

2018-2019

**PARENT/STUDENT
HANDBOOK**



**CLAY-BATTELLE
MIDDLE/HIGH
SCHOOL**



**DAVID COTTRELL
PRINCIPAL**

**JACKIE SCHIMMEL
ASSISTANT PRINCIPAL**

Dear Parent and Student,

As we begin a new school year I want to welcome you all back to school. I hope your summer was an enjoyable and restful one. In order to keep both the parents and students informed the administrative staff has updated the parent /student handbook. It is our goal to make this handbook the most up to date and informative that it can possibly be. If in the event a policy changes throughout the school year that policy change will be noted and placed on the school website.

As you read through the handbook with your child you will see that the information contained will be beneficial to both the middle school and high school populations. After reading through the handbook you will be able to answer most of the questions you and your child will have regarding Clay – Battelle Middle/High School. Also a copy of this handbook will be placed on the Clay – Battelle website for your convenience. After reading the handbook with your child I would ask that both the parent and student sign the form located on the last page of the booklet. After signing the form I would ask that every student return the form to the school office.

If throughout the year you have any questions for me or my staff please feel free to contact us at 304-432-8208 or email us at dcottrel@k12.wv.us or jschimmel@k12.wv.us

It is my hope that each and everyone one of you have a very productive school year and you achieve everything you have set out to accomplish.

Sincerely,

David L. Cottrell
Principal

Welcome

This handbook has been compiled to provide the parents and students of Clay-Battelle Middle / High School with a ready reference to many of our schools procedures.

History of Clay-Battelle

Clay-Battelle High School, located just below the Mason-Dixon Line in the Clay-District, near Blacksville, WV, was formed by the consolidation of Blacksville, Wadestown, and Daybrook schools in 1939. The school was named for the two districts in the western end of Monongalia County, and they in turn were named for the statesmen Henry Clay and Gordon Battelle.

Grey and blue were chosen as the school colors because of the school's proximity to the Mason-Dixon Line. This line marked the significant separation of the North and South at the time of the Civil War.

Alma Mater

We're the school that's just below the Mason-Dixon Line.

With our colors gray and blue, as in our sports we shine.

Swell the chorus; let it echo over hill and dale.

Hail to thee, our alma mater, hail to Clay-Battelle.

Mission Statement

Clay-Battelle Middle/High School will provide an exemplary educational environment that promotes responsible citizenship, individual development, intellectual growth and the skills to communicate and collaborate in a global society.

Core Beliefs

We Believe...

1. Students should be taught to be life-long, independent, self-directed learners.
2. Students should be prepared to assume adult roles as responsible citizens in a global society.
3. Through the establishment of high expectations, every student is able to learn and experience success.
4. The needs of individual students should be accommodated and all students should have fair and equitable access to educational programs at Clay—Battelle.
5. Clay—Battelle parents, students, and staff share the responsibilities for educational success.
6. Educational programming is committed to innovative practices and implementation of 21st Century Learning Skills.
7. The educational environment of Clay—Battelle should be physically and psychologically safe and a place where a student can feel a true sense of belonging.
8. Meaningful and collaborative partnerships with parents, business, industry, labor, higher education, and the community at large strengthen and enhance the educational process.

P.R.I.D.E. (Positive Behavior Support Program)

It is expected that Clay-Battelle students work to their fullest capacity. The purpose of the P.R.I.D. E. Program is to teach students responsible behaviors. This program fosters learning and may help each students become a good citizen, contribute to an orderly school, and be an active participant in class. This program is not a discipline program nor does it take the place of school or class rules.

Student Responsibility Standards

1. Be ready when the tardy bell rings.
2. Wait for teacher to dismiss you.
3. Ask permission to leave a classroom and or the school.
4. Use only designated areas at breakfast and lunchtime.
5. Follow the dress code, jacket, and backpack rule.
6. No electronic devices In classrooms except with teacher permission.
7. Stays on task—class time is for academics.
8. Be where your supposed to be doing what you are supposed to be doing.
9. Be prepared for class: *pen/pencil *paper *textbook
*homework * class material *agenda

PRIDE STORE WILL BE OPEN EVERY FRIDAY.

Monongalia County Schools
Nondiscrimination Clause

Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age or disabling conditions in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. It is required that school systems observe practices, procedures and working environment which are free from discrimination on the basis of disability. Therefore, Monongalia County Schools will follow administrative procedures, which allow any individual, including parent, student, or employee, to file a grievance if it is alleged that a policy, practice, procedure or direct service provided by the school system has resulted in a violation of Section 504 of the Americans with Disabilities Act.

