

# Cabell Midland High School

The staff of Cabell Midland High School welcomes you to the Castle! The decisions you make as you walk through these doors will impact the rest of your life. We invite you to become involved in the many activities that will come about this year. New friends will be made, curriculum revisions will enhance your learning, and modern facilities will enable you to expand your capabilities to gain the knowledge you need in today's world. This school is more than just a building; it is a new beginning for you. Use your time wisely and enjoy every moment here at Cabell Midland High School.

## Important Contacts

<b>Name</b>	<b>Phone Number</b>	<b>Fax Number</b>
<b>Matt Adkins, Principal</b>	<b>304-743-7572</b>	<b>304-743-7577</b>
<b>J. Kelly Daniels, Associate Principal</b>	<b>304-743-7330</b>	<b>304-743-7577</b>
<b>Amy Kammer Assistant Principal</b>	<b>304-743-7413</b>	<b>304-743-7560</b>
<b>Jared Collins, Assistant Principal</b>	<b>304-743-7403</b>	<b>304-743-7577</b>
<b>Casey Crawford, Assistant Principal</b>	<b>304-743-7402</b>	<b>304-743-7567</b>
<b>Danny Harbert, Assistant Principal</b>	<b>304-743-7404</b>	<b>304-743-7567</b>
<b>Jason Bankston, Assistant Principal/AD</b>	<b>304-743-7542</b>	<b>304-743-7560</b>
<b>Main Office</b>	<b>304-743-7579</b>	<b>304-743-7577</b>
<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade Office</b>	<b>304-743-7565</b>	<b>304-743-7567</b>
<b>11<sup>th</sup> &amp; 12<sup>th</sup> Grade Office</b>	<b>304-743-7412</b>	<b>304-743-7560</b>
<b>Counseling Office</b>	<b>304-743-7571</b>	<b>304-743-7569</b>
<b>Felicia Hathaway - Attendance Officer</b>	<b>304-743-7497</b>	<b>304-743-7577</b>
<b>Officer Newcome - Resource Officer</b>	<b>304-743-</b>	<b>304-743-7577</b>
<b>Kayla Holtzapfel - Graduation Coach</b>	<b>304-743-7446</b>	<b>304-743-7577</b>

## Mission Statement

Cabell Midland High School, as part of Cabell County Schools, is a 21<sup>st</sup> Century learning community dedicated to the success of every student.

We believe KNOWLEDGE  
NURTURES  
and INSPIRES  
our GRADUATES  
and HELPS  
TRANSFORM  
SOCIETY

# Closed Campus

Campus is considered closed when a student arrives to school. Students are not allowed to leave campus unless prior approval has been given by the appropriate principal. Students leaving without permission will be subject to disciplinary action according to the Cabell County Board of Education Student Code of Conduct.

## Lunch

Lunch deliveries will **NOT** be allowed. Areas open at lunch will be the cafeteria, student center and the courtyard, weather permitting. Additional areas at the determination of the administration. **All other areas are restricted, and students will be disciplined for loitering in these other areas.** Open areas for lunch are subject to being closed due to students not disposing of trash.

## Cafeteria Procedures

**Students are to remain in their seats until dismissed to dump their lunch tray and garbage. Students will return to their approved seat and location until the dismissal bell. Lunch will be served in the Cafeteria and Student Center, or by lunch cart.**

## Visitors

- All visitors must begin their visit at the MAIN OFFICE waiting area. All visitors must have a valid driver's license or state issued identification with them at the time of the visit.
- The school policy is to accept only those visitors who have legitimate and essential educational business at the school.
- Parents are ALWAYS welcome but must sign in at the MAIN OFFICE waiting area. Please make sure to pre-arrange any appointments with the teacher, counselor, principal, and/or main office.

## Morning Arrival

**Campus is open for student's arrival at 6:45 am. Students will not be permitted to enter the building prior to 6:45 am. Once students arrive on campus, they are expected to exit their mode of transportation, and report directly to the gym or cafeteria.** All students who arrive to the building from 6:45 am – 7:15 am will be permitted to enter the building and report directly to the school's cafeteria and/or gym. **All other areas, including student vehicles are restricted once students arrive. Students will be disciplined for loitering in these other areas.** At 7:15 am until 7:30 am, students will need to report directly to their SHIELD class, please remember to grab your breakfast on your way to your SHIELD.

Parent drop off should take place in the loop at the concourse entrance. Parents should not drop off any students prior to 6:45 am each morning. After the student is dropped off, all students are to enter the building through the concourse entrance doors and report directly to the gym.

Please **DO NOT** drop off any student in the bus loop.

## Career Center Students

Students who will be attending the Career Center in the AM and morning half day Career Center students will report directly to the student center and be seated. Dismissal from the student center to the front bus loop to board the CCCTC bus will be by announcement at 7:30 am.

## Illness during School

Students who become ill during regular school hours should report to the Health Center. To give permission for the child to drive themselves home, we must receive a fax or e-mail with the parent/guardian's signature. If the parent is coming after the student, they will need to come into the main office and sign out their student. Please make sure that you bring identification with you when you come by the school to pick up your student.

## Restroom

Students who need to use the restroom during the school day will only be permitted to go to the restroom one at a time. Every student who leaves class, must carry the school approved hall pass. Please follow the restroom occupancy requirements.

## Student Messages

We will be unable to deliver messages to students during the school day, except in the case of an emergency. We understand parents/guardians may feel the need to get in touch with students during the school day, but we cannot stop the instruction of other students in the class for any reason other than an emergency. Emergencies exist when conditions arise that make it impossible or impractical to delay the message to a later time. Arrangements for routine matters should be made before the student arrives to school.

## Evening Pick-Up & Dismissal

Due to the large number of buses using our Main Entrance in the evening, parents picking up students at the end of the day must use the **CONCOURSE ENTRANCE ONLY**. **Early dismissal requests will not be honored after 2:45 pm**. Early dismissal during the school day for any reason should be done through the student's grade level office. **No student will be called to the office before the parent/guardian arrives in the office for pick up.**

**Parent pick up at the end of the school day will be in the student parking lot. All vehicles must be in a parking space.** Please do not park outside of the spaces. There is no parent pick up in the bus loop at the front entrance of the school building. **No parent pick up should be occurring in the access road next to the gymnasium or on Route 60 due to student safety concerns.**

Students who have scheduled appointments **MUST** turn in their parent note to their grade level office. **All requests MUST be turned in by 10:00 am for verification purposes to obtain a gate pass to leave campus. Students can only be released to those adults listed on their emergency contact list, who have appropriate identification. This includes students who have reached their 18<sup>th</sup> birthday.** It is the

student's responsibility to pick up their assigned gate pass prior to leaving school grounds. **Students can ONLY be released to those adults listed on their emergency contact list, who have appropriate identification.** Please make sure to update this information every year.

