPMENT:

Brooke County Schools retains sole ownership of all Technology Equipment on LOAN to students for educational purposes for the academic year. BCS administrative staff and faculty retain the right to collect and/or inspect Technology Equipment at any time, and if necessary make changes to, add, or delete installed software or hardware.

RESPONSIBILITY for the TECHNOLOGY EQUIPMENT:

Students will:

- be solely responsible for the Technology Equipment issued to them.
- comply with the Technology Equipment Agreement, BCS Acceptable Use Policy, and Teacher Instructions • keep Technology Equipment charged.
- treat the device with care and never leave it in an unsecured location.
- promptly report any problems with the Technology Equipment to the teacher for technical support.
- not remove any labels or tags.
- not attempt to remove or change the keys, screen cover or plastic casing.
- not attempt to install or run any operating system on the Technology Equipment other than the operating system supported by BCS.
- keep the device clean and do not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than computer screen cleaners.

RESPONSIBILITY for ELECTRONIC DATA:

The students are solely responsible for any apps or extensions on the Technology Equipment that are not installed by BCS or a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Technology Equipment, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

DIGITAL CITIZENSHIP - Respect Yourself, Others and all Property:

- I will select online names that are appropriate.
- I will consider the appropriateness of the information and images that I post online.
- I will not visit sites that are inappropriate.
- I will ensure that the information, pictures, and materials I post online will not put me or others at risk.
- I will never give out personal information – mine or another persons, including, but not limited to, last names, phone numbers, addresses, exact birth dates, or schedule of my activities.
- I will protect my passwords, accounts, and resources.
- I will tell my teacher right away if I run across inappropriate material that makes me feel uncomfortable.
- I understand that what I post online is not private.

- I will respect others and their property online and offline
- I will not use the Technology Equipment or any other device to antagonize, bully, harass or stalk other people.
- What is inappropriate in the classroom is inappropriate online.
- I will do my own work.
- I will not use other people's intellectual property (information) without their permission
- I understand that it is a violation of copyright law to copy and paste other's thoughts without giving them credit. Credible sources such as websites, books, etc. should be cited in my work
- I understand that pictures and music are also be protected under copyright laws.
- I will use and abide by the fair use rules.
- I will request permission to use the software and media others produce and give credit.

DISCIPLINARY ACTIONS:

The Brooke County discipline policy will be followed when students violate the Acceptable Use Policy and/or the Technology Equipment Agreement guidelines.

Here are some examples of violations of acceptable use guidelines:

- Sharing passwords
- Plagiarism
- Bypassing school security controls
- Defacing computers (e.g., stickers, marker, scratching)
- Removing labels or tags
- Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)
- Commercial or Political use
- Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission
- Failure to Follow Teacher Directives
- Failure to be Polite and Courteous
- Downloading, posting, or distributing materials that are inappropriate as outlined in the Parent/Student handbook will result in automatic termination of the student's network/internet privileges.
- Changing, altering, bypassing, or attempting to bypass any Technology Equipment security measures including filtered internet sites.
- Engaging in online activity that threatens, intimidates, bullies, harasses, frightens, discriminates, or defames another person is considered harassment and will have significant consequences per the Parent/Student Handbook.
- Intentionally destroying hardware or software.
- Engaging in theft.
- Engaging in any illegal activity.
- Harming or destroying another user's data

Violations of the acceptable use guidelines may result in one or more of the following, but is not limited to these disciplinary actions. The severity of the violation will also be taken into consideration. Here are some of the actions that can be taken for a violation of the Acceptable Use Policy and/or the Technology Equipment Agreement

- Technology Equipment taken
- Student/Teacher Conference
- Written reminder sent home for parent signature
- Parent/Teacher Conference
- Parent/Administrator Conference
- Restitution (monetary compensation for theft, loss, or damage)
- Loss of Privileges
- Suspension
- Court Referral/Criminal Charges
- Expulsion

SPARE EQUIPMENT and LENDING:

If a student's Technology Equipment is inoperable, the school has a very limited number of spare devices for use while the student's Technology Equipment is repaired or replaced. The student may not OPT to keep an inoperable Technology Equipment assigned to them to avoid doing class work. In addition to a few spare Technology Equipment, there will be some regular Windows laptops and/or desktops available for class use.

