

**STUDENT PLANNER
2017 - 2018**

St. Albans High School

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____

CODE OF CONDUCT DISSEMINATION

This planner does not function as a handbook. It is to assist every student in a variety of ways and does touch upon areas of the code of conduct and sets certain expectations. However, it does not encompass the entirety of the county and state code of conduct policies.

These policies are available on their respective county and state web sites, which are listed below. Kanawha County Schools typically disseminates a hard copy of the county policy via Charleston Newspapers each year. Hard copies may also be provided by St. Albans High School upon request and links to both the county and state policies can be found on the school web site.

County policy J25 is available at:
<://kcs.kana.k12.wv.us/Repository/series-j-students/>

State policy 4373 is available at: <://wvde.state.wv.us/policies/>

Should the student and/or parent need assistance in finding either policy, please contact an administrator at 304-722-0212.

TABLE OF CONTENTS

<u>ALICE Procedures (Internal/External Threat)</u>	9
<u>Alma Mater</u>	3
<u>Attendance Forms</u>	19
<u>Attendance Policy and Procedures</u>	16
<u>Attendance Policy for Special Events</u>	9
<u>Athletic Eligibility</u>	10
<u>Athletic Passes</u>	7
<u>Bell Schedules</u>	8
<u>Bus Students</u>	22
<u>Cell Phones, IPODs and Other Electronic Devices</u>	21
<u>Closed Campus Policy</u>	18
<u>Co-Curricular Participation/Attendance</u>	20
<u>Code of Conduct</u>	13
<u>Code of Conduct Dissemination</u>	1
<u>Conduct at Assemblies/Athletic Events</u>	20
<u>Computer Policy</u>	7
<u>Counselors</u>	5
<u>Credit Recovery Programs</u>	10
<u>Detention</u>	15 & 17
<u>Discrimination</u>	14
<u>Dress Code</u>	26
<u>Drug Policy</u>	25
<u>Fighting</u>	21
<u>Grading Policy</u>	6
<u>Hallway Policy</u>	22
<u>Lab</u>	6
<u>Levels of Violations</u>	14 & 15
<u>Library</u>	7
<u>Lockers</u>	25
<u>Lunch Program/Eating in the Building</u>	22
<u>Make-up Policy</u>	6
<u>Medication Administration at School</u>	24
<u>Mission Statement</u>	3
<u>Notification of Detention</u>	15
<u>Respect For Authority</u>	14
<u>Restricted Areas During Lunch</u>	18
<u>SAHS Maps</u>	11 & 12
<u>Sick Students</u>	18
<u>Signing In/Out</u>	18
<u>Sign In/Out Form</u>	19
<u>Skiping</u>	17
<u>Staff</u>	4 & 5
<u>Student Driving and Parking</u>	23
<u>Tardy Policy</u>	17
<u>Time Under School Supervision</u>	13
<u>Tobacco</u>	10
<u>Visitors</u>	27
<u>Weapons</u>	25

ST. ALBANS HIGH SCHOOL
2100 Kanawha Terrace
St. Albans, WV 25177

Dear Student:

The first day of school is always filled with hope and promise. Some students have decided it is time to buckle down and really hit the books, having realized it is the key to their future. Others may still need a little persuasion and we are here to give them the opportunity to succeed. For those entering the building for the first time you will see the pride the staff and students take in our home away from home. We treat this building with respect and care and encourage others to do the same.

I challenge each of you to become an active participant in school life. When years from now, you look back on your high school years, it will be the events and extracurricular activities that you remember with fondness. Be generous with your time and commitment. Join a club, athletic team, the band or chorus. Participate in student government. Enjoy your school and all the promise that comes with the new school year. If I can ever be of assistance, please do not hesitate to come and see me.

Sincerely,

Jeffrey S. Kelley

ST. ALBANS HIGH SCHOOL MISSION STATEMENT

To provide a safe environment conducive to learning in which staff and students have the opportunity to achieve excellence.

ALMA MATER

*All hail to thee St. Albans
the school we love so well
And of thy deeds victorious
With pride we'll always tell
As years unfold before us
Our hearts will loyal be
To our dear alma mater
St. Albans hail to thee!*

SCHOOL COLORS

Red and Black

MASCOT

Red Dragon

STUDENT BODY OFFICERS

President: Reagan Oliver
Vice President: Alyssa Quinlan
Secretary: Grace Henley
Treasurer: Olivia Martin

SENIOR CLASS OFFICERS

President: Regan Raines
Vice President: Ila Iniyavan
Secretary: Emma Huffman
Treasurer: Kenzie Dye

JUNIOR CLASS OFFICERS

President: Rachael Snyder
Vice President: Brittani Patterson
Secretary: Kailey Day
Treasurer: Madi Randolph

SOPHOMORE CLASS OFFICERS

President: Connor Mann
Vice President: Heather Hicks
Secretary: Jacob Ranson

ADMINISTRATION

Jeffrey S. Kelley	Principal
Dale Glancy	Assistant Principal Student Affairs
PE McClanahan	Curriculum Assistant Principal

STAFF

Adams, Julia	Health/Physical Education
Adkins, Kelly	Special Education
Agee, Melissa	English
Ball, Jamie	Graduation Support
Bays, Cathy	Cafeteria Manager
Begley, Jan	Science
Bone, John	Math
Boyd, Ronda	Special Education
Brock, Marsha	English
Carper, Sarah	English
Cavender, Marshall	Special Education
Chittenden, Emily	Science
Clay, Tamara	Special Education
Coles, Tami	Math
Coulter, Linda	Family Consumer Science
Daye, Phil	Math
Dearien, Debra	Business
Faber, Brian	Special Education
Ferguson, Robert	ROTC
Fitzwater, Toni	Special Education
Fox, Jason	Social Studies
Glatz, Caitlyn	Science
Gray, Daniel	Music
Hall, Forrest	Sociology/Psychology/Travel
Halstead, Amy	English
Harless, Mary	Area Special Education Specialist
Harvey, David	Science
Hensley, Vickie	Social Studies
Hill, Heather	Secretary
Hindman, Lisa	Math
Holmes, Mike	Science
Hunt, Lynn	Counselor – Last Names L-Q
Hutnik, Jan	Math
Justice, Jon'drea	Family Consumer Science
Kiser, Marshall	Lifetime Sports/Physical Education
Klingshirn, Jacquelyn	English
Knight, Daniel	JROTC
Lucas, Sherry	English/Spanish
Lucas, Terri	Attendance Clerk
Lyon, Jack	History
Martin, Andrew	Music