All students need to be picked up by 3:30 pm unless they are involved in an approved extracurricular activity. Students must always be under adult supervision.

When requesting a student's early release include the student's full name, grade, time the student needs to sign out, reason for leaving and a contact number for the parent/guardian providing the note. The school will contact the parent or guardian to verify the request for leaving early. You may call ahead and leave a message for the secretary to expect a note for your student to sign out early.

### Sample: Request for Early dismissal:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Time student needs to sign out:

Reason:

Parent/Guardian: \_\_\_\_\_ Contact #: \_\_\_\_\_

## Bus Students

**Students are not permitted to ride any school bus other than their scheduled bus, nor are they permitted to get off or on a school buses other than their scheduled stop, except for an EMERGENCY ONLY, approved by the appropriate grade level principal prior to dismissal. Knowingly violating these rules will result in disciplinary action.** In an emergency, a bus pass might be issued by the principal or by the director of transportation at the bus garage. Any permanent changes in scheduled bus assignment must be approved with the director of transportation. Forms are available in each grade level office. These cannot be approved through the school but must be approved through the transportation department. Other important information concerning bus transportation can be found in the transportation Department brochure or the Cabell County Board of Education Web Site. Any inappropriate bus behavior will result in disciplinary action according to the Cabell County Board of Education Student Code of Conduct. Please understand the school bus is an extension of the school building. All Student Code of Conduct rules will apply.

## SHIELD

All students will be reporting to their SHIELD class immediately upon arrival to school at 7:15 am. Students **MUST** pick up their breakfast prior to reporting to their SHIELD classroom. Students will be permitted to eat breakfast in their SHIELD classroom. **Students will not be allowed to leave their SHIELD classroom to retrieve breakfast.**

At 7:30 am, SHIELD becomes an initiative that provides students with 39 minutes each day so that they can receive any assistance with schoolwork, Khan Academy practice, complete assignments, learn life lessons, and truly get to know others in their class. As with any class, there are expectations for this time. Refusal to

participate or work during SHIELD time will be considered insubordination and will result in disciplinary action according to the Cabell County Board of Education Student Code of Conduct.

## Lost and Found

Lost items found in the hallways and classrooms will be placed in the Student Center for students' convenience except for valuables; they will be in the Main Office or their Grade Level Office.

## Money and Valuables

All valuable articles should always be in possession of the owner. The school CANNOT AND WILL NOT accept any responsibility for stolen or lost items including cell phones and airpods. This includes personal items left in the gymnasium, physical education locker rooms, and the facility buildings. Guitars & musical instruments left in storage areas are left at the student's own risk. The school will not be responsible for stolen musical instruments in any area of the school.

## Posters and Announcements

- All posters/announcements to be displayed at the school must first be approved by the Administration. Administration signature must be visible on all displayed items.
- The individual(s) displaying the poster/announcement is responsible for removing them.
- **Any poster/announcement displayed without prior approval will be removed immediately.**

## Lockers

Student lockers are rented annually and can be rented during the school day in the 11<sup>th</sup> and 12<sup>th</sup> grade office. Athletic/Physical Education lockers will be assigned/rented thru the Physical Education Department. All lockers, including the Athletic/Physical Education, are subject to random, routine inspections to be conducted by any administrator. If locker abuse exists at any time, disciplinary action may be taken for abuse of school property. The school will NOT be responsible for stolen or lost articles. The following regulations will apply to the use of student lockers:

- Student academic lockers are rented for a \$5.00 fee for the academic year or any part of the year thereof. **NO REFUNDS FOR ACADEMIC LOCKER RENTALS.**
- Only one student is permitted to a locker. Students who permit others to share or use their lockers or students who share other students' lockers will be subject to disciplinary action for insubordination.
- Any writing, stickers, graffiti, other defacement of a school locker and/or excessive abuse will result in a cleaning/repair penalty. This penalty may be assessed against the student who has rented the locker.
- Locker clean-out is the student's responsibility. Any/all items left in the locker are subject to disposal.
- Physical education lockers in the gymnasium locker room are secured through the Physical Education Department with the purchase of a lock for \$5.00. (NO REFUNDS FOR THESE LOCKS)

## Acceptable Use Policy (AUP)

At the beginning of each school year, students **MUST** sign the AUP to be issued a MacBook Air and gain access to our computer system. Penalties for violations of this policy may range from a warning to loss of

computer privileges or charges for repair/replacement of the device issued to the student. Refer to the “Computer Acceptable Use Policy”

## School Store

The school store provides imprinted clothing and novelty items for purchase. The school store will be open daily during lunch. The extension number to the school store is 304-743-7498.

## Knights’ Scholar Hall

Any student wishing to earn the privilege of having their picture placed on the Knights’ Scholar Hall, he/she must meet one of the following criteria.

- Achieve the status of Valedictorian, the highest-ranking students by Grade Point Average.
- Achieve the status of a National Merit Finalist or National Merit Semi-Finalist.
- Receive a FULL Academic Scholarship (tuition, room, board, books, expenses, etc.) for four years.
- Any other picture/plaques displayed must be approved by the Principal.

## Athletic Hall of Champions

Recognition requirements of Hall of Champions.

- State Championship Team
- Individual First Team All-State Athletes or State Champions in their respective sports.
- Individual First Team All-State Athletes or State Champions in their respective sports for multiple years will be distinguished on their one photo with a placard.
- Any other pictures/plaques hung must be approved by the Principal.

## Final Exam Policy

All students are required to take their scheduled final semester exams. **Final exams will only be given on the scheduled days. NO semester exam will be given early.** The final exam will count as 15% of the student’s grade with the only exception being a student who has 3 or fewer absences in the specific class and receives a passing grade on the exam.