For information about your rights or grievance procedures, contact Adam Henkins, Title IX Coordinator or Tiffany Barnett Section 504/Americans with Disabilities Act Coordinator, 13 S. High Street, Morgantown, WV 26501, (304) 291-9210.

Reputation of Clay-Battelle High School

The success and reputation of Clay-Battelle depends largely upon the conduct of its students and their attitudes toward fellow members of the student body, school faculty, and school staff. All students strive to make courtesy, friendliness and good will a trademark of Clay-Battelle. Students are under the jurisdiction of school authorities while in school, at all school functions, and while being transported to and from school by bus. At all times, students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In maintenance of good order and discipline in the school and on the grounds, the authority of all teachers shall extend to all students, whether or not the student has the teacher in class.

Regarding Inappropriate Appearance

Policy 4373 – Monongalia County Schools' students will dress and groom in a manner that encourages the educational process and supports the health, safety and welfare of himself/herself or others. Distractive or indecent dress – including any apparel that promotes behaviors and/or displays items interfering with the teaching and learning process – are prohibited by this policy.

The following are Monongalia County Schools' guidelines to help students adhere to the Appropriate Appearance Policy:

- Students will wear clothing that covers the body's torso.
- Students may wear shorts and/or skirts reaching the mid-thigh portion of the leg.
- Students may not wear clothing that exposes large areas of the back and/or front of the body – such as fishnet inserts, see-through mesh, cut-out panels, spaghetti strap or halter tops – unless covering such items with a buttoned-up shirt.
- Students may not wear hats, bandannas, sunglasses or hoodies with the hood up.
- Clothing depicting and/or referencing violence, blood, knives, guns, gang membership, terrorism, sex, alcohol, drugs, tobacco, obscenities or profane language are prohibited.
- Spiked jewelry or chains with the potential for use as weapons are not permissible.
- Baggy clothing with the potential to pose a safety hazard or that exposes undergarments or mid sections are prohibited, as are footwear presenting a potential tripping hazard.
- Students may wear leggings, yoga pants and/or tights under accompanying overgarments extending to the mid-thigh.
- Inappropriate fashion not specifically covered in the above guidelines shall be addressed at the discretion of a site administrator/designee.

Physical Contact

All physical contact will be limited to hand holding ONLY. All couples failing to comply will be dealt with in direct proportion to the nature of the offense and continuously until the problem is corrected.

Interscholastic Code for Spectators

The spectator shall (1) realize that he/she represents the school just as does the member of a team, and, therefore, has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others (2) recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team (3) recognize that, since the primary purpose of the interscholastic athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contests, victory or defeat is in reality of secondary importance (4) treat visiting teams and officials as guests extending to them every courtesy (5) be modest in victory and gracious in defeat (6) respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

Leaving School

No student is permitted to leave the school grounds AT ANY TIME without office permission. Any student leaving the school grounds or school bus faces disciplinary action from the school office. Procedures for leaving school are defined in the following Early Dismissal Policy. Students signing out without permission will be considered cutting school and will be subject to disciplinary action. Leaving school grounds at any time refers to leaving any time after arrival and prior to dismissal, regardless of the hour.

Parent contact will be made when student leaves without office permission or leaves without signing out.

Early Dismissal Policy

All early dismissal notes must be turned in to the office before the start of 1st period. Dismissal notes need a phone number where the parent can be contacted that day if needed. Early dismissal requests received after 1st period will be denied unless parent/guardian contact is established. If such contact cannot be made that student will remain in school. **18-year-old students must follow the same policy.**

Students who do not follow this policy for leaving school will face the consequences for cutting or skipping school.

Cutting/Skipping

Cutting or skipping defined: any time a student does not report to the properly assigned place at the time which he/she is scheduled to be there without the approval of the school administration, or the regularly assigned teacher or supervisor, it will be assumed that the student is skipping. A cut or skip occurs when; the student leaves home and parents believe the student is in route to school but did not arrive or any-time after a student enters the school and then leaves without the administrator's approval. Class or group skip days are illegal and will be handled accordingly. In School Suspension will be assigned as punishment for skipping school.

Tardy Policy

Tardiness not only affects the amount of time for learning but also disrupts the learning atmosphere for others. Therefore, three tardies in a class will be treated as 1 absence. Excessive tardiness will result in afterschool detention

Attendance Policy

Regular school attendance is an absolute requirement for all students. WV law and school board policy requires it. It is recognized that good attendance has a direct effect on student achievement.