Moore, Debra	Art
Morris, Glen	Special Education
Osborne, Shea	History
Potter, Kiersten	Math
Price, Shon	Counselor - Last Names E-K
Pringle, Jenny	Business
Ramella, Buddy	Head Custodian
Richardson, Kelsey	Counselor – Last Names A-D
Roy, Charlesa	History
Ruffin, Sonia	Social Worker
Scarbro, Michael	Health
Shabdue, Mike	Network Administrator
Smith, Larrinita	Math
Stoffel, Stephen	Special Education
Stone, David	Special Education
Tench, Richard	Counselor – Last Names R-Z
Trent, Amy	Dance/Media
Uhler, Robert	Math
Vassal, Larry	History
Whitman, Rick	Driver Education/Physical Education
Williams, Alana	English
Wriston, Alex	Science

COUNSELORS

Counselors will assist in the exploration of interests and abilities in order to make sound decisions for the parent and their child's future. Information about jobs, careers, scholarships, and college is available. Computers with internet access are located in the counseling center, and will enable students and parents to search options on financial aid, scholarships and colleges as well as help you to complete college applications on-line. Information concerning ACT and SAT preparation opportunities can be made available.

The responsibility for receiving scholarships, grants or financial aid for college rests with parents and their student(s). Workshops and assistance in these areas may be provided. Please check the counseling center for dates and times. Counselors can help students work through school, social and personal problems, and guide them in properly selecting courses which help them meet graduation requirements. We encourage parents and students to browse through the materials in the counseling center during regular school hours.

GRADING POLICY

Grades are determined by an accumulation of points out of the total points possible. The teacher determines the points accumulated by each student. Only end-of-trimester marks carry credit and are kept on the permanent record card.

In addition to the marks which are determined at the end of each term, St. Albans High School will distribute progress reports at the 6, 18 and 30 weeks. No grade or mark is required on the report, but the parent is informed if the student is not working in a satisfactory manner. These are merely progress reports and may or may not include all assignments up to that point.

A	93% - 100%	Thorough mastery of subject matter
B	85% - 92%	Above average, good consistent effort
C	75% - 84%	Average achievement
D	65% - 74%	Below average achievement
F	0% - 64%	Little to no work, lack of comprehension

*** *All seniors must have attained the required 25 credits by the state of West Virginia in order to participate in graduation ceremonies. This includes a full math credit in their senior year. They must also meet the attendance requirement.*

*** *Students who are caught cheating will face academic and disciplinary consequences. Teachers may issue zeroes.*

- *Offense – Office Conference with Administrator*
- *Offense - Suspension*

LAB

Students may attend any teacher's lab from 8:15 to 8:45. This is additional time set aside for students to receive help from their teachers or to make up work and/or tests. Teachers may require students to attend lab. Failure to attend a required lab constitutes skipping.

MAKE-UP POLICY

Upon returning to school from an absence, the student is responsible for contacting teachers during lab concerning academic requirements missed during the absence. Assignments made prior to the student's absence are to be submitted upon the student's return to school. Other due dates remain unaffected by absences. Students are responsible for taking tests/quizzes announced prior to the days missed on the date assigned or upon the day of return if not present on the day of the test.

For each day absent, the student will have one day for make-up work. For example, if a student misses three consecutive days of class, he/she has three school days to complete such work. Teachers may assign alternative assignments and evaluations as they see fit.

Time and place for making up evaluation activities, such as tests and quizzes, will be established by the teacher. A date for make-up tests and quizzes should not be later than five days after the student's return to class.

Any student that is going to be out of school for an extended number of days may request work via his/her counselor. It is at the discretion of the individual teacher as to whether to provide the work or wait until the student has returned.

LIBRARY

The library is a fully-automated facility accessible to all students, faculty, and staff. In addition to the glass-enclosed computer lab, the library is equipped with laptops, an additional lab and wireless capability. Connected to the Kanawha County Public Library system, the school library offers the opportunity to access the county-wide public library's collections, their electronic databases and research materials. The St. Albans High School library also shares borrowing privileges with many of the school libraries throughout the county. The library is open before school and during lunch for students to access its many resources and take advantage of a quiet learning environment.

COMPUTER NETWORK AND INTERNET

Students are responsible for good behavior on school computers, iPads, etc. as well as the school's computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks or communicate with others. Students are responsible for their behavior and their communication over the network. Network storage areas may be treated like school lockers. The school has the right to review files and communication without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with county and school rules may result in loss of network access, disciplinary action by the school administration and referral to law enforcement agencies. All students and parents must read the KCS Acceptable Use Policy and sign that the student will abide by the school policy's rules. Any infraction of these will result in disciplinary action as outlined in the policy. This policy will be given to all students during orientation. **Students are not permitted to work on computers at any teacher work station or office work station, unless under the direct supervision of a teacher, counselor, or administrator.**

ATHLETIC ACTIVITY PASSES

	August	December	March
Family	\$250	\$200	\$125
Adult	\$150	\$125	\$100
Student	\$125	\$100	\$75

Activity passes are good for all home athletic events at the time of purchase. There are approximately 70 home athletic events in a school year. If an adult paid for every home event individually, it would cost them more than \$300. Athletic passes do not entitle the individual to reserved seating for any home game in any sport. You may call the school or stop by the main office to purchase your athletic pass. These passes are for regular season games only. Post-season games are not included.

BELL SCHEDULES

St Albans High School will have two lunch periods. A student's scheduled lunch is determined by the room number of their class during the overlapping period. Students scheduled on the first floor will eat first lunch, while those on the second floor will eat second lunch. Students are not permitted to eat lunch or visit the lunch area if it is not their assigned lunch. They will be considered in Violation of School Rules if they do so.

Regular Bell Schedule

	Start	End		Start	End
Lab	8:14 AM	8:34 AM	Lab	8:14 AM	8:34 AM
1	8:44 AM	9:43 AM	1	8:44 AM	9:43 AM
2	9:48 AM	10:52 AM	2	9:48 AM	10:52 AM
3/L	10:57 AM	11:56 AM	3/L	10:52 AM	11:22 AM
L/3	11:56 AM	12:26 PM	L/3	11:27 AM	12:26 PM
4	12:31 PM	1:30 PM	4	12:31 PM	1:30 PM
5	1:35 PM	2:35 PM	5	1:35 PM	2:35 PM

Advisor/Advisee Bell Schedule

	Start	End		Start	End
Lab	8:14 AM	8:34 AM	Lab	8:14 AM	8:34 AM
1	8:44 AM	9:38 AM	1	8:44 AM	9:38 AM
A/A	9:43 AM	10:02 AM	A/A	9:43 AM	10:02 AM
2	10:07 AM	11:06 AM	2	10:07 AM	11:06 AM
3/L	11:11 AM	12:05 PM	3/L	11:06 AM	11:36 AM
L/3	12:05 PM	12:35 PM	L/3	11:41 AM	12:35 PM
4	12:40 PM	1:34 PM	4	12:40 PM	1:34 PM
5	1:39 PM	2:35 PM	5	1:39 PM	2:35 PM