## Make-Up Policy

Makeup work is work that would have normally been completed in the classroom and possibly at home, during the student’s absence (excused/unexcused) from the class. Students will be given at a minimum, one day per day absent to complete the makeup work. This can be extended by the teacher based on individual circumstances. The teacher may also provide an alternate assignment in lieu-of the missed work. After returning to school from an absence (excused/unexcused), the student has the responsibility to plan to get makeup work upon the first day he/she returns to school. Each teacher will determine when, where, and how makeup work will be completed, as well as establishing a reasonable time-limit for completion. This policy has been established with the Cabell County Board of Education and West Virginia State Department Policies and Guidelines.

## Late Work

Late work shall be accepted up to five calendar days past the due date, but not beyond the end of the grading period. Excused/exempted absences due to an approved school function will not incur a grade penalty. A teacher may assess no more than 5% reduction in the grade of any late assignments per school day. Late work will not be accepted for any student who are present during class and refuse to complete and turn in the work assigned. This policy has been established with the Cabell County Board of Education and West Virginia State Department Policies and Guidelines.

## Pets/Animals

**Pets/animals of any kind are NOT allowed in school.** Animals used by the agriculture classes are to stay in their assigned classrooms. If a student needs to bring an animal to school for their agriculture class, they must be delivered to the agriculture department through door # 56. **Please remember that animals are NOT allowed to be transported via the school bus for any reason.**

## Hall Pass

**ALL Students are required to complete an electronic hall pass request through SMART PASS.** Students must have their school device in order to complete the hall pass request. Teachers **MUST** approve the hall pass prior to student leaving the classroom. Upon exiting the classroom, students on an approved electronic hall pass are to have a teacher's red hall pass (issued from the Main Office) when traveling outside the classroom. **Only one student is to be allowed out of the room by the teacher at a time. No students are to be excused from the classroom during the first 10 minutes or the last 10 minutes of class.**

## Assemblies

All students are to conduct themselves safely throughout the assembly. Assemblies will only be approved through the Principal. During pep assemblies, students are assigned to a grade level section and are **NOT** permitted to leave their assigned location in the stands. Remember that this is an opportunity to recognize students and everyone must demonstrate positive school spirit and sportsmanship.

## Admitting Transfer Students

Before a transfer student can be admitted into any public school in West Virginia, the student's parent/guardian must affirm in writing whether the student is currently under suspension or expulsion from any public or private school (in or out of state). A student who has been suspended or expelled from another public or private school (in or out of state) may not be admitted to any public school in West Virginia until the period of suspension or expulsion has expired. Should you have any questions, please contact the school principal.

# Dances

Dances are held here on campus throughout the school year. Guests may attend dances with students enrolled at CMHS providing that they follow the following procedures:

- A dance permission form must be completed.
- A dance permission form must be approved by CMHS Administration.
- All guests must be at least a freshman in high school and under age 21. Guest cannot be 21 years old and must provide a photo ID confirming their age.
- All dance participants are subject to being searched.
- No dance participant will be allowed to leave the dance until 1 hour before the end of the dance. If an emergency should arise, the dance participant must be picked up from the dance by an adult listed on their medical emergency contacts.

Students must adhere to the established deadlines for the submission of dance permission forms to participate. **LATE FORMS WILL NOT BE ACCEPTED** due to the time needed to verify the criteria listed above. Please remember that dances are just an extension of the school day and all school rules apply. Dances are an excellent time for all students, please always remember to be respectful during the dance. It is our goal here at CMHS for ALL students to have an enjoyable, safe, and appropriate experience.

## Attendance on Day of School Sponsored Event

- For participating in any afterschool sponsored athletic or academic event, each student **MUST** attend ALL CLASSES on his/her daily schedule to participate in the scheduled activity.
- The sponsor and/or coach of the scheduled event is to be responsible for determining those who might not have observed the above regulation and for enforcing it.
- Professional medical appointments (dentist, doctor, etc.) as well as emergencies will be considered on an individual basis at the discretion of the Principal or designee.
- Students serving ALC (In School Suspension) or OSS (Out of School Suspension) will not be permitted to participate in or attend extra-curricular activities until after 3:00 pm after the term of ALC or OSS has been completed.
- Co-curricular activities are judged on a case by case basis.

## National Honor Society

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership based on and are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. A five-member faculty council will be selected to review all provided criteria and vote on new members based on completed consideration forms, faculty evaluations, and discipline review. Their decision for selection will be provided to the principal and all decisions are final. Criteria for eligibility into the National Honor Society:

- A cumulative 3.5 GPA.
- 10<sup>th</sup> – 12<sup>th</sup> Grade Students Only.
- Positive evaluation from the school's faculty.
- Must be enrolled at CMHS the equivalent of one semester before being considered for membership.
- No suspensions/disciplinary reports from school or during the school year.
- Must follow all guidelines provided in the National Honor Society Bylaws.

For more information or clarification, please contact the school's NHS advisor, Rhonda Burcham.

# Student Athletes - Equipment

Any student athlete participating on any team **MUST** have turned in **ALL** equipment and met financial expenses for one sport before they will be permitted to try out for another sport. Student athletes will have one week from the completion of their sport to meet these commitments. At the end of one week, the student athlete's name will be given to the Athletic Director for further action.

## Educational Student Trip Request

Individual educational trips, and other school-sponsored activities are subject to the following provisions and the principal's approval. The principal shall have the authority to waive any of the following provisions:

- Application for an educational trip should be made to the principal only when the trip cannot be taken outside the school term.
- Application should be made at least three (3) weeks in advance.
- No trips shall be approved during the last two (2) weeks prior to semester finals.
- Approval shall be granted only if the student is in good standing academically "C" average and has maintained good attendance.
- Arrangements for completing or making up missed assignments shall be made by the student within twenty-four (24) hours after returning to school.

## Plagiarism/Cheating/Academic Dishonesty

Plagiarism is defined as a student using or copying the work of others, submitting another's work as their own, or taking answers from other students. It is our desire for students to learn what they need to do by themselves and with other students. There is a time when one must do an assignment alone. Any help, including the use of artificial intelligence (AI) other than from the instructor is considered cheating and can result in a discipline referral. Please refer to the class syllabus for how cheating will be handled in each class. Cheating and/or plagiarizing work in any way, shape, or form will result in a disciplinary report as well as a zero on the assignment with no opportunity to redo the assignment. **Both cheating and/or plagiarizing are grounds for exclusion into the National Honor Society.**

## Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

**Students who violate the Plagiarism/Cheating /Academic Dishonesty/Artificial Intelligence policies will be subject to a 0 on the assignment and the parents will be notified by the teacher.**

## Student Devices 1:1

Every student will be issued a MacBook to use while they are enrolled at Cabell Midland High School. Everyone **MUST** sign all the documents provided from the technology department to have access to a device. Students must arrive to school with their assigned device charged and ready for the day. There will not be any available chargers throughout the building for student access. Charged devices are an important educational tool for all students.

