

Behaviors for Which Students may be Suspended

A principal **may suspend** a student from school, or transportation to or from the school on any school bus, if the student, in the determination of the principal after an informal hearing, has:

1. Threatened to injure, or in any manner injured, a student, teacher, administrator or other school personnel;
2. Willfully disobeyed a teacher;
3. Possessed alcohol in an educational facility, on school grounds, a school bus or at any school-sponsored function;
4. Used profane language directed at a school employee or student;
5. Intentionally defaced any school property;
6. Participated in any physical altercation with another person while under the authority of school personnel; or
7. Habitually violated school rules or policies.

If a student has been suspended for these reasons, the principal **may** request that the superintendent recommend to the county board that the student be expelled.

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

1. **In-School Suspension:** Instances in which a student is temporarily removed from his/her classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel and continues to receive instructional support. Direct supervision means school personnel are physically in the same location as students under their supervision. Settings may include other locations within the school building or removal to another school, such as an alternative school, provided the student remains in direct supervision of school personnel.
2. **Out-of-School Suspension:** Instances in which a student is temporarily removed from his/her school for disciplinary purposes to another setting pursuant to W. Va. Code §18A-5-1a (e.g., home, community setting). This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the student continues to receive services according to his/her IEP. The student is not under direct supervision of school personnel as defined under in-school suspension.

Behaviors Which Require a Student's Suspension

A principal **shall** suspend a student from school or from transportation to or from the school on any school bus if the student, in the determination of the principal after an informal hearing, has committed on a school bus, on the premises of an educational facility or at a school-sponsored function:

1. Battery on a school employee;
2. Possession of a deadly weapon; or
3. Sale of a narcotic drug.

If a student has been suspended for these reasons, the principal **shall**, within twenty-four hours, request that the county superintendent recommend to the county board that the student be expelled.

A principal **shall** suspend a student from school, or from transportation to or from the school on any school bus, if the student, in the determination of the principal after an informal hearing, has committed: (1) an act or engaged in conduct that would constitute a felony under the laws of this state if committed by an adult; or (2) unlawfully possessed on the premises of an educational facility or at a school-sponsored function a controlled substance governed by the uniform controlled substances act.

Students may not participate in any school-sponsored activities, ride a school bus, or be permitted on school grounds during the period of suspension without permission of school officials.

Suspension from Extracurricular Activities

Attending or participating in extracurricular activities is a privilege and carries with it the responsibility of good behavior in and out of school. Failure to meet this responsibility renders the student liable to the suspension of the privilege of representing the school.

Decisions relative to the eligibility or ineligibility of students for extracurricular activities or organizational offices of students are delegated to administration and to those individuals who are in charge of the activities.

Bus Suspension

A disciplinary measure which may be taken for transportation violations is bus suspension. During this period, the parents will be responsible for transportation to school.

Alternative School

The Brooke County alternative education program is a temporary departure from the regular school program and it is designed to provide educational and social development for students whose disruptive behavior places them at risk of not succeeding in the traditional school structures and in adult life without positive interventions. It shall also be the placement for students who have been expelled from school according to State School Board policies and/or state laws (WVC §18A-5-1a).

A thorough and efficient education must be available to all students, whether they are placed in regular or alternative programs. *WVC § 18-2-6; §18-8-6; §18-9A-21; SBP 2418 and SBP 2510*

Purposes:

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

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

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

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

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

Inappropriate Behavior and Meaningful Intervention and Consequences

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

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

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

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

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

The interventions and consequences contained in the following pages are taken from SBP 4373.

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

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

LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.		
Behaviors	Definitions Level 2	Interventions and Consequences
Gang Related Activity	A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s educational mission. Gang activity includes: <ul style="list-style-type: none"> Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. Recruiting student(s) for gangs. 	<ul style="list-style-type: none"> Administrator/student conference or reprimand Administrator and teacher-parent/guardian conference Referral to support staff or agencies for counseling or other therapeutic services Daily/weekly progress reports Behavioral contracts Change in the student’s class schedule School service assignment Confiscation of inappropriate item Revocation of privileges Restitution/restoration Before and/or after-school detention Denial of participation in class and/or school activities Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) Voluntary weekend detention (Superintendent’s Interpretation of May 12, 2006) In-school suspension Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in Chapter 6, Section 2)West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class. The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter. Expulsion Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.	
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.	
Leaving School Without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.	
Physical Fight Without Injury	A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.	
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.	
Possession of Knife not meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)	A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.	
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	
Technology Misuse	A student will not violate the terms of WVBE Policy 2460 , Safety and Acceptable Use of the Internet by Students and Educators.	

LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with W. Va. Code §18A-5-1a, subsections (b) through (h)		
Behaviors	Definitions Level 3	Interventions and Consequences
Battery Against a Student	A student will not unlawfully and intentionally injure another student.	<p>Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.</p> <p>In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:</p> <ul style="list-style-type: none"> • Administrator/student conference or reprimand • Administrator and teacher-parent/guardian conference • Referral to support staff or agencies for counseling or other therapeutic services • Notification of appropriate Health and Human Resources • Daily/weekly progress reports • Behavioral contracts • Change in the student’s class schedule • School service assignment • Confiscation of inappropriate item(s) • Revocation of privileges • Restitution/restoration • Before and/or after-school detention • Denial of participation in class and/or school activities • Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) • Voluntary weekend detention (Superintendent’s Interpretation of May 12, 2006)
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.	
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.	
Fraud/ Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.	
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	
Hazing	A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.	
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.	
Larceny	A student will not, without permission, take another person’s property or have another person’s property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13 .	
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.	
Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code §61-2-15].	
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.	

	<ul style="list-style-type: none"> the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities. <p><u>Racial harassment</u> consists of physical, verbal or written conduct relating to an individual's race when the conduct:</p> <ul style="list-style-type: none"> has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities. <p><u>Religious/ethnic harassment</u> consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:</p> <ul style="list-style-type: none"> has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities. <p><u>Sexual violence</u> is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:</p> <ul style="list-style-type: none"> touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another. threatening or forcing exposure of intimate apparel or body parts by removal of clothing. <p><u>Racial violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</p> <p><u>Religious/ethnic violence</u> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.</p>	
<p>Imitation Drugs: Possession, Use, Distribution or Sale</p>	<p>A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.</p>	<p>The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must</p>
<p>Inhalant Abuse</p>	<p>A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.</p>	

<p>Possession/ Use of Substance Containing Tobacco and/or Nicotine</p>	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.</p> <p><u>Special considerations</u> according to West Virginia Code §16-9A-4.</p> <ul style="list-style-type: none"> • No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events. • Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students. • An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy 2422.8 - Medication Administration must be followed in order for students to use such products on school property or at school sponsored events. 	<p>be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.</p>
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Behaviors	Definitions – Level 4	
	<p>LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a(a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1994. These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a and paraphrased in Chapter 3, Sections 4 and 5 of this manual.</p>	
<p>Battery Against a School Employee</p>	<p>A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code §61-2-15(b).</p>	
<p>Felony</p>	<p>A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code §61-3-1), malicious wounding and unlawful wounding (West Virginia Code §61-2-9), bomb threat (West Virginia Code §61-6-17), sexual assault (West Virginia Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code §61-6-24) and grand larceny (West Virginia Code §61-3-13).</p>	
<p>Illegal Substance Related Behaviors</p>	<p>A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 - Medication Administration and instances of prescription drug abuse.</p>	
<p>Possession and/or Use of Dangerous Weapon</p>	<p>According to West Virginia Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in West Virginia Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code §61-7-11a.</p> <p>As defined in West Virginia Code §61-7-2, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.</p>	

Student Inquiry and Expression***Freedom of Religion:***

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

Freedom of Speech

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

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

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

Freedom to Petition and Assemble

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

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

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

Extra-Curricular Activities

Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester. Those students participating in a GED program whose grade point average for the last semester before entering into the program was below 2.0 grade point average may become eligible if they achieve a 2.0 average or better the mid-point of the second semester (the nine week point) in the same manner as students enrolled in the regular curriculum as outlined in WVBE Policy 2436.10. Fees may be required to help support the cost of extra-curricular activities; however, the fees should be kept to a minimum in order to further equal opportunity for participation regardless of economic status. If fees are to be paid by a student who cannot afford those fees, school officials shall develop options that will allow the student to participate.