2-Hour Delay Bell Schedule

	Start	End		Start	End
Lab	10:14 AM	10:34 AM	Lab	10:14 AM	10:34 AM
1	10:44 AM	11:19 AM	1	10:44 AM	11:19 AM
2	11:24 AM	12:04 PM	2	11:24 AM	12:04 PM
3/L	12:09 PM	12:44 PM	3/L	12:04 PM	12:34 PM
L/3	12:44 PM	1:14 PM	L/3	12:39 PM	1:14 PM
4	1:19 PM	1:54 PM	4	1:19 PM	1:54 PM
5	1:59 PM	2:35 PM	5	1:59 PM	2:35 PM

2-Hour Early Out Bell Schedule

	Start	End		Start	End
Lab	8:14 AM	8:34 AM	Lab	8:14 AM	8:34 AM
1	8:44 AM	9:19 AM	1	8:44 AM	9:19 AM
2	9:24 AM	10:04 AM	2	9:24 AM	10:04 AM
3	10:09 AM	10:44 AM	3	10:09 AM	10:44 AM
4/L	10:49 AM	11:24 AM	4/L	10:44 AM	11:14 AM
L/4	11:24 AM	11:54 AM	L/4	11:19 AM	11:54 AM
5	11:59 AM	12:35 PM	5	11:59 AM	12:35 PM

In event of external or internal threat, follow **ALICE protocol**

- ALERT:** This is the most important, the 1st notification of the issue
- LOCKDOWN:** If threat is outside or if threat is inside and you cannot safely evacuate
- INFORM:** Communicate information in real time using plain language, individual class action will vary based on information
- COUNTER:** If lockdown, barricade room with desks, cabinets, cords, etc. Arm class with books, staplers, other objects that can be thrown at intruder. If intruder enters room, attack person
- EVACUATE:** If possible, exit the building and head to a rally point, use best judgement with information at hand, class to class will vary

**If you cannot evacuate, lockdown and prepare to counter
Rally Points are A,B,C (Action Sports, Belvil, Cunningham)

ATTENDANCE POLICY FOR SPECIAL EVENTS

Beginning in 2010-2011 school year, St. Albans High School instituted an addendum to the current attendance policy, we hope it will encourage all of our students to attend every class every day. **The new policy states that any student who has 10 or more unexcused absences in any period per semester*** will not be permitted to attend Winter Formal, Prom nor allowed to walk at Graduation, regardless of class.** Students with 10 or more unexcused absences in any one period may also lose other privileges such as attending extracurricular activities. It is important to note that parents may already write excuses for up to 5 days of absences per year due to illness, family emergency, etc. All excuses must be submitted to the St. Albans High School attendance office within 5 school days of the absence to be valid. While parents and students can monitor their attendance via Engrade, official attendance is kept on WVEIS. You may request official attendance records from the attendance office.

****For the purpose of this policy a semester is defined as the end of the 18-week period of the school year.*

****WV Policy 4110 4.10.d. Documented chronic medical conditions that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81-5.3.c.4.).*

**** All seniors must have attained the required 25 credits by the state of West Virginia and must have turned in their iPads with all accessories in order to participate in graduation ceremonies.*

ATHLETIC ELIGIBILITY

Students are responsible for keeping track of their athletic eligibility. They are to do so by consulting their teachers, coaches and counselors. We suggest that they meet with their coaches and counselors at least every 4 to 6 weeks and review their grades at least once a week. Students may gain eligibility by owning an unweighted 2.00 or better grade point average at the end of any 9 week period. Students are ruled ineligible when possessing less than an unweighted 2.00 GPA at the end of either the or 9 week period.

**** Weighted grades are not taken into consideration when calculating a student's GPA.*

**** A student academically ineligible by rule may begin practicing 15 school days immediately prior to the dates of regaining full eligibility provided all other eligibility requirements are met.*

**** Athletic eligibility is based on those assignments that have been recorded in the gradebook by the teacher.*

CREDIT RECOVERY PROGRAMS

Students that fail courses should ask their counselors about ways in which they can recover failed credits. Counselors can advise students on how they can do so through our after-school, summer school and on-line credit recovery programs.

**** Students should always inquire as to how these programs affect their athletic eligibility.*

TOBACCO

Students are not permitted to possess or use tobacco, tobacco products, alternative nicotine products or vapor products of any kind at any time. This includes all nicotine products, and/or imitation tobacco.

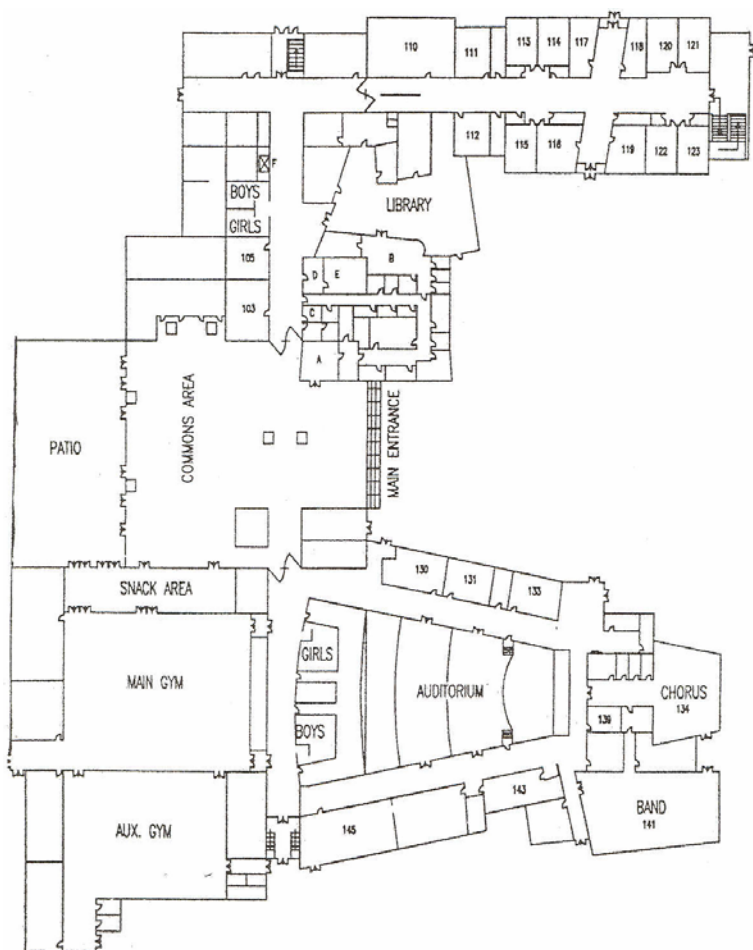
Violation – 3 days of detention Violation – 1 day suspension