*It is imperative for both students and parents to understand that these devices are owned and maintained by Cabell County Schools. Each device is monitored through Light Speed that notifies the school and central office administration if there are searches for terms of violence and/or harm to self or others. Students and parents will be notified if their student's device is flagged by Light Speed. Repetitive behaviors that cause Light Speed to flag a device will be dealt with as a violation to the student's AUP.*

**All other information and guidance for Student Devices are provided by the Cabell County Schools Digital Device Handbook. All information included will be followed. Please refer to the Cabell County Schools web site for all current information.**

## Relationships/Public Display of Affection (PDA)

NO physical contact of any type is permitted during school hours, this includes hand-holding. Students failing to adhere to this policy are subject to the following disciplinary action:

1 <sup>st</sup> Offense:	Documented Warning of both students
2 <sup>nd</sup> Offense:	1 Day Afterschool Detention/1 day lunch detention
3 <sup>rd</sup> Offense or more:	1 Day ALC (In School Suspension)

## Student Driving

**Driving to Cabell Midland High School is a privilege. Driving to school is NOT a right of any student.** Parking permit applications may be picked up in the 11<sup>th</sup> & 12<sup>th</sup> grade office. You will need to bring the following with you at the time of purchase: application, valid insurance card, valid registration card, valid driver's license, drug consent form and **\$50.00. Driving Guidelines:**

1. Student must submit a copy of a valid driver's license, valid registration, current proof of insurance and be a registered participant in the Cabell County School Board drug testing program and paid the parking permit fee prior to the school issuing a parking permit.
2. **Parking Permit Cost is \$50.**
3. **Once a school parking pass has been issued, students may drive to school and park in the student parking lot.**
4. **Students driving to school must have a current CMHS parking permit displayed for the current school year to park in the school's student lot.**
5. **Students driving to school can enter the student parking lot beginning at 6:45 am each morning.**
6. **Students must exit their vehicle once parked on the school lot.**
7. **Students who do not secure a parking permit, may not park on school property.**

8. **Failure to display parking permit and/or properly register vehicle with the office and/or neglect to follow any of the CMHS driving rules will result in loss of parking privilege and/or school discipline.**
9. No refunds for parking permits will be issued if driving privileges are revoked by the administration.
10. Students are **NOT** permitted to share parking passes.
11. **Students may NOT return to their vehicle during school hours without permission of the school's administration.**
12. **Vehicles may NOT be moved from the student parking lot to any sports complex at any point during the school day or for any schedule practice and/or game.**
13. Use of your vehicle without written permission from an administrator will result in the loss of parking privileges and/or suspension as per Cabell County Policy.
14. Student must follow all traffic laws such as speed limits, stop and yield signs, etc. Failure to do so will result in loss of parking lot privileges and/or school discipline.
15. Students who are tardy to school will be subject to loss of parking privileges. Every 6<sup>th</sup> Tardy to school may result in a loss of parking privileges for 10 school days. Every additional 6<sup>th</sup> Tardy may result in the loss of parking privileges for additional 10 school days.
16. **Student vehicles parked on school property are subject to random searches and/or searches for infraction of student code of conduct.**
17. If you change vehicles during the school year, you **MUST** update your information in the 11<sup>th</sup> and 12<sup>th</sup> grade office to keep your parking permit information current.
18. Students who drive to campus and leave ½ day must exit campus as soon as their classes are over.
19. ½ day students are not permitted to leave campus with anyone other than their parent/guardian if they do not drive.
20. ½ day students returning to campus for any sport or academic practice must adhere to the rules as listed above, included rule 12. Students must always park in the student parking lot.
21. **Cabell County Board of Education and Cabell Midland High School will assume NO responsibility of damages/theft to your vehicle while parked on school property.**

**Students who drive to campus without a parking permit are subject to the following discipline:**

1. **First Offense: Documented Warning.** Phone call home. No driving to campus until parking pass is issued. 48 hours to purchase a parking permit.
2. **Second Offense:** Insubordination. 3 days In School Suspension.
3. **Third Offense and any offense thereafter:** 3 days Out of School Suspension.

**Students who violate any of driving guidelines will be subject to the following discipline:**

1. **First offense:** Documented Warning.
2. **Second Offense:** 3 days after school detention.
3. **Third Offense:** Parking Privileges revoked for 5 days.
4. **Any offense thereafter:** Parking privileges revoked for the remainder of the school year, no refund for parking pass fee.

It is imperative for students and parents to understand that the administration reserves the right to increase disciplinary actions due to the severity of the school driving/parking violation. Parents will be notified of all student/parking violations and the disciplinary process by the grade level administrator.

# Phones and other Electronic Devices

Cell phones, iPods, headphones, and other communication devices are **BANNED** from the time the students arrive on school property until the final dismissal bell for the school day. School phones are to be used in an emergency only. We will not be responsible for calling the parent concerning the phone. We will call when the student has been assigned appropriate discipline.