Parent(s) or guardian(s) are required to furnish a written statement regarding the reasons for each and every absence upon the student's return to school. This information will be used to determine whether an absence is excused or unexcused. Failure to furnish a note will automatically result in an unexcused absence.

High School Students may be exempt from semester finals by meeting each of the following criteria:

1. Achievement of a passing grade in the class
2. Accumulation of no more than the six class absences throughout the semester
3. Submission of a parent-signed waiver supporting the student's exemption

Attendance policy for the middle school students will be similar to the high school. Middle School students who do not miss more than six days during the semester and have passing grades will be exempt from school on the days of finals as a reward for their good attendance.

Students will be excused only for the following reasons:

1. Illness of student verified by parent/guardian not to exceed ten total days per semester. Verification by a physician will be required if absences exceed ten total days per semester in order for an absence to be an excused absence.
2. Medical or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist
3. Illness or injury in family when physician verifies student absence as essential.
4. Leaves of educational value must adhere to the following stipulations in order to be excused:
 - a. Prior approval of school administrator.
 - b. Prior submission and approval of educational plan detailing objectives and activities
 - c. Leave not to exceed 10 days—verification of implementation of education plan upon students return
 - d. Leave to extend more than 10 days requires Superintendent's approval
 - e. Students will not be excused when final exams are scheduled

Students will be exempt for the following reasons:

5. Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
6. Death in the family, limit of five days for the death of mother, father, or guardian; limit of three days for other family members except in extraordinary circumstances. "Other family members" shall be defined as brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child (children), or any person living in the same household.
7. Hospitalization
8. Legal obligations with verification
9. Failure of the bus to run or extremely hazardous conditions
10. Observance of religious holidays

Unexcused Absences

Any absence not meeting the above requirements for excused/exempt absences shall be considered an unexcused absence. This includes out-of-school suspension. Class periods missed without excusable reasons will count as 1/8 of a day and will be used when calculating the total number of days absent. Tardies without excusable reasons will also be used when calculating unexcused absences by counting three tardies as an unexcused class period.

When a student acquires three total unexcused absences for the school year, parents will receive a letter regarding truancy from the assistant principal. When a student reaches 5 days unexcused absence for the school year a parent/administrator conference will be scheduled That requires the parent and student to attend. When a student reaches 10 days unexcused for the school year, the student and parents will be referred to the courts for truancy.

When a student misses 15 total or 10 consecutive unexcused days for the school year, he will lose his driver's license and is referred to the court system for truancy violations. Any student who loses a driver's license due to excessive truancy shall be required to attend school for a semester and make academic progress, as evidenced by passing grades, in order for the license to be reinstated.

Students who request an enrollment form to obtain a driver's license for the first time will be given the form only if they have not exceeded 15 total or 10 consecutive unexcused absences for the school year to date.

Obtaining Student Driver Eligibility Certificate (WV State Policy 126-84-1)

1. Student must maintain satisfactory academic progress. Satisfactory academic progress is defined as earning a minimum of five (5) credits to allow for graduation in five (5) years. Three (3) of the five (5) credits earned annually must be from the core requirements.
2. Students who miss ten (10) consecutive or fifteen (15) total unexcused absences during a school year will be ineligible to apply for a driver's license. **Students having a drivers license who miss ten (10) consecutive or fifteen (15) total unexcused absences during a school year will have their license revoked.**
3. Suspension which includes any of the following behaviors when committed on the premises of an educational facility, at a school sponsored function or on a school bus will result in the denial of licensure.
 - A. Assault and/or battery on school employees
 - B. Possessing deadly weapons
 - C. Sale of a narcotic drug
 - D. Committing an act or engaging in conduct that would constitute a felony under West Virginia Code if committed by an adult
 - E. Unlawfully possessing a controlled substance governed by the uniform controlled substance act.

Student Illness

Students who are too ill to remain in class are to request permission from the teacher to report to the office. Any student too ill to remain in school may be excused by the school nurse to return home if a responsible person is home to arrange transportation and care for him/her. Students are **NOT** to report to the restroom or locker rooms **WITHOUT** office permission. In all cases of serious accidents, the office is to be notified immediately. Parents of students who have special health problems or needs must inform the school. The Health Nurse or Aide shall do the administration of all medication to pupils. Pupils requiring medications at school must have a signed Medication Form on file in the office and a prescription from the family physician that identifies the type, dosage, and purpose of the medication. The school requires **WRITTEN** statements from the parents giving permission to give the medication prescribed by the physician. The school **will not provide students with any other medication.**

Student Withdrawal

Any student withdrawing or transferring from school must report to the office to turn in all library books and textbooks, pay outstanding fees, and complete the appropriate withdrawal forms.