Violation – 3 day suspension Violation – 5 day suspension

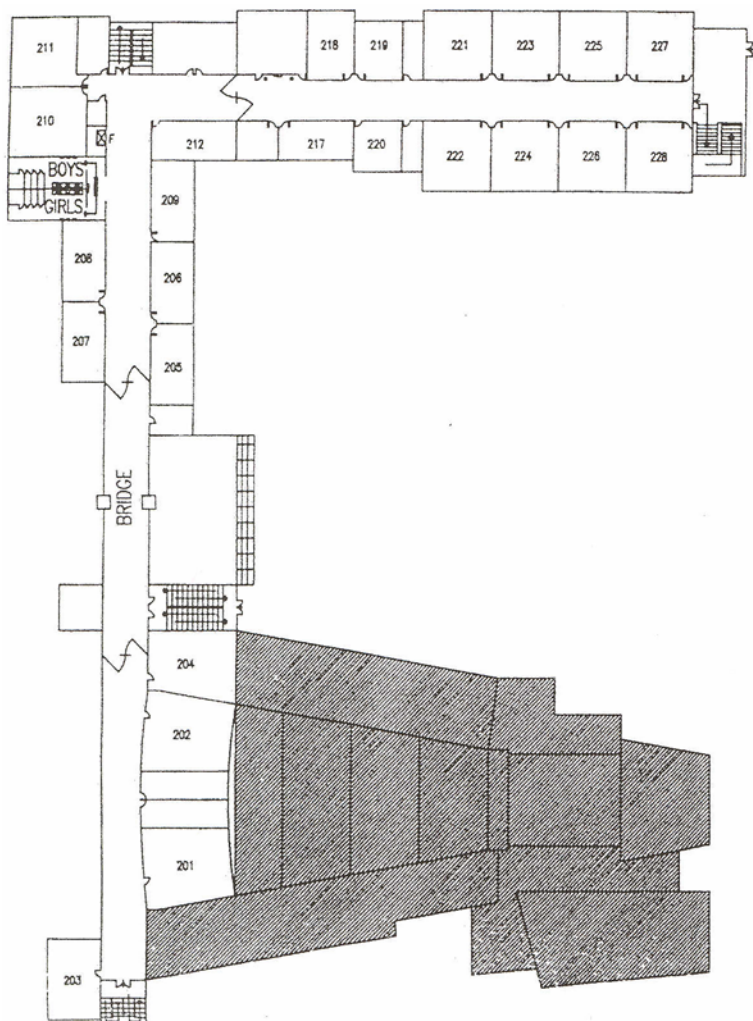
****Students may be required to attend a tobacco education class.*

****Students may be issued a ticket by the St. Albans Police Department for violations.*

FLOOR



FLOOR



STUDENT CODE OF CONDUCT

All students enrolled in St. Albans High School shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development. All students must:

- 1) Create an atmosphere free from bullying, intimidation and harassment.
- 2) Demonstrate honesty and trustworthiness.
- 3) Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- 4) Demonstrate responsibility, use self-control and be self-disciplined.
- 5) Demonstrate fairness, abide by the rules, and will not take advantage of others.
- 6) Demonstrate compassion and caring.
- 7) Demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

TIME UNDER SCHOOL SUPERVISION

All students shall be subject to the provisions of a code of conduct in the following circumstances:

- 1) While on property owned by Kanawha County Schools.
- 2) During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools, regardless of whether a student is in actual attendance.
- 3) During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.
- 4) While a student is in transit to or from school or an extracurricular activity, including transit on a school bus.
- 5) Offenses against employees of Kanawha County Schools, regardless of time or place.
- 6) Bomb threats involving Kanawha County School's property, regardless of time or place.
- 7) The consumption of alcoholic beverages or controlled substances, in any amount, prior to school or any school related activity, regardless of place.
- 8) While the student is at any school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used by or operated by the board of education, RESA or state department of education, or in any other facility being used by any of those agencies.

*** *Students should understand that they may be under audio/video surveillance at any time while they are under school supervision.*

LEVELS OF VIOLATIONS

St. Albans High School recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide St. Albans High School with a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in St. Albans High School. Students who do not behave in a manner that promotes a nurturing, orderly, safe environment conducive to learning will be subject to the Levels of Response to Violations.

Level I Violations – cell phones and other electronic devices, cheating, academic misconduct, deceit, disruptive/disrespectful conduct, failure to serve detention, falsifying identity, inappropriate appearance, inappropriate displays of affection, inappropriate language, possession of inappropriate personal property, skipping, tardiness, vehicle parking violation

Level II Violations – gang related activity, habitual violation of school rules, insubordination, leaving school grounds, physical fight without injury, possession of imitation weapon, possession of knife not meeting dangerous weapon definition, profane language/obscene gesture/indecent act toward an employee or student, technology misuse

Level III Violations – imminently dangerous, illegal and/or aggressive behavior, battery against a student, defacing school property/vandalism, false fire alarm, fraud/forgery, gambling, hazing, improper or negligent operation of a motor vehicle, larceny, sexting, sexual misconduct, threat of injury/assault against an employee or student, trespassing, harassment, bullying and/or intimidation, imitation drugs: possession, use, distribution or sale, inhalant abuse, possession/use of substances containing tobacco and/or nicotine

Level IV Violations – Battery of school employee, felony, illegal substance related behavior, possession of firearm or deadly weapon, sale of a narcotic drug

RESPECT FOR AUTHORITY

All adults in the building perform their jobs from a position of authority. Students should approach all adults with obedience and respect at all times. Disrespect and/or insubordination are unacceptable behaviors and will not be tolerated. This obedience respect should be shown to all adults including custodians, cooks, aides, bus drivers, secretaries, guidance counselors, teachers and administrators.