1 <sup>st</sup> Offense:	1 Day ALC (In School Suspension) or 2 Days of After School Detention Phone returned to student after 3:00 pm
2 <sup>nd</sup> Offense:	2 Days ALC (In School Suspension) Phone picked up before 3:15 pm by parent/guardian
3 <sup>rd</sup> Offense:	2 Days OSS (Out of School Suspension) Phone picked up before 3:15 pm by parent/guardian

**Refusal to surrender the device is considered insubordination and students will be disciplined as such and will receive 3 Days Out of School Suspension.**

## Tardies

Tardies for the school year are cumulative. Students who arrive to school after 7:30 am will be expected to sign in at their grade level office. Each student must have a tardy slip to be admitted to class. This is an important record for the teachers to keep verifying student attendance. **Tardy is defined as not being in the classroom and ready to work at the bell.** If a student is late due to a medical appointment, the note from the medical office **MUST** be submitted to the office upon arrival to school. **A parent note will not suffice to excuse a Tardy.**

1 <sup>st</sup> Offense (3 <sup>rd</sup> Tardy):	1 Day ALC (In School Suspension) /2 days afterschool detention
2 <sup>nd</sup> Offense (6 <sup>th</sup> Tardy):	2 Days ALC (In School Suspension) /4 days afterschool detention
3 <sup>rd</sup> Offense (9 <sup>th</sup> Tardy):	3 Days ALC (In School Suspension)
4 <sup>th</sup> Offense (15 <sup>th</sup> Tardy):	2 Days OSS (Out of School Suspension)
<b>Every Third Tardy thereafter:</b>	<b>Insubordination. Refusing to report to assigned classes. Student will receive 3 Days Out of School Suspension.</b>

## Skipping/Willfully Not Reporting to School/Class

Skipping school/class is defined as a student not going to their assigned class. This may mean the student has gone to another classroom without permission, taken an extra lunch, or gone somewhere else on campus. If a student is more than 15 minutes late to class, he/she will be written up as Insubordination.

1 <sup>st</sup> Offense:	1 Day of ALC (In School Suspension)
2 <sup>nd</sup> Offense:	2 Days of ALC (In School Suspension)
3 <sup>rd</sup> Offense:	3 Days ALC (In School Suspension)
4 <sup>th</sup> Offense:	2 Days OSS (Out of School Suspension)
<b>Every Offense thereafter:</b>	<b>3 Days OSS (Out of School Suspension)</b>

## Leaving School or Grounds

Students who have a scheduled doctor's and/or dental appointment must turn in their parent notes by **8:00 am** for verification purposes to obtain a gate pass to leave campus. Students will only be released to those listed on their emergency contact list and with proper identification. Any notes obtained after 8:00 am, will **NOT** be accepted. Any student that leaves the school grounds without written permission may be suspended out of school for five (5) school days. This would be a Level II infraction.

## Illegal Substance Usage/Possession Policy

The use of tobacco products is strictly forbidden by WV State Law. E-Cigarettes or smokeless inhalers are considered inappropriate personal property. They deliver a foreign substance into the body including but not limited to nicotine. Students in possession of an e-cigarette/smokeless inhaler liquid/vapor, other than THC, will be held to the same discipline policy as tobacco usage. Tobacco usage will be defined as the possession and/or use of tobacco products or the visual presence of rising smoke (bathroom stalls, behind a wall anywhere on campus).

## Tobacco/Nicotine Possession/Usage

**A citation to appear in Magistrate Court WILL BE issued for any violation of the tobacco usage policy.**

**1<sup>st</sup> Offense:** Student will be placed in ISS for 3 days, and complete a cessation program. Additionally, a petition may be filed by the School Resource Officer.

**2<sup>nd</sup> Offense:** Student will receive ISS for 5 days, complete an additional cessation program and a petition may be filed by the School Resource Officer .

**3<sup>rd</sup> Offense and any Offense thereafter:** Student will be suspended for 10 days, a petition may be filed by the School Resource Officer and the student will be recommended to the Superintendent for expulsion.

## THC/Marijuana Possession/Usage Distribution

### Possession

**1<sup>st</sup> Offense:** Student will be suspended for 10 days out of school suspension and assigned to Saturday School/afterschool upon the completion of their suspension to complete a cessation program. If the student does not attend the assigned Saturday School/afterschool detention, the student will be issued another discipline referral for insubordination and be assigned a day of In School Suspension where they will complete the cessation program. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

**2<sup>nd</sup> Offense:** Student will be suspended 10 days and recommended for expulsion. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

## **Distribution of THC/Marijuana**

**Any Offense:** Student will be suspended 10 days and recommended for expulsion. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

## **Alcohol Possession/Usage**

**Any Offense:** 10 days OSS and recommendation for expulsion. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

## **Possession of Controlled Substance**

**Any Offense:** 10 days OSS and recommendation for expulsion. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

## **Sale or Distribution of Controlled Substance**

**Any Offense:** 10 days OSS and recommendation for expulsion. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

## **Alternative Learning Center**

The Alternative Learning Center (ALC) may be used as an alternative to out-of-school suspensions (OSS). Violations of ALC rules may result in out-of-school suspension.

- Students will always work on assigned materials during their stay in ALC. Students receiving a behavior report in ALC will be subject to further discipline.
- The teacher will escort all students at one time to the restroom. (Once in the a.m., once in the p.m.) No other breaks will be allowed.
- Students will be escorted to the cafeteria to pick up their lunch and the students will remain in the ALC room during lunch.
- Any disturbance caused by the student will result in further disciplinary action.
- Students are to remain silent. There will be no talking.
- Students are not permitted to leave the ALC room to attend a class for **ANY** reason.
- All school supplies, such as paper and pencils will be furnished by the student.
- Any student serving in ALC may not participate in any **co-curricular or extra-curricular** activity until the term in ALC is completed.
- All completed work must contain the teachers' name, subject, date, block, and the students' name. It must be turned in to the teacher by the end of each school day.
- You are always to remain alert with your head up and remain in your seat during ALC.
- **In case of illness, only an administrator can excuse you to go home. Then all work and time missed must be made up in the ALC room.**

- Failure to provide one filled assignment sheet for each day of ALC will result in further disciplinary action.
- Arriving to ALC tardy or failure to show up on designated assigned days will result in further disciplinary action.
- If you are written up in ALC, you will conference with your assigned Principal and further disciplinary action may be assigned.