Child Abuse Prevention

Students have the right to grow up without being physically or sexually abused at school, in the home or the community. WVC §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional. The school professional will assist students

BROOKE COUNTY SCHOOLS



ACCEPTABLE USE FORM for STUDENTS

K-Adult

2018-2019

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

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

Student responsibilities:

- I will use all technology (including but not limited to computers, cell phones, laptops, netbooks, PDA's, MP3 players, iPods/iPads, and other electronic devices) only for educational purposes approved by BCS and under the supervision of approved BCS personnel. I understand that all computers and all technology are property of BCS; their use is not private and use may be monitored and all files stored on computers or the server can be reviewed.
- I will not access, read, print, create, send or post unethical, illegal, immoral, inappropriate, or obscene materials.
- I will not send harassing messages, pictures or information of any type to anyone from any device including personal devices –resulting in “cyber bullying”.
- I will not disclose, use, or disseminate personal information unless approved by authorized BCS personnel for a specific educational purpose.
- I will not misrepresent myself or use an alias; use another student's username and password; or allow others to use my username and password.
- I will not access e-mail from a free or unsecured mail server. E-mail may be accessed through an “stu.k12.wv.us” (Office 365) or brooke.k12.wv.us (Google) account and only for educational purposes. This e-mail account may be monitored.
- I will not participate in direct electronic messaging/posting activities (social networking, chat, wikis, blogs, etc.) during school unless assigned for a specific education purpose and under the direct supervision of the authorized BCS personnel responsible for the assigned activity. I will not attempt to access social networking, chat, etc., sites on any device, including personal devices during the school day. Social networking includes sites such as Facebook, Twitter, Yammer, and many more.
- In order to preserve bandwidth for all users, I will refrain from any “gaming” except the use of educational games that have been assigned to me and are supervised.
- I will not attach devices to school equipment or network unless I have been given prior authorization; these devices may be confiscated. Devices include iPods/iPads/iPhones, mp3 players, cell phones, tablets, laptops, etc.
- I will treat all equipment with care and respect. I will not have food or drink near any equipment. I will not interfere with or disrupt other users, service, or equipment.

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

Student Fair use and Copyright:

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

Student Network Security:

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

I understand that these guidelines include use of personal devices such as cell phones, laptops, iPods/iPads/iPhones, MP3 players, and other electronic technologies. I will not access school network resources with personal devices without the specific permission of the school network administrator. Devices that are connected without permission can and will be banned on the school network. I will not use such devices for cheating, taking inappropriate pictures/videos, copying of materials that could be used for cheating, text messaging, circumventing the state/county network/internet filtering, cyber bullying, harassment, or any inappropriate communication. I understand that CIPA (Children's Internet Protection Act) requires that all Internet access be filtered; therefore, I will not use personal devices to circumvent these guidelines.

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

For further information refer to both, West Virginia State Policy 2460 (<http://wvde.state.wv.us/policies/>) and BCS policy and guidelines (File I) (<https://wv01919545.schoolwires.net/Page/1372>). These policies are established to ensure safe, appropriate and educational use. Post this list at home and periodically go over these guidelines. <https://www.common sense media.org/>

**Brooke County Schools
ACCEPTABLE USE POLICY
SIGNATURE PAGE**

**K – Adult
2018-2019**

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

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

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

Student Name (print) _____ ID# _____

Student Signature _____ Date _____

Homeroom Teacher _____

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

Please return this page to school

Protect your new Chromebook from accidents!

There is a website just for Brooke County School parents to protect their student's device from the costs of repairs/replacements due to accidents or theft.

- Get plans that protect against:
 - Accidental drops.
 - Broken Screens.
 - Theft or loss (Platinum plan).
 - Battery replacement.
- Get a quality protective cases/sleeves.
- Bundle a protection plan with a case/sleeve.
- Plans start at under \$25/yr.
- Protective cases/sleeves start at \$15.
- Bundle warranties with a case/sleeve.