Hall Pass

Each student will have a designated place to be each period during the school day. In order for a student to move from one

Computer Use Policy

The following rules and policies are in effect for all students using computers at Clay-Battelle High School. Violations of these rules and policies will result in the loss of computer privileges and appropriate disciplinary actions by the school administration.

1. I will use my CBHS computer/Internet account for authorized, assigned class work only. (When working on the computer or Internet, I will have a verifiable teacher assignment)
2. I will protect my computer, chrome book, password, and account ID at all times to prevent possible theft of my work and/or compromise of the system security.
3. I will respect the rights of my school and others. I am a representative of Clay-Battelle High School when using the computer and/or Internet and will act responsibly at all times.
4. I will meet with my classroom teacher or lab administrator if I need assistance using computers, equipment, or Internet.
5. I will use electronic mail for class related work only. I will only send mail that my parents and school administrators would be comfortable reading.
6. I will notify my teacher immediately if I access questionable or harassing files or Internet sites.
7. I will give a printed copy of any questionable or harassing message to my classroom teacher immediately upon receipt.
8. I will abide by all copyright laws.
9. I will use only authorized software.
10. I will abide by the Monongalia County Computer Use Policy and the WV Department of Education's Computer Use Policy.
11. I will not add software to computers, delete software from computers, copy software, rename software, or alter any existing software on computers.
12. I understand that vandalism or any attempt to harm or destroy data, software, or equipment will result in revocation of computer privileges.

School Dances

All school dances must have the minimum of two faculty chaperons and six parent chaperons. The sponsoring group must approve arrangements and dates with the principal. The closing times for all dances is 11 p.m. Dances are for CBHS students only Exceptions are the formal dances each year (Homecoming, Junior/Senior Prom) at which guests will be permitted and the time extended. Blue Jeans are not acceptable attire for formal dances. Students coming in this attire will not be permitted to attend. Attending students are permitted one outside guest for whom he/she is responsible with office approval prior to the dance. The sponsoring group is responsible for removing all decorations and cleaning up after the dance. Students and guests who leave the building before the end of the dance must sign-out and are not permitted to re-enter.

***Middle School students will not attend high school dances ***High School students will not attend middle school dances

Backpacks/Bags

Backpacks and bags may be used to transport books and materials from home to school but must be put in the locker upon arrival until the end of the school day. Backpacks, bags and purses are not allowed in classrooms. The exemption being if you are a middle school student who has 7th or 8th period on the 1st floor, you may take your backpack to those classes and leave them in the area designated by the teacher.

Books

Students are responsible for all books, tools, and materials issued to them or checked from the library. Students should care for them as best as they can. The student responsible for said book must pay for any lost or damaged textbooks.

Homework Policy

Homework is considered an integral part of the educational process at CBHS. However, not all classes require regular and/or daily homework, nor does the school require a set number of minutes to be given for each class.

The overall policy regarding homework is one in which the homework will aid in bringing about higher achievement through understanding, successful completion of learning standards, and reinforcements of concepts and /or skills to be mastered.

In the event a student is absent they will have one day for each day absent to make up missed work. If a child is suspended from school they will be given the opportunity to make up missed work. **Students must request missed work from their teacher.**

SEMESTER FINALS POLICY

2018-2019

Students will not be permitted to take final exams outside of the scheduled exam days unless they have prior administrative approval. Students who are absent during regular finals will only be permitted to **Make Up** final exams with written verification of a medical illness or medical appointment.

Other issues will be dealt with on an individual basis with administrative approval.

Final exam dates will be placed on the school website in order for parents and students to know well in advance of when those exams have been scheduled. **Students who fail to take final exams will receive a zero for that final exam.**

This policy was developed by the administration and staff of Clay-Battelle Middle/High School. If you have any questions regarding this policy, please feel free to contact us @304-432-8208.

supervised area to another he/she must have a valid pass. Each teacher will have a clip board with a sign out sheet on it. The student must fill out the sheet. The student must also fill out their agenda and carry it with them as their hall pass.