## Dress Code

The following Dress Code is to be observed by all students. The purpose of the dress code is to enhance school safety, maintain school discipline, and to instill community values. It is not the intention of the dress code to inhibit legitimate student expression. Any clothing or accessory that is considered a disturbance to the overall function of the school is not to be worn. The following items are deemed inappropriate to be worn by any student during the school day or during any school related function:

- Students are not permitted to wear head gear of any kind (hats, hoods, bandanas, visors, caps, sweat bands, headbands) & no Sunglasses, or any beachwear
- Students are not permitted to wear clothing that reveals undergarments, or bare midriff. The midriff area will be considered as below the neckline and above the waist (sleeveless, boxer shorts, muscle shirts, side vent shirts, cut-off shirts, crop tops, spaghetti straps, tube tops, halter tops, mesh or see through, off the shoulder are not allowed)
- Students are not permitted to wear apparel, accessories, buttons, jewelry, or tattoos that depict vulgar, lewd, obscene, or offensive messages and any prohibited substances (drugs, alcohol, tobacco, confederate battle flag)
- Shorts, biker shorts, skirts, dresses, and holes in jeans worn above the knees must be at fingertip length with a relaxed shoulder. This includes Nike Pro Shorts, or any other comparable brand of short that may fit like the Nike Pro.
- Students must wear shoes at all times for health and safety.
- Students are not permitted to wear sleepwear (house slippers, house coats, bath robes, pajama pants, onesies)
- Students are not permitted to wear heavy chains, non-breakaway collars, jewelry that is pointed or sharp, or other items or accessories that are adaptable for use as a weapon.
- Students are not permitted to wear trench coats, dusters, or long coats of any kind.
- Students are not allowed to have and/or use blankets at any time.

When violations of the Dress Code occur, the student will be instructed to correct the violation. If necessary, the student's parents will be requested to bring an appropriate change of clothing to the school. If a change of clothing is necessary to comply with the code, but it is not possible for any reason, the student will be assigned to ALC (In School Suspension) for the remainder of the day. Repeated or willful violations of the Code will be subject to disciplinary action under the Student Code of Conduct.

- |  |   |
|--|---|
| <b>1<sup>st</sup> Offense:</b>         | Documented Warning and Clothing Change                                      |
| <b>2<sup>nd</sup> Offense:</b>         | Clothing Change and 1 Day ALC (In School Suspension) or 2 Days Afterschool  |
| <b>3<sup>rd</sup> Offense:</b>         | Clothing Change and 2 Days ALC (In School Suspension) or 4 Days Afterschool |
| <b>4<sup>th</sup> Offense or more:</b> | Clothing Change and 3 Days OSS (Out of School Suspension)                   |

# Physical Altercations

Depending on the severity of the incident, including horseplay, students may be subject to the following discipline:

**1<sup>st</sup> Offense:** 10 Days Out of School Suspension. Additionally, the School Resource Officer may file a petition with the Cabell County Court.

**2<sup>nd</sup> Offense:** 10 Days Out of School Suspension. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

**3<sup>rd</sup> Offense:** 10 Days Out of School Suspension; with recommendation for expulsion. Additionally, the School Resource Officer will file a petition with the Cabell County Court.

It is imperative for our students to realize that ANY student who videotapes a physical altercation will be subject to the same discipline as if they participated in altercation.

# Verbal Altercations

Depending on the severity of the incident, including loud disruptive behavior, or profane language, students may be subject to the following discipline:

**1<sup>st</sup> Offense:** 3 Days In School Suspension.

**2<sup>nd</sup> Offense:** 5 Days Out of School Suspension.

**3<sup>rd</sup> Offense:** 10 Days Out of School Suspension; with recommendation for expulsion for habitual behavior.. Additionally, the School Resource Officer may file a petition with the Cabell County Court.

It is imperative for our students to realize that ANY student who videotapes a verbal altercation will be subject to the same discipline as if they participated in altercation.

# Discipline of Students with Disabilities

State Policy 2419 Regulations for the Education of Exceptional Students delineates procedures for disciplining eligible special education students. Special education students may be disciplined under the regular education process if procedures are followed and there is not a direct relationship between the misconduct and the student's handicapping condition. Consequently, school wide procedures for suspension or expulsion may need to be modified when applied to students with disabilities.

# STOPit

Cabell County Schools began using the STOPit App. This app is available for use by any Cabell County School student. With STOPit, you have the power to protect yourself and others from harmful, inappropriate, or unsafe behavior. STOPit makes it easy to do the right thing. Students making false reports may be subject to disciplinary action.

**STOPit Mobile Access Code: CabellCMHS**

## Food Service

Cabell County Schools provide students with school meals that are nutritional, supports overall health and learning, and are following Cabell County Schools Local Wellness Policy. The district provides one breakfast and one lunch free of charge to students each day. The After-School Snack and Supper Programs are provided to students free of charge in participating schools that qualify. Meals are provided for children in the summer at selected sites. We encourage all students to participate daily in the Food Service Program.

All meals conform to nutritional standards set by USDA and the West Virginia Department of Education, Office of Child Nutrition. All meals are served as a unit that includes one milk for each breakfast and lunch.

(All previous balances are still due and payable to Cabell County Schools) Students must pay cash at the point of service for 2<sup>nd</sup> meals and extra milk.

Meal prices are as follows:	Breakfast	Lunch	Extra Milk
Adult Meals	\$3.00	\$4.00	
2 <sup>nd</sup> Meals for Students	\$3.00	\$4.00	
Extra Milk for Adults/Students			\$.35

Monthly menus are available at school sites and the Cabell County Schools web site. Special meals are provided for students who have special dietary needs that are accompanied with a completed form that include the physician's dietary orders. These forms are located at school sites. All other foods and beverages made available on school premises during the school day must meet the requirements set forth by USDA, Cabell County Schools, and the West Virginia Department of Education Office of Child Nutrition.

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

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascrusda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascrusda.gov/complaint\\_filing\\_cust.html](http://www.ascrusda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail: US Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410**
2. **Fax: (202) 690-7442**
3. **Email: [program.intake@asda.gov](mailto:program.intake@asda.gov)**

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## Student Attendance Regulations

### Refer to Cabell County Attendance Policy

School attendance is essential for successful growth and development of students. Cabell County School students are expected, and by law, required to attend school until they are 18 years old. When students do not come to school, the value of their education is diminished, and they lose the benefits of regular classroom instruction. When students fall behind and continuously struggle to catch up, they lose confidence in their ability, and may develop negative attitudes toward learning. Students, who attend regularly, develop responsibility, self-discipline and effective work skills needed now, and later, for the workplace or in furthering their education. Foremost, it is the legal responsibility of the parent to make sure their child attends school regularly and on time. Attendance and reporting to class on time shall be required of all students enrolled in school. Repeated violations of attendance, including repeated tardiness, may result in disciplinary actions.

### Absences:

West Virginia Code §18-8-1 and West Virginia Board of Education Policy 4110 permit students to be excused from school for:

- Five (5) absence verified by parent or guardian, annually.
- Medical - Doctor excuses-excessive use may result in contacting the physician for verification.
- Hazardous conditions – buses not running.
- Death in the immediate family of the student, up to three (3) days.
- Legal obligation
- Calamity – (2) days
- Observance of regular church ordinances/holidays.
- Leaves of educational values with prior approval of the school principal or Board of Education.