Compare the protection plans at: <https://trinity3.com/Warranty/Warranties>

If you wish to purchase a plan, enter your email below and return to school after receiving your chromebook. You will be sent information via email on how to purchase a warranty. Warranties can only be purchased for a limited time.

Student's Name: _____

Parent/Guardian Name: _____

Parent's email: _____

- I will not visit sites that are inappropriate.
- I will ensure that the information, pictures, and materials I post online will not put me or others at risk.
- I will never give out personal information – mine or another persons, including, but not limited to, last names, phone numbers, addresses, exact birth dates, or schedule of my activities.
- I will protect my passwords, accounts, and resources.
- I will tell my teacher right away if I run across inappropriate material that makes me feel uncomfortable.
- I understand that what I post online is not private.
- I will respect others and their property online and offline
- I will not use the Chromebook or any other device to antagonize, bully, harass or stalk other people.
- What is inappropriate in the classroom is inappropriate online.
- I will do my own work.
- I will not use other people’s intellectual property (information) without their permission.
- I understand that it is a violation of copyright law to copy and paste other’s thoughts without giving them credit. Credible sources such as websites, books, etc. should be cited in my work
- I understand that pictures and music are also be protected under copyright laws.
- I will use and abide by the fair use rules.
- I will request permission to use the software and media others produce and give credit.
- I will use only free and open source alternatives provided by Google apps for education and BCS resources.

DISCIPLINARY ACTIONS:

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

Here are some examples of violations of acceptable use guidelines:

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

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

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

SPARE EQUIPMENT and LENDING:

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

WARRANTY and PROTECTIVE CASES

Though not required, we strongly suggest you purchase a warranty and a protective case for your new Chromebook. Though Brooke County Schools does not offer this this service directly, we have arranged for these services to be offered to parents by Trinity3 Technologies. Brooke County Schools is not affiliated with Trinity3. These services include:

- **Warranty plans (INSURANCE):**
 - The factory warranty will not cover the accidental damage, loss or theft. Warranty plans can be purchased **directly** from Trinity3 Technology. Trinity3 offers plans that provide ranging from accidental damage (except vandalism) up to theft/loss. These Gold or Platinum plans can provide coverage at for 1-4 years and can be purchased for under \$24/yr. Please visit: <https://trinity3.com/Portal/bcs> to see which plan fits your needs.
- **Protective cases:**
 - We also suggest purchasing a good quality, sturdy, protective carrying case to transport your Chromebook. We have asked Trinity3 to provide several models of cases/sleeves. We have tested these cases and feel they are superior quality and start at just \$15.
- **Protection Bundles:**
 - Bundle a warranty plan along with a protective case for better protection and saving.

Please visit <https://trinity3.com/Portal/bcs> for more information.

PLEASE RETAIN THE FRONT PAGES FOR REFERENCE.

SIGN & RETURN ONLY THE SIGNATURE PAGE.

Brooke County Schools
CHROMEBOOK AGREEMENT
SIGNATURE PAGE

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

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

Student Name (print): _____

Student ID #: _____ Chromebook #: _____

Student Signature: _____ Date: _____

Homeroom Teacher: _____ Grade: _____

Parent Name (print): _____

Parent Signature: _____ Date: _____

**PLEASE RETURN THIS PAGE ONLY
TO YOUR CHILD'S HOMEROOM TEACHER**

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

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

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

2. **Medication:** _____

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

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

5. **Medication is to be continued until:** _____

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

7. **Parent Signature:** _____ **Date** _____

Physician must sign below for all medication.

Physician's Statement:

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

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

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

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

Physician's Signature _____ **Date** _____

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

Student Services Handbook Signature Page

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

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

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

- _____ FERPA page 9 The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- _____ Attendance page West Virginia 12 Policy 4110
- _____ Exam Policy page 25 (High School Only) Brooke County Policy IOF
- _____ Discipline page 36 West Virginia Policy 4373
- _____ Acceptable Use Policy page
- _____ Acceptable Dress Policy

Parent’s Signature Date

Student’s Signature Date

Homeroom Teacher’s Signature Date