Fire Drills

State law requires that ten fire drills be held during the school year. Fire drill procedures will be discussed in all classes. Due to the serious nature of this activity, students must become familiar with all procedures and give their full attention and cooperation during the drills. No electronic devices are to be used during the fire drills

Lockers

Lockers and locks are issued to students in good working order. The locks and lockers remain the property of the school, and any student will be assessed for any damaged property during use. Students shall NOT give other students their combination nor shall any student change lockers without permission from the administration. Lockers are to be kept locked at all times. Failure to do so will breach security for the locker areas. Hallway lockers are not to be shared by more than one person.

However, the school cannot accept responsibility for loss or theft from lockers. To maintain the integrity of the school environment and to protect other students, school officials may at any time inspect lockers.

Library

Books may be checked out for a period of two-weeks and may be renewed unless there is a waiting list for a particular book. The penalty for an overdue book is 5 ¢ per school day. Many reference books and magazines may be taken from the library on overnight checkout. The penalty for each of these items is 10 ¢ per day.

Students are encouraged to take advantage of the many opportunities (books, magazines, A-V materials, etc.) provided by the library.

Production Room

The production room is for teacher use in planning and preparation of materials. This room is off limits to **ALL STUDENTS** at all times.

Visitors

State law prohibits non-students from being on school property without the consent of the school principal. All visitors **MUST** report to the office upon entering the school grounds and building to sign in. When picking up a child, ones drivers license must be Xeroxed for identification. Violators may be fined and imprisoned. Students are not allowed to have friends visit the school during lunch hour, during school hours, or after school during extracurricular practice. Parents and guardians are always encouraged to visit the school.

Visitors with purpose to enter and go beyond office area must leave their drivers license with the secretary as they sign in. Upon leaving they will sign out and retrieve their license.

Student Driving

It is a student's privilege to drive to school not a right. Students must adhere to the driving policy. Parents will be notified if the following begins to occur:

- Attendance problems (receiving attendance letter because of excessive absences)
- Tardiness to 1st period (students are to be in 1st period before tardy bell rings).
- Skipping school (leaving without signing out or parent notification to administration)
- Parking in undesignated areas (Parking lot around school and gravel areas in front of building and on the west end are for staff and visitors).
- **Student parking is on the strip, along route 7. NO PARKING ACROSS ROAD IN FRONT OF THE SCHOOL.**
- Reckless driving in and out of parking lot or pulling out before bus departure
- Students who have obtained 10 unexcused absences will receive a warning regarding driving privileges Students who have obtained 12 unexcused absences may have their driving privileges revoked.

Athletic Events

All school rules and policies that apply to students during school hours also apply to them during athletic events whether home or away. ALL students are to be seated in the bleachers during the games. They are not permitted to be standing around the concession stand. To ensure the safety of spectators, there is to be no horseplay, no throwing of balls, etc.

Once students have paid to get into the game they are not to leave until the game is over or parents have come to pick them up. Students repeatedly violating the above will be banned for the remainder of the season.

Good sportsmanship is to be exhibited by students and adults alike. Anyone becoming unruly or abusive to game officials, coaches, players, or media will be asked to leave the premises.

Announced at all athletic events inside and out, there is to be no use of tobacco on school property by student or adult.

Announced at all athletic events inside and out, there is to be no use of tobacco on school property by student or adult. This is a state law and it is to be enforced. Use of tobacco on school property may result in a fine and court costs.

CBHS Athletic Department Policy on Drug, Alcohol, and Tobacco Use

If an athlete is caught using or possessing alcohol or drugs in school, on school property, or at extra-curricular activities county policy will be followed. In addition to the county policy of a five-day suspension, the athlete will be suspended from 10% of their games for the first offense. The five-day suspension period will not be counted toward any other unexcused absence policy set by the individual sport. After the five-day suspension the student will be permitted to return to practice. They will practice during regular practice sessions but will not participate in game play until they have sat out for 10% of their season. (As determined by WVSSAC policy/standard) If a second offense occurs the student will suffer a 365-day dismissal from athletics.

If a student is caught using or possessing tobacco in school, on school property, or at extra-curricular activities county policy will be followed. In addition to county policy the athlete will be governed by the following for athletics:

1. First Offense-----10% of season
2. Second Offense-----20% of season
3. Third Offense-----30% of season
4. Fourth Offense-----40% of season
5. Etc.

For any incident resulting in suspension:

1. While suspended---no practice, no games
2. Further disciplinary action will be established by each individual sport.

Grading Scales

Senior High (9-12) Grading Scale

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

Middle School (6-8) Grading Scale

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

Any middle school student scheduled in a high school class (Math I , Spanish I, Chinese 1 or etc.) will follow the grading scale for the high school and will also follow the high school finals schedule for that class.