### A WRITTEN EXCUSE IS REQUIRED WHEN RETURNING TO SCHOOL

When a student has been absent for any reason, a written **excuse is required on the day the student returns to school**. The note must include: \*student's name\*reason for absence \*date(s) of absence \*signature of parent/guardian.

A parent note will not suffice to excuse a Tardy.

### Chronic Medical Excuse:

If your child is eligible and receives a chronic medical excuse, a doctor must complete a new one for each semester. When your child is absent due to a chronic illness, you must send a note stating to please see the chronic medial form on file.

# School Health Center

The Health Center provides primary medical care and mental health services, including diagnosis and treatment of illnesses, prescriptions, lab tests, and physical exams. A nurse practitioner who works in collaboration with a physician is available by appointment and for walk-in care. To receive care from the nurse practitioner or the counselor, students must enroll in the health center by completing the enrollment form that is sent home at the beginning of each school year. Students under the age of 18 must have a signed consent form from their parent/guardian. The health center is open on a set schedule during regular school hours. More information about the School Health Center can be located on the school website: [http://cmhs.cabellschools.com/parents\\_families/health\\_center](http://cmhs.cabellschools.com/parents_families/health_center)

**Prescription Medication:** Medication must be prescribed by your child's physician and the order form returned to school before that medication will be given by school personnel. Please follow the following steps for prescription medication:

- Parent/Guardian and Physician **MUST** sign on the physician's order sheet.
- Medication **MUST** be brought to the school by the parent/guardian in a properly labeled container from the pharmacy.
- Bring no more than **three (3) weeks** supply of medication to the school.
- The student is responsible for coming to the health center or to the designated person to take the prescribed medication.
- Pick up your child's medication on the last day of school. Any medication not picked up will be discarded at the end of the school year.
- A new order form is required for each school year or any changes/discontinuation of the medication.

**Non-Prescription/Over-the-Counter Medication:** It is the belief of the Board of Education that medication should be administered while at home. In most cases, using over the counter medication is not in the best interest of students. However, under certain conditions, it is in the best interests of the child to take medication during the school day. Students may self-administer non-prescription medication provided that certain conditions are met:

- Authorization of self-administration of over the counter medication form must be signed by the parent/guardian and school nurse. A new form must be presented for any changes and/or discontinuation of the medication.
- The school nurse or designated provider must be reasonably assured that the student is capable of taking his/her own medication.
- Over-the-Counter medication – up to a three day supply – must be kept in a properly labeled container from the pharmacy and may be kept on their person (purse, book bag, and backpack) or in their assigned locker.
- Failure to adhere to these conditions may result in the loss of privilege to self-medicate or further disciplinary action.
- Improper use of medication will result in consequences per the Cabell County Student Code of Conduct.

If you request your child be allowed to carry his/her medication and be responsible for its proper storage and use, you need to be aware and understand that the school, Cabell County Board of Education, its employees or agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student. You will hold harmless the school, Cabell County board of Education, and its employees or guardians and agents against any claims arising out of the self-administration of medications by the students. You will also understand that if your child fails to follow the said agreement, privileges to self-medicate will be withdrawn.

# Student Rights – Due Process

All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. These are also procedures which students must follow if they do not agree with the school's actions.

If a student does become involved in a situation in which a suspension or expulsion might result, a detailed description of the due process procedures is in the section entitled STUDENT RIGHTS AND RESPONSIBILITIES. The following summary is only to acquaint student and parents that such a procedure exists.

**Suspensions/Expulsions:** An administrator of the school has the right to suspend a student for a period of not more than 10 days. In cases of this type, an informal hearing between the principal, student and any other appropriate persons will be conducted. If after the hearing is completed, the principal decides suspension is necessary, it will become effective immediately. The principal will attempt to notify the parent or legal guardian by telephone or by mail before this action is taken. In cases of this type, a hearing, if an appeal is requested, will be conducted at the school with the principal.

The school principal has the right to recommend to the Superintendent that a student should be **expelled (expulsion)**. The Alternative Education Committee (AEC) will meet and review the case. If the AEC determines a 45-day placement is appropriate the parent/guardian will be notified. If the AEC determines a longer placement is justified, the hearing will be conducted before the Board of Education at the school district Central Office. If a student has violated a school rule, and is subject to expulsion, the notification process will include instructions regarding the due process.

**Review of Suspensions:** The student, or the student's parent/guardian, has the right to ask for a review of a suspension to see if procedures were followed according to the Code of Conduct.

## Harassment, Intimidation, or Bullying

### Policy 5517.01 - HARASSMENT, INTIMIDATION OR BULLYING

Please visit the "Board Policy" section at [www.cabellschools.com](http://www.cabellschools.com) and click on the Policy manual to view Policy 5517.01.

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, bullying or aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all school activities in the County, including school activities on and off of school property at any school-sponsored, school-approved or school-related activity or function, such as a field trip or athletic event where students are under the school's control, or where an employee is engaged in school business in monitoring student activity.

Any student who believes s/he has been or is the victim of harassment, intimidation, bullying or aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher, counselor or staff member with whom the student feels comfortable who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation, bullying or aggressive behavior directed toward a student. Reports may be made to those identified above. Parents or guardians of any student alleged to have been the perpetrator or victim of harassment, intimidation, bullying or aggressive behavior shall be notified of the same.

All complaints about harassment, intimidation, bullying or aggressive behavior that may violate this policy shall be promptly investigated and that investigation shall be completed as soon as practicable.

If the investigation finds an instance of harassment, intimidation, bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students up to discharge for employee, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in same manner as harassment, intimidation, bullying or aggressive behavior. Making intentionally false reports about harassment, intimidation, bullying or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, intimidation, bullying or aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three (3). Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious testing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature. Such behavior may or may not be based on the victim's age, race, religion, color, national origin, marital status or disability) sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury. Such behavior, again, may or may not be based on the victim's age, race, color, religion, national origin, disability, marital status, physical characteristic, cultural background, socioeconomic status, geographic location or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation or bullying"** is defined as any intentional gesture, or any intentional written, verbal or physical act 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/her person; or placing a student in reasonable fear of damage to his/her property; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

**"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.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

**Confidentiality:** Confidentiality of the filing of complaints, the identity of subjects and witnesses of any complaint and of any action taken as a result of such complaint is essential to the effectiveness of this policy. Only those individuals necessary for the investigation and resolution of the complaint shall be given information about it. Therefore, the right of confidentiality of complainants, subjects, witnesses, and investigators will be vigorously protected and violations of such confidentiality may itself be grounds for disciplinary action.