DISCRIMINATION PROHIBITED

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

DISCIPLINARY ACTION/INTERVENTIONS

Any of the following intervention strategies and disciplinary actions may be used as in response to a violation:

- 1) Administrator/student conference or reprimand
- 2) Administrator and teacher-parent/guardian conference
- 3) Referrals and conference to support staff or agencies
- 4) Referral to a tobacco cessation program
- 5) Daily/weekly progress reports
- 6) Behavioral contracts
- 7) Change in the student's class schedule
- 8) School service assignment
- 9) Confiscation of inappropriate item
- 10) Revocation of privileges
- 11) Restitution/restoration
- 12) After-school detention, Saturday school or other arranged detention
- 13) Denial of participation in class and/or school activities, such as field trips, prom, graduation ceremonies, etc. **(Seniors suspended through the date of graduation will not be permitted to participate in the graduation ceremony)**
- 14) Immediate exclusion by teacher from one class period of the school day
- 15) Out-of-school suspension **(only days in which school is in session can be counted as suspension days)**
- 16) Law enforcement notification
- 17) Recommendation to the board of education that the student be expelled
- 18) Referral to the County's Student Assistance Team
- 19) Agency notification, such as DHHR.
- 20) Mandatory suspension
- 21) Loss of transportation privileges
- 22) Expulsion.
- 23) Referral to school-based Student Assistance Team
- 24) Other

NOTIFICATION OF DETENTION

Students are verbally notified by administrators about their detention. They should always assume that they will serve their detention the following day, unless otherwise instructed. As a courtesy, the administration makes every attempt to remind individuals of d-halls by delivering detention slips. There are occasions where this courtesy is not extended due to extenuating circumstances. Students are still responsible to attend detention in these cases. Failure to receive a detention slip is not an excuse to miss detention. Students are required to make arrangements for transportation when they receive detention.

AFTER SCHOOL D-HALL/SATURDAY SCHOOL

After school detention runs from 2:45-3:45 in Room 110 Monday thru Thursday. We do not have detention on Fridays. Saturday school hours are from 8:00-11:00. Students who attend detention are required to bring reading material or school work. On occasion students will be given the opportunity to work on fixing up the building, painting, or completing small jobs to improve the appearance of the building. Students missing a day of after school detention will be required to make up that day plus one. Students missing two days of after school detention or one Saturday school may be suspended.

ATTENDANCE

Regular school attendance closely parallels academic success. Please think carefully about missing classes. Special event days should not be taken for granted or missed, as teachers will continue academic instruction in the classroom. Students attending the morning or afternoon Ben Franklin programs are required to attend their classes at St. Albans High School. Ben Franklin students are not permitted to miss their class at the career and tech center unless they have permission from both the St. Albans administration and the Ben Franklin administration.

TO REPORT AN ABSENCE

- Parents are to call the attendance office by 8:30 a.m. to report the student's absence.
- Student absences will be reported to parents via the school's automated Phone Master.

REPORTING TO SCHOOL AFTER AN ABSENCE

Students who miss a class, classes or the entire day of school must do the following upon their return to school:

- Bring a note that specifically states the student's first and last name, reason for absence, the date of the absence, and a signature of a parent/guardian with a contact number.
- If a student misses a class or classes due to an appointment, a note with the above information must be brought to school.
- The attendance office will review all notes/excuses carefully and thoroughly in order to determine whether an absence will be marked excused or unexcused.

****WV Policy 4110 4.10.d. Documented chronic medical conditions that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. The necessity for the absences must be approved and reviewed quarterly by the SAT, IEP, or 504 team (See §126-81-5.3.c.4.).*

EXCUSED ABSENCES

Students with legitimate reasons (see below) will receive excused absences for the following:

1. Illness and injury of student requires a physician's verification (*must be originals; we do not accept copies*)
2. Medical and/or dental appointment which cannot be scheduled outside school day, when the absence is verified in writing by the physician or dentist.
3. ILLNESS OF A STUDENT VERIFIED BY A PARENT/GUARDIAN NOT TO EXTEND (3) CONSECUTIVE DAYS OR FIVE (5) TOTAL DAYS PER YEAR. (Verification by physician required if absences exceeds three consecutive days.)
4. Illness or injury in the family when student's absence is verified as essential by the physician.
5. Calamity, such as fire in home, flood, or family emergency, upon approval by the school's principal.
6. Death in family, limits (3) days for each occurrence, except in extraordinary circumstances. (Family is defined as "mother, father, brother, sister, grandmother, grandfather, uncle, aunt, brother-in-law, niece, nephew, student's child or any person living in the household.")
7. School-approved curricular or extra-curricular activities.
8. Legal obligation with verification.

**** Valid excuses must be submitted within five school days of an absence. No excuses will be accepted after that point.*

**** Ben Franklin students need permission from the St. Albans administration to attend school events during the day.*

TARDY POLICY

Students are expected to be in class, in their seat and ready to work when the tardy bell rings. Tardiness is a serious disruption to the learning environment. Students who arrive more than 10 minutes late to class will be considered skipping and thus counted absent. .

8 cumulative tardies in all classes – student notification

15 cumulative tardies in all classes – 3 days of after school detention

23 cumulative tardies in all classes – 1 day Saturday school detention

30 or more cumulative tardies in all classes may result in, but is not limited to, behavior contracts, school-based SAT, suspension, referral to Kanawha County's alternative school, etc.

* Tardies reset to (0) at the end of each 6 weeks

SCHOOL DISMISSAL

All students should leave school property within 10 minutes of the final dismissal bell. The only exceptions to this are those students staying for legitimate after-school programs.

SKIPPING SCHOOL

All students are expected to be in their seat ready to learn at the beginning of each class. Students arriving late will be counted tardy. Any student arriving later than 10 minutes to class will be considered skipping. Not attending at all will be considered skipping as well. Any student caught skipping will receive one hour of detention for every period skipped multiplied by the number of violations.

Example: A student skips 3 periods and it is his/her skipping violation. The student would owe six hours of detention. $2 \times 3 = 6$ (2 periods X violation = 6 hrs)

St. Albans High School does not recognize a Senior skip day or any other skip day.

COMPLETION OF DETENTION

Students will do their detention in After School D-Hall and/or Saturday School. These hours are issued by the school administrator. Students that fail to attend/complete their detention will be suspended.

Violation – 1 – 3 day suspension

Violation – 2 – 4 day suspension

Violation – 5 – 10 day suspension

Violation – Referral to County SAT

CLOSED CAMPUS/RESTRICTED AREAS

Students are to enter the school building immediately once they arrive to school. Students will be confined to the school building at all times. They may only visit areas/rooms that are under adult supervision; this includes both gymnasiums and locker rooms. St. Albans High School maintains a closed campus. Once a student arrives to school, he/she is not to leave the school building nor visit restricted or unsupervised areas at any time without properly signing out or getting permission from an administrator. Students are not permitted to be in the parking lot without administrative approval, nor are they permitted on adjacent streets or properties. Violators will be issued a student contract. Violation of student contracts will result in suspension.