Senior High Honor Society 3.4 GPA

Senior High Honor Roll 3.4 GPA

Middle School Honor Society 3.0

Middle School Honor Roll 3.0

ITEMS / MATERIALS DROPPED OFF FOR STUDENTS

Students will no longer be called from class to pick up items dropped off in the office for the. All materials, clothing food ETC. dropped off for a student will remain in the office until that students lunch period or the next available break in classes. Please do not request that students be called from class to get these materials. This creates an educational disruption for your child and the rest of the students in class. This procedure will allow students to remain in class and receive uninterrupted instruction until the next available break. Parents needing to administer medication to their child will be an exception to this rule.

School Calendar 2018-2019

Teachers—Professional Development	August 16, 17, 20	Prof. Dev./Opening Prep
First Day for Students (1-12)	August 21	
Open House	August 28	4:00—6:00
Accrued Day (2hr. Early Dismissal Students)	August 31	12:35 Dismissal
Labor Day	September 3	Schools/Offices Closed
Professional Learning Day	September 17	No Students
Midterm	September 19	
Parent Conferences	September 27	3:00—6:00
Curriculum Development Day/Faculty Senate	October 8	No Students
End of First Quarter	October 22	
Accrued Day (2 hr. Early Dismissal Students)	October 25	12:35 Dismissal
Professional Learning Day	October 26	No Students
Report Cards	October 29	
Election Day	November 6	School/Offices Closed
Parent Conferences	November 8	4:00—7:00
Veteran's Day	November 12	School/Offices Closed
Teacher-Pupil Parent Conference	November 19	No Students
Out of Calendar Days / Holiday	November 20, 21, 22, 23	School/Offices Closed
Midterm	December 4	
Faculty Senate (2 hr. Early Dismissal Students)	December 10	12:35 Dismissal
Accrued Day (2hr. Early Dismissal Students)	December 20	12:35 Dismissal
Final Exams		
Out of Calendar Days	December 21, 24	School / Offices Closed
Holiday	December 25	School / Offices Closed
Out of Calendar Days	December 26, 27, 28, 31	No Students
Holiday	January 1	Holiday
Professional Learning Day	January 2	No Students
End of 1st Semester	January 14	
Accrued Day (2hr. Early Dismissal Students)	January 18	12:35 Dismissal
Martin Luther King Day	January 21	No Students
1st Semester Report Cards	January 23	
Midterm	February 15	
Faculty Senate (2hr. Early Dismissal Students)	February 22	12:35 Dismissal
End of Third Quarter	March 19	
Report Cards	March 27	No Students
Faculty Senate (2hr. Early Dismissal Students)	April 1	12:35 Dismissal
Outside School Environment Day	April 18	No Students
Out of Calendar Day	April 19 & 22	No Students
End of Second Semester	May 24	
Memorial Day	May 27	Schools/Office Closed
Curriculum Development Days	May 28, 29	No Students
Outside School Environment Day	May 30 & 31	No Students
Outside School Environment Day	June 3, 4, 5	No Students
Preparation for closing Schools/Faculty Senate	June 6	

If you have need to speak with a teacher the following is a list of teachers and their planning times. You may call the school and leave a message with the secretary to speak with that teacher or you may contact the teacher through email via EDLINE

TEACHER	PLANNING PERIOD	TIME
Allar, Justin	6th	12:12-12:57
Ammons, Eric	1st	7:30 - 8:22
Bailey, Matthew	1st	7:30 - 8:22
Bowers, Jennifer	1st	7:30- 8:22
Cottrell, David	Principal	
Cropper, Amber	4th	10:06—10:51
Dawson, Christie	8th	1:50— 2:35
Fox, Adam	3rd	9:18—10:03
Harper, Christina	Guidance Counselor	
Hatchett, Staci	8th	1:50—2:35
Haught, Rachel	Librarian	
Hunt, Christina	3rd	9:18—10:03
Joyce, David	4th	10:06—10:51
Joyce, Kristy	6th	12:12—12: 57
Knotts, Beth	5th	10:54—11:39
Kolb, Chelsa	3rd	9:18—10:03
Kwiatkowski, Jennifer	7th	1:00—1:45
Lanzendorfer, Elyse	Middle School Counselor	
Martino, Annette	3rd	9:18—10:03
Mattingly, Nicole	7th	1:02 1:47
McDonald, Suzanne	2nd	8:23—9:08
Nelson, Cassie	4th	10:06—10:51
Patterson, Sherri	5th	10:54—11:39
Rinehart, Marcy	4th	10:06—10:53
Saul, Kent	5th	11:24—12:09
Schimmel, Jackie	Assistant Principal	
Soderholm, Scott	TIS/Academic Coach	
Starkey, Carmen	1st	7:30-8:20
Statler, Heather	6th	12:12—12:57
Steele, Doug	7th	1:00—1:45
Tennant, Tara	6th	12:12—12:57
Trent, Laura	1st	7:30—8:22
Varner, Harold	Athletic Director	
Wilson, Ryan	5th	11:24—12:09
Wood, Matthew	6th	12:12—12:57