Brooke County Schools
TECHNOLOGY EQUIPMENT
AGREEMENT SIGNATURE PAGE

By signing below, the student and their parent/guardian understand, agree to follow, and accept:

- BCS Acceptable Use Policy (sent home at start of the year)
- BCS Technology Equipment Agreement (this document)
- Digital Citizenship Guidelines (in this document)
- The Technology Equipment, software, and accessories are owned by BCS
- In no event shall BCS be held liable to any claim of damage, negligence, or breach of duty.
- **As a student, I am responsible for using my Technology Equipment appropriately**
- **I am responsible for following guidelines for using it safely.**
- **I understand that I can lose my Technology Equipment privileges if I misuse, damage or fail to follow the Technology Equipment Agreement or the Acceptable Use Policy.**

Student Name (print): _____ Student ID #: _____

Technology Equipment #: _____

Student Signature: _____ Date: _____

Homeroom Teacher: _____ Grade: _____

Parent Name (print): _____

Parent Signature: _____ Date: _____

Parent's/Physician's Request for Administration/Supervision of Medication in Brooke County Schools

Parents: Please complete sections 1-7 for any short- term medication you wish the school to administer to your child. **Doctor must sign this form for all medications.**

1. **Name:** _____ **School:** _____

2. **Grade:** _____

3. **Medication:** _____

4. **Dosage, Method of Administration, Special Instructions:**

5. **Condition for which this drug is to be given:**

Medication is to be continued until: _____

6. **Possible reactions that should be reported to the parent or physician:**

Parent Signature: _____ **Date** _____

Physician must sign below for all medication. Physician's

Statement:

The above medication cannot be scheduled for time other than during school hours.

Check One:

_____ **School personnel must administer the medication to the student as stated above.**

_____ **The student is capable of self-administration of the above medication but needs supervision.**

_____ **The student is capable of self-administration of the above medication.**

Physician's Signature _____ **Date** _____

Principal or School Nurse Signature: _____ **Date** _____

BROOKE COUNTY SCHOOLS
Michael Berner, Director of Student Services,
Attendance and Assessment
1201 Pleasant Ave., Wellsburg, WV
26070 Phone: (304) 737-3481
Fax: (304) 737-3480
Chronic Health Condition Statement

- **This form must be updated and completed in its entirety each semester and will only excuse days after the receipt of the form.**
- **In addition, excused absences will no longer apply towards exam exemption.**

A student's regular attendance at school is crucial to optimal learning. Learning opportunities that occur in the classroom are meaningful and essential components of the learning process. Time lost due to chronic absences from school is irretrievable in terms of opportunity for instructional interaction. Research tells us that missing as little as two days per month makes the child less likely to graduate.

Brooke County Schools is requesting that you verify that this student has a chronic health condition that may impact regular attendance at school. Please note that this document becomes part of the student's educational file and the educational file may be presented, if requested, should the student become truant and need to go before the court system. This document is not an excuse from completing required class assignments due to absences.

Students Name: _____

DOB: _____

School: _____

Grade: _____

Physicians Printed Name: _____

Physician Address: _____

Physician Phone: _____

Physician Fax: _____

Diagnosis: _____

Approximate # of days per month this condition may keep the child from attending school:
 _____ if the number of absences exceeds this number, the absences will be counted as
 unexcused and the medical provider should be notified by the parent to ensure the child's health need is
 being met.

Physician Signature: _____ Date: _____

I, the parent/guardian of the above named student, grant permission for Brooke County Schools to obtain and release information regarding my son/daughter from the department, agency, or licensed medical provider identified above. I also hereby release the named department, agency, or licensed medical provider from legal liability that may arise from further disclosure of said records.

In addition, I understand that I must send a note referring to the chronic health form in order for the absences to be marked as excused. I also understand that it is my child's responsibility to obtain and complete all missed school work resulting from these absences.

Parent/Guardian Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Parent/Guardian Signature: _____ Date: _____

Student Services Handbook Signature Page

Please read the Student Services Handbook carefully. You will need to tear out this page and have your child turn it in to his/her Homeroom Teacher.

By signing this form, you are confirming that you have received the rules and policies outlined in the Brooke County Student Services Student Handbook 2018-2019.

In addition, please initial that you have read and understand the following policies:

_____ **FERPA page 9 The Family Educational Rights and Privacy Act
(FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)**

_____ **Attendance page 12 West Virginia Policy 4110**

_____ **Exam Policy page 26 (High School Only) Brooke County Policy IOF**

_____ **Discipline page 38 West Virginia Policy 4373**

_____ **Acceptable Dress Policy page 39**

_____ **Acceptable Use Policy page 58**

Parent's Signature

Date

Student's Signature

Date

Homeroom Teacher's Signature

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Parent's Signature

Date

Student's Signature

Date

Homeroom Teacher's Signature

Date