RESTRICTED AREAS DURING LUNCH

All students must eat their lunch in the school commons or on the back patio. Students may visit the library with permission. The gym will also be open to students; no food is permitted in the gym. They may only use the restrooms across from the library. Students at lunch are restricted to these areas. They may not occupy any hallway or any other unsupervised area including the auxiliary gym, horseshoe and school parking lots.

SIGNING IN

Period begins at 7:50. Students are expected to be in their seats ready to learn at that time. All students who arrive 10 or more minutes late for school must have a note from their parent or guardian stating why they were late, a phone call to the Attendance Office, or be accompanied by a parent to sign in. The attendance office will assess on a case by case basis whether a student is counted absent or tardy and excused or unexcused. It should be noted that oversleeping, missing a bus and other similar reasons are seldom excused by the attendance office. Habitual late arrivals may result in requiring a parent to sign the student into school or more severe consequences.

SIGNING IN/OUT

- Students are required to use the Sign-In/Sign-Out Form when signing in or out.
- All notes will be verified by calling parent/guardian.
- Only those students with doctor's appointment, dental appointments, etc. verified with an appointment slip or verification from attendance clerk will be allowed to sign out without parent/guardian being present.
- In all other cases, a parent/guardian must come into the attendance office and sign the student out.
- Students who do not sign out properly will be considered skipping and may be placed on student contract
- No students will be permitted to sign out during the administration of standardized testing
- Extenuating circumstances may arise. In these cases, an administrator may grant students permission to sign out. A parent/guardian must be contacted in these cases.
- Students are not permitted to sign out to eat lunch.

SICK STUDENTS

Should a student become ill, he/she is to report immediately to the clinic to see the nurse. Should the nurse not be available, the student should report to the attendance office or find an administrator. Students must rest in the clinic for at least 30 minutes before being allowed to call home. After such time, the nurse will assess the well-being of the student. Parents will be contacted as the nurse sees fit.

**ST. ALBANS HIGH SCHOOL
SIGN-IN/SIGN-OUT FORM**

I, _____ give _____
PARENT/GUARDIAN NAME STUDENT NAME

Permission to SIGN-IN [] or SIGN-OUT [] on _____
DATE

at _____ for _____
TIME REASON

Special Instructions/Comments:

PARENT/GUARDIAN SIGNATURE

HOME NUMBER

WORK NUMBER

CELL PHONE NUMBER

VERIFIED []

*Copies will be available in the attendance office.

Attendance Forms

The attendance form is a discipline report. It is used to notify students and parents about attendance violations. Mainly, it addresses two areas of concern:

- 1) *arriving late to school*
- 2) *excessive tardiness*

These forms will be hand delivered to students. When students exceed five or more tardies in any one class in a six-week period, the parent will be mailed a copy. The attendance form states what attendance violation(s) have occurred. Should students have questions regarding the violations listed on the form, they may consult their teachers and/or administrators. However, it should be noted that, under no circumstance, should a student use class time to do so. Nor will students be permitted to leave class to discuss concerns. They may speak to teachers and/or administrators prior to school, during lunch or after school. If an error is found, the student will need to return the form to an administrator. Otherwise, the consequences of their violations are clearly defined at the bottom of the form. The number of days of After School Detention and/or Saturday School are listed along with Begin Dates. These days of detention will be served consecutively.

CO-CURRICULAR and EXTRACURRICULAR PARTICIPATION

Regular school attendance closely parallels academic success. St. Albans High School wants to minimize the number of days students are absent from school. Students in extracurricular and co-curricular activities have extra responsibilities put upon them by the additional time that their activities and coaches/sponsors require. It is important that these particular students are in attendance every day.

Students who wish to participate in or attend extracurricular or co-curricular activities, including practice, on any given day must attend school for a full day. Students who have medical appointments or have been given prior approval by the Administration to be excused may receive permission to participate that day. (Example: funeral, family, emergency, calamity) Students who are sick and go home because of their illness cannot participate in an activity that day. It is the Administration's responsibility, as well as the coaches and sponsors, to enforce this policy. Students that do not attend a full school day will not be permitted to attend or participate in any extracurricular or co-curricular activities.

- *Members of extracurricular and/or co-curricular teams, clubs, groups, etc. are required to attend their respective events. Failure to do so will prohibit participation in any and all events for that day unless permission is granted by the SAHS administration.*
- *Students attending winter formal and prom must attend a full day of school on the Friday before the event.*
- *Students who attend Ben Franklin may be permitted to attend school day events with the permission of the St. Albans administration. In these cases, each student will be required to complete an event attendance form. All forms must be approved for a student to attend.*
- *Students wishing to go on field trips must complete the proper approval form. This requires all of a student's teachers to sign off. Students down more than 1 credit will not be permitted to attend.*
- *Homebound students must have their parent and physician complete the proper request form in order to attend events such as winter formal, prom, etc.*

CONDUCT AT ATHLETIC EVENTS

Athletic events are under school authority. Students attending and participating in athletic events should follow all rules as if they were in attendance at school. All coaches and game officials are Kanawha County employees and should be treated accordingly. Students are to sit in the assigned student section unless they have the permission from the administration to do otherwise. Students removed from an athletic event for inappropriate conduct fall under all Kanawha County Policy and could be placed under suspension from future athletic/extracurricular events. Any student suspended from school may not attend or participate in any athletic/extracurricular event. The use of tobacco products is prohibited at all school athletic/extracurricular events.

CONDUCT AT ASSEMBLIES

Assemblies are held periodically in the auditorium or the gymnasium. When excused for an assembly, do not stop at lockers, bathrooms, or vending machines. Go directly to the assembly. All students are expected to enter and exit the auditorium and/or gymnasium

in an orderly fashion. Students should give their undivided attention during assemblies and behave in the same manner that is expected of them in the classroom.

CELL PHONES, IPADS, AND OTHER ELECTRONIC DEVICES.

St. Albans High discourages students from bringing valuable items such as cell phones, iPods, etc. to school. The school is not responsible for such items in cases in which they are lost, damaged, or stolen. Cell phones, iPods and other electronic devices are to remain turned off during times that students are not permitted to use such devices. Such devices should be kept out of sight in lockers, backpacks, or pockets. Any use of these electric devices during the instructional school day outside of the times provided by the school's policy shall be considered a disciplinary violation. Cell phone "use" refers to, not only making and/or receiving calls, but also using the phone for any other purpose. At no time shall students use cell phones or any other device to take photographs or videos during the school day or at school functions. Within these parameters, students may use such devices prior to the first bell at 7:40 AM and following the final bell. Students may also use their phones during their assigned lunch. This does not include transition times between classes or from lunch to class. Students are not permitted to use such devices during detention.