TEACHERS ARE TO BE IN ASSIGNED AREAS AT 7:00 A.M.

BELL SCHEDULE

2018-2019

SEMESTER FINALS

REGULAR BELL SCHEDULE

7:00—7:25	Teacher Collaboration
7:25—7:30	Lockers & 1st Period
7:30—8:20	1st period
8:23—9:08	2nd period
9:08—9:18	Grab & Go
9:18—10:03	3rd Period
10:06—10:51	4th Period
10:54—11:39	M.S. 5th Period
11:01	MTEC Depart
10:51—11:21	High School Lunch
11:39—12:09	Middle School Lunch
11:24—12:09	H.S. 5th Period
12:12-12:57	6th Period
1:00—1:45	7th Period
1:50—2:35	8th Period

1st SEMESTER FINALS

Dates TBA

2ND SEMESTER FINALS

Dates TBA

DAY 1:

1 st	7:35-9:10 (final)
3rd	9:20 -10:53 (final)
Lunch	10:53-11:23
5 th	11:26—12:59 (final)
7th	1:02—2:35 (final)

Middle school lunches will as normally scheduled on both days

DAY 2:

2nd	7:35—9:10 (final)
4th	9:20 —9:53 (final)
Lunch	10:53-11:23
6th	11:26—12:59 (final)
8th	1:02-2:35 (final)

Middle School Students will run the same schedule as High School.

2 HOUR DELAY SCHEDULE

9:00—9:30	Teacher Collaboration
9:30—9:35	Lockers & 1st
9:35—10:10	1st Period
10:13-10:43	2nd period
10:46—11:16	3rd Period
11:19-11:49	4th period
11:49-12:19	M\$ Lunch
11:52-12:22	HS 5th Period
12:22-12:52	H\$ Lunch
12:22—12:52	MS 5th Period
12:55-1:25	6th Period
1:28—1:58	7th Period
2:03-2:35	8th Period

2 HOUR EARLY DISMISSAL

7:00 —7:30	Teacher Collaboration
7:30—7:35	Lockers & 1st Period
7:35—8:05	1st Period
8:08—8:38	2nd period
8:41-9:11	3rd period
9:11-9:20	Grab & Go
9:23-9:53	4th Period
9:56-10:26	5th period
10:29-10:59	MS 6th Period
10:26-10:56	H\$ Lunch
10:59-11:29	HS 6th Period
10:59-11:29	M\$ Lunch
11:32-12:02	7th Period
12:05-12:35	8th Period

AM Advisement BELL SCHEDULE

2018 – 2019

7:00 AM – 7:25 AM	Teacher Collaboration & Student Breakfast
7:25 AM – 7:30 AM	Students go to lockers
7:30 AM – 8:00 AM	Advisement
8:03 AM – 8:48 AM	1 st Period
8:51 AM – 9:32 AM	2 nd Period
9:32 AM – 9:42 AM	Grab & Go
9:42 AM – 10:23 AM	3 rd period
10:26 AM – 11:07 AM	4 th Period
11:07 AM – 11:37 AM	High School Lunch
11:10 AM – 11: 51 AM	Middle School 5 th Period
11:40 AM – 12:21 PM	High School 5 th Period
11:51 AM – 12:21 PM	Middle School Lunch
12:24 PM - 1:05 PM	6 th Period
1:08 PM – 1:49 PM	7 th Period
1:54 PM – 2:35 PM	8 th period

PM Advisement BELL SCHEDULE

2018 – 2019

7:00 AM – 7:25 AM	Teacher Collaboration & Student Breakfast
7:25 AM – 7:30 AM	Students go to lockers
7:30 AM – 8:15 AM	1 st Period
8:18 AM – 8:59 AM	2 nd Period
8:59 AM – 9:09 AM	Grab & Go
9:09 AM – 9:50 AM	3 rd period
9:53 AM – 10:34 AM	4 th Period
10:34 AM – 11:04 AM	High School Lunch
10:37 AM – 11:18 AM	Middle School 5 th Period
11:07 AM – 12:48 PM	High School 5 th Period
11:18 AM – 11:48 PM	Middle School Lunch
11:51 PM - 12:32 PM	6 th Period
12:35 PM – 1:16 PM	7 th Period
1:19 PM – 2:00 PM	8 th period
2:05 PM – 2:35 PM	Advisement

Behaviors	Definitions – Level 1
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.
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 distracting 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.