However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. In such circumstances, those involved shall make only those disclosures absolutely necessary to the final resolution of the complaint and completion of the investigation.

**Notification:** Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the County and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigate procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

West Virginia Department of Education policy 4373. WV Code 18-2C-1 through 6      Revised 11/16/10  
Students who violate the Harassment, Intimidation and Bullying Policy may be subject to the following discipline:

1. **First Offense:** 5 days Out of School Suspension.
2. **Second Offense:** 10 Days Out of School Suspension. Additionally, the School Resource Officer may file a petition with the Cabell County Court.
3. **Third Offense:** 10 Days Out of School Suspension. Additionally, the School Resource Officer may file a petition with the Cabell County Court.

It is imperative for our students and parents to realize that ANY student who videotapes an act of bullying/harassment will be subject to the same discipline as if they participated in the bullying and harassment.

## Safe Schools Act

The West Virginia Legislature passed the Safe Schools Act as a response to the concerns of parents, students, school personnel, and other citizens about incidents of violence in our schools. The intent of the law is to provide a safe environment where students can learn, and teachers can teach. This law applies to all students,

regardless of age. Cabell County Public Schools would like to assist you in becoming familiar with the key elements of this law and the disciplinary action associated with infractions. The Safe Schools Act of 1995 is enforceable when a student is on school grounds, on a school bus, or at a school-sponsored function.

**The infractions and corresponding punishments are listed below:**

### **Level IV Infractions:**

- A. Battery on a School Employee
- B. Felony
- C. Possession and/or Use of Dangerous Weapon
- D. Illegal Substance-Related Behaviors

**Punishment:** The Act mandates that the principal suspend the student and that the county board of education expel the student for a period not less than twelve consecutive months. \*

\*The county superintendent may shorten the expulsion by providing adequate written justification to the board, principal, faculty senate, and school LSIC.

### **Level III Infraction:**

- A. Battery Against a Student
- B. Defacing School Property/Vandalism
- C. False Fire Alarm
- D. Fraud/Forgery
- E. Gambling
- F. Habitual Violation of School Rules or Policies
- G. Hazing
- H. Improper or Negligent Operation of a Motor Vehicle
- I. Larceny
- J. Physical Altercation
- K. Profane Language/Obscene Gesture/Indecent Act Toward and Employee or a Student
- L. Sexual Misconduct
- M. Threats of Injury/Assault Against an Employee or a Student
- N. Trespassing
- O. Possession of Potentially Dangerous or Threatening Instruments
- P. Harassment/Bullying/Intimidation
- Q. Imitation Drugs: Possession, Use, Distribution, or Sale; Inhalant Abuse
- R. Possession/Use of Substance Containing Tobacco and/or Nicotine

**Punishment:** The principal will collaborate with law enforcement for those instances that are criminal. The principal may suspend the student and the board may expel the student for up to one year.

### **Level II Infraction:**

- a Gang Related Activity.
- b Insubordination.
- c Leaving School Without Permission.
- d Physical Fight Without Injury.
- e Possession of Imitation Weapon
- f Possession of Knife Not Meeting Dangerous Weapon Definition (WV Code 61-7-2)
- g Technology Misuse
- h Reprisal and Retaliation
- i Falsely Reporting Violations of the Student Code of Conduct

**Punishment:** The principal may suspend the student and the board may expel the student for up to one school year.

## **Level I Infraction:**

1. Cheating
2. Deceit
3. Disruptive/Disrespectful Conduct
4. Failure to Serve Detention
5. Falsifying Identity
6. Inappropriate Appearance
7. Inappropriate Display of Affection
8. Inappropriate Language
9. Possession of Inappropriate Personal Property
10. Skipping Class\*
11. Tardiness\*
12. Vehicle Parking Violation

**Punishment:** The principal may suspend the student.

## **Procedures for Teacher's Excluding Disruptive Students from the Classroom Environment**

Cabell Midland High School utilizes a tiered system of support to address student behavior. Appropriate progressive discipline will be used in determining appropriate interventions to improve and address behaviors. Students in grades 9-12 are subject to be excluded by the classroom teacher for behaviors that are deemed disruptive and obstruct the teaching and learning process.

If a teacher removes a student for an inappropriate behavior the student must be removed from the teacher's class the remainder of the day. If the student is removed from a classroom a total of three times, by one teacher or multiple teachers, in one calendar month for one or more of the behaviors, the student shall receive as determined by the principal an in-school suspension, an out-of-school suspension, or may be considered for placement at the designated Cabell County alternative learning location. However, if a student is referred to the alternative learning location, the school and district leadership team would follow the guidelines in the Cabell County Alternative Learning Guide. The teacher must record the behavior in WVEIS within 24 hours. Principals must support teachers in the discipline of students if proper cause and documentation is provided.

**The teacher or bus driver must write a discipline report and send the student from the classroom or bus to the appropriate administrator for any violations of the Safe School Act.**

If you have knowledge about illegal weapons or other dangers affecting students in the school environment, call the **Safe School Hotline – 1-800-723-3982**.

## **Code of Conduct Regulations**

*For more information please see the Cabell County Code of Conduct Policy @ <http://boe.cabe.k12.wv.us>*

**Rules and regulations of Cabell Midland High School are subject to modification and/or addition in order to address school needs as determined by the school administration at any time.**

**Cabell Midland High School's  
Alma Mater  
O, Alma Mater, we love you,  
And raise our voice to thee,  
A song of love and honor, too,  
Of faith and loyalty.  
Tho' years may dim our memories,  
And time will pass us by.  
May God protect our Alma Mater,  
Dear Cabell Midland High.**



**DISCRIMINATION PROHIBITED**

The Cabell County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, and national origin in employment or in the administration of any of its educational programs and activities. **NOTE: State and Federal Laws include Title IX, Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Section 504; and other State or Federal laws and regulations governing students and employees.**