- *The first infraction will result in the confiscation of the device. It will be returned to the student at the end of the school day.*

- *The second infraction will result in the confiscation of the device. The parent or guardian will be required to pick up the device. Under no circumstance will the phone be returned to the student.*

- *The third infraction will result in confiscation of the device. The student will be suspended for habitually and willfully disobeying school rules. All device privileges will be revoked.*

**Additional violations will result in more severe consequences.*

Any student who refuses to relinquish his or her cell phone, pager, etc. will be considered insubordinate. This is a Level Two violation and can result in out-of-school suspension for up to 10 days. Any student who uses a cell phone for any illegal purpose or to violate Kanawha County School's policy will be prohibited from having a cell phone at school.

**There may be instances in which teachers allow for the use of such devices. Teachers will likely allow for the use of these devices when it is beneficial to their lesson. Students will only be allowed to use these devices if the teacher has given them clear permission to do so. Students should never assume that this is acceptable practice.*

**Under no circumstance should such devices be out during the administration of a standardized test.*

FIGHTING

Offense	3-5 Day Suspension
Offense	5-10 Day Suspension
Offense	10 Day Suspension/Recommend to Alternative School

Offense Premeditated	10 Day Suspension
Offense Premeditated	Recommendation to Alternative School

** St. Albans High School reserves the right to increase or decrease the severity of consequence based upon the seriousness of the fight.*

** Fighting violations are cumulative through a student's high school career.*

LUNCH PROGRAM

All students are encouraged to eat in the school cafeteria. The cost of eating in the cafeteria represents a tremendous savings as compared to other options. Students are billed each month for lunches and breakfast. Extra lunches must be paid for in cash at the point of service each time. Students may only receive delivered food from their parents/guardians.

	<i>Student</i>	<i>Adult</i>
Breakfast	\$1.65	\$3.25
Lunch	\$2.10	\$4.25

** Prices are subject to change and may be adjusted prior to the 2014-2015 school year.*

EATING IN THE BUILDING

Eating in the building (except in the cafeteria and patio area) will not be allowed. Students who bring their meals to school or purchase food from the vending machines, must also use the cafeteria and/or patio during breakfast and/or lunch time. Students eating on school grounds shall dispose of all garbage in the containers that are provided. They must also return their trays. Students are reminded that *Closed Campus* is observed during the entire school day, including lunch.

BUS STUDENTS

Students shall not engage in behavior which is detrimental to the operation of a bus including, but not limited to:

- 1) creation of excessive noise
- 2) use of profane language
- 3) sticking arms or heads out of bus windows
- 4) changing seats or standing while bus is in motion
- 5) failure to obey directives of school personnel
- 6) throwing objects
- 7) passing objects through windows
- 8) riding in step well or front row of seats
- 9) use of emergency door in non-emergency situations

Maximum possible penalty: Denial of transportation privileges for remainder of year

Students shall not damage or deface a school bus.

Violation – Denial of transportation privileges pending restitution and conference with parent or custodial guardian.

Violation – Denial of transportation privileges for remainder of school; full restitution [Note: Parent or custodial guardian will be held liable for damage to school bus within the limits of the law.]

Students shall not use tobacco products on a school bus.

Offense – Denial of transportation privileges pending conference with parent guardian.

Offense – Denial of transportation privileges for remainder of school year.

*** Students may also be subject to school disciplinary action.**

*** Students must board and exit buses at the proper stops. Otherwise, students must have a note from a parent. This note must be approved by the administration.**

STUDENT DRIVING AND PARKING

All students who drive their cars to school are required to register them at the beginning of the year. No students may park in the school parking lot without a parking permit. Seniors can purchase a parking pass for \$10 on a first come, first serve basis. Juniors will have an opportunity only after the seniors have completed their registration date. Any car parked on the school lot without a parking pass visible will be subject to ticketing and/or towing. Cars double parked will also be towed. All cars parked on Kanawha County School property are subject to search. Students need to be responsible drivers. Those driving irresponsibly will lose parking privileges. They cannot leave campus without properly signing out, nor may they transport other students without permission from the administration. Students are not permitted to drive to events that take place during school time. They must take advantage of provided transportation or ride with an approved adult. Students who ride with an adult must have the permission of the administration.

*****Students can lose all driving privileges due to violation of the student code of conduct.**

*****Students are permitted to drive to Ben Franklin with approval from SAHS and BF administrations.**

*****There is no assigned student parking at St. Albans High School**

DRIVER'S LICENSE

Kanawha County School's Policy of Attendance 1.13 Driver's License, states that Verification of Enrollment forms are issued to students who do not exceed ten (10) consecutive unexcused or fifteen (15) unexcused absences in a year pursuant to West Virginia Code 18-8-1. Suspension of license may result if the student exceeds the number of unexcused absences started. A semester of successful academic progress and of acceptable school attendance shall be required for reinstatement of a revoked license. All forms require the signature of the principal and the County Attendance Director. This policy includes all students fifteen years of age up to eighteen.

PROCEDURES

1. Verification of Enrollment Forms is requested by the student at their school offices.
2. Academic standing, attendance and discipline is checked, and, if student is eligible, the school principal will sign the Verification of Enrollment Forms and submit it to the County Attendance Director.
3. The County Attendance Director signs the form and returns it to the school. This is usually a three day process which includes mailing time.
4. Upon return of the form to the school an issue date and expiration date is entered on the form.
5. The form is then given to the student. All information should be checked before leaving the office.
6. Forms with incomplete information or altered or corrected dates are not accepted by Department of Motor Vehicles/State Police personnel.

SUSPENSION OF LICENSE

Suspension of license forms will be submitted to the County Attendance Director by the school principal when the student exceeds ten (10) consecutive unexcused or fifteen (15) unexcused absences a year. The student has a right to a hearing before the student suspension if documentation can be presented that circumstances were beyond the control of the student.

Example: Doctor's excuse to verify illness.

MEDICATION ADMINISTRATION AT SCHOOL

When medication is needed for a student's well-being, it is usually possible to schedule administration times at home. Always check with your child's physician before asking the school staff to administer medication to your child. We are asking for your cooperation when it is necessary for us to administer medication in the school setting.

Kanawha County's Policy states that we administer medications to students only when absolutely necessary to maintain a student's health and/or to help them to attend school regularly and to perform the best of their ability. Because of the responsibility placed upon the staff for giving the correct medication in proper dosage, we ask that you follow these guidelines:

PRESCRIPTION MEDICATIONS

1. Each medication must be brought to school by a parent/guardian in a properly labeled container from the pharmacy. You should ask the pharmacist to label two containers one for school and one for home.
2. If the medication must be given for more than 21 days, we must have a current doctor's order on the file at school. This form can be obtained from the school. This form must be completed and signed by a physician and by the parent or guardian.
3. If the medication is given for less than 21 days, such as antibiotics, we may have a signed note from parent or guardian.