Behaviors	Definitions – Level 2
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> <p>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.</p> <p>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.</p> <p>Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</p> <p>Recruiting student(s) for gangs.</p>
Habitual Violation of School Rules or Policies	<p>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.</p>
Insubordination	<p>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.</p>
Leaving School Without Permission	<p>A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.</p>
Physical Fight Without Injury	<p>A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.</p>
Possession of Imitation Weapon	<p>A student will not possess any object fashioned to imitate or look like a weapon</p>
Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)	<p>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.</p>
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	<p>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.</p>

Profane Language/ Obscene Gesture/ Indecent Act To- ward... 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.
Technology Misuse	A student will not violate the terms of <u>WVBE Policy 2460</u> , Safety and Acceptable Use of the Internet by Students and Educators.

Behaviors	Definitions – Level 3
Battery Against a Student	A student will not unlawfully and intentionally injure another student.
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
Hazing	A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.
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.

Harassment/
Bullying/ In-
timidation

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:

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.

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.

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.

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:

Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or creating an intimidating, hostile or offensive employment or educational environment.

Amorous relationships between county board employees and students are prohibited.

Sexual harassment may include but is not limited to:

verbal harassment of a sexual nature or abuse; pressure for sexual activity; inappropriate or unwelcome patting, pinching or physical contact; sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status; behavior, verbal or written words or symbols directed at an individual because of gender; or the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.

Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct: has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another. threatening or forcing exposure of intimate apparel or body parts by removal of clothing.

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious/ethnic 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</p>	<p>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.</p>
<p>Inhalant Abuse</p>	<p>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.</p>
<p>Possession/Use of Substance Contain- ing Tobacco and/or Nicotine</p>	<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 <u>§16-9A-4</u>.</p> <p>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.</p> <p>Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.</p> <p>An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy <u>2422.8 - Medication Administration</u> must be followed in order for students to use such products on school property or at school sponsored events.</p>

Behaviors	Definitions – Level 4
<p>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 <u>Gun-Free Schools Act of 1994</u>. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code <u>§18A-5-1a</u> and paraphrased in Chapter 3, Sections 4 and 5 of this manual.</p>	
<p>Battery Against a School Employee</p>	<p>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 <u>§61-2-15(b)</u>.</p>
<p>Felony</p>	<p>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 <u>§18A-5-1a(b)(i)</u>. Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code <u>§61-3-1</u>), malicious wounding and unlawful wounding (West Virginia Code <u>§61-2-9</u>), bomb threat (West Virginia Code <u>§61-6-17</u>), sexual assault (West Virginia Code <u>§61-8B-3</u>), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code <u>§61-6-24</u>) and grand larceny (West Virginia</p>
<p>Illegal Substance Related Behaviors</p>	<p>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 <u>§60A-1-101, et seq.</u> 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 <u>2422.8 - Medication Administration</u> and instances of prescription drug abuse.</p>
<p>Possession and/or Use of Dangerous Weapon</p>	<p>According to West Virginia Code <u>§18A-5-1a(a)</u>, a student will not possess a firearm or deadly weapon as defined in West Virginia Code <u>§61-7-2</u>, on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code <u>§61-7-11a</u>.</p> <p>As defined in West Virginia Code <u>§61-7-2</u>, 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, com-</p>

Printed Student Name: _____

Grade: _____

CLAY – BATTELLE MIDDLE/HIGH SCHOOL

PARENT/STUDENT VERIFICATION OF HANDBOOK REVIEW

Please sign below indicating that you have read the Clay – Battelle Middle/High School Parent/Teacher Handbook.

I have read the Clay – Battelle Middle/High School Parent/Student Handbook and have reviewed the information with my child:

Parent Signature: _____ Date: _____

I have read the Clay – Battelle Middle/High School Parent/Student Handbook and have reviewed the information with my parent/guardian:

Student Signature: _____ Date: _____

This form must be returned to school by ~~Friday August 26, 2016~~