NON-PRESCRIPTION MEDICATIONS

Medicines such as cough syrup or Tylenol can be given for a period of up to three school days with your written directions. Medicine must be in the original bottle, complete with the manufacturer's directions and labeled by you with your child's name.

We cannot under any circumstances administer medicine brought to school in a plastic bag or unlabeled container.

The administration of medication to students is the primary responsibility of the parent or guardian. We will assume the responsibility when necessary because we care about children's health and their attendance and performance at school. Students do not have the right to carry medication under any circumstances. Any student caught with any type of medication without following the above procedures will be in violation of Kanawha County's Drug Policy.

DRUG POLICY

Offense for use, possession or being under the influence

- Confiscation of the drugs, drug devices or alcohol
- 10 day suspension-mandatory
- Completion of drug program approved by KCS-mandatory
- Criminal charges filed
- Drug counseling by school psychologist

Offense for distribution/ Offense for use, possession or being under the influence

- Confiscation of the drugs, drug devices or alcohol
- Suspension to Kanawha County Alternative Committee
- Criminal charges filed
- Placement at alternative school for one year-a petition for reinstatement to the home school may be made to the Superintendent after the student has attended at least eighteen (18) weeks in the alternative school. Petitioning does not guarantee an early return.

offense for distribution/ offense for possession

- Expulsion
- Criminal charges filed

WEAPONS

According to W.Va. Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. A "deadly 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. For purposes of this policy deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use.

LOCKERS

Each student is assigned a locker for storage of his/her books and personal possessions. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students are not allowed to switch lockers without permission from the administration. Nor are students to allow others to use their lockers. Any item(s) in a student's locker is considered his/her possession. Therefore we strongly urge students to use only their locker and disallow others from using theirs. Teachers may give permission for students to go to their lockers during that teacher's class time. The school reserves the right to search lockers at any time deemed necessary. Students must sign a locker agreement.

Locker Number: _____

Combination: _____

** Students should make sure that they clean their lockers out at the end of each year.
Any items left will be disposed of when the user has completed his/her academic year.
Students should understand that the academic year may vary depending upon the student.*

DRESS CODE

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this dress code may be sent home and/or be subject to disciplinary actions.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depict or suggest association with a gang, shall not be brought to school, worn at school, or any way be present at any school related event.

Any other consideration, i.e. religious, medical, et al. will be determined by the individual school principal. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.

Clarification regarding apparel should be obtained **PRIOR TO WEARING IT TO SCHOOL**; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the schools administration.

It is the responsibility of the student and the parent that the student adheres to the Dress Code as follows:

1. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisement, etc., that may consider obscene or offensive are not to be worn at school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.
2. Crop tops, tube tops and halters are unacceptable. Strapless dresses without jackets are unacceptable.
3. Transparent and/or see-through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.
4. At the secondary level, a boy's shirt should cover the entire crown of the shoulder.
5. The length of a skirt, dress, or shorts must extend to at least the students mid-thigh.
6. Form-fitting pants, such as spandex or bicycle pants, may be worn with another layer of clothing which meets the dress code. Torn pants are considered inappropriate, i.e., intentionally torn or cut/slashed.
7. Students shall wear their trousers or overalls properly at the waist; no sagging.
8. All students must wear shoes.
9. Hair should be kept neat, clean and reasonably styled.
10. Any type of head covering is unacceptable.
11. Facial hair should be neat, clean, closely trimmed, and not be a distraction to the learning environment.
12. Chain or spike jewelry is unacceptable.
13. Pierced body ornaments are restricted to the ear. **NO BAND-AIDS** are to be used to cover inappropriate piercing. (ex. Eyebrows/Nose/chin/ Belly Button.) **NO tongue piercing.**

*** Any attire/dress causing disruption to the school environment is unacceptable and may result in disciplinary action.**

*** Students who violate the dress code policy will be sent to office with a discipline referral.**

*** Students are not permitted to wear jackets in the building. This does not include zip-up hoodies.**

VISITORS

We encourage parents to visit our school and become active in their child's education. When visiting, parents and/or visitors should contact an administrator and set up a meeting or visit. Upon arriving, visitors should report immediately to the main office. Visitors are required to sign in and state their business. All visitors must have the approval of an administrator and receive a visitor's badge to continue their visit. The badge must be worn at all times while on school grounds. Parents and/or visitors may not attend classes or meet with teachers without approval from an administrator. Small children should not be brought to school. Under no circumstances should students have visitors without the approval of an administrator.

HALLWAY POLICY

No student is allowed in the halls during class time unless they have signed out of class with an iPad. Students in the hallway who have not done so are subject to disciplinary action, and will be immediately sent back to the classroom. Repeated violations will result in more severe punishment. The destination, the time the student left the room should be logged accordingly. Students are only permitted to visit the destination listed in the google form. Teachers are urged to limit the number of times a student may leave their class. Doctor verification is necessary for any student to have excessive passes. Students are not permitted to exit classes during the first and last ten minutes of any class. Nor should they be permitted to leave class during either lunch.

MISCELLANEOUS

- Students are not permitted to bring anyone above the age of 20 to any event that is not open to the public.
- Skateboarding on school property is not allowed. This includes evenings and weekends.
- Athletes that sign letters of intent at the school may invite up to 20 fellow students.
- Students sent out of class are to report directly and immediately to an administrator or office staff member in the office. The student will wait there until an administrator can see him/her. Students who do not comply with this requirement will be suspended.
- Students that exit class without permission will be suspended.
- All clubs, groups, etc. must have a school-based sponsor.
- Any event scheduled at the school by an outside group must have a school-based sponsor.
- Students who experience or witness bullying and/or harassment are required to report it to the administration or a faculty member as soon as possible.
- Students will be preapproved to attend the college fair. Those students down more than one credit will not be permitted to attend.
- Students who will not be at school for end-of-year finals will need to apply to take late finals with Mr. McClanahan.
- Seniors must have attained the required 25 credits by the state of West Virginia, met the attendance requirement and must have turned in their iPads in order to participate in graduation ceremonies.
- Students schedule requests are final upon submission. Students and/or parents are not permitted to request changes to their schedules after such time.

- Ben Franklin students are expected to attend all classes each day. They are not permitted to miss Ben Franklin classes in order to attend St. Albans High School events unless approval has been given by both school's administration as well as the student's teachers.