

# SCOTT HIGH SCHOOL



2020-2021

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**Dr. Jacob Messer**  
**Principal**

**Danielle Martin**  
**Assistant Principal**

## **NON-DISCRIMINATORY STATEMENT**

In pursuit of a total education (curricular, extra-curricular, or co-curricular), Scott High School does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status, or national origin.

## **WELCOME**

Welcome to the 2020-2021 school year here at Scott High School! The administration, faculty, and staff wish you the best and hope you have a successful year in which you grow academically, behaviorally, and socially. Our goal is for you to leave Scott High School college and career ready so you will have the confidence and skills to fulfill your dreams and reach your potential. We will do our part as educators, but you have to do your part as students, which means you need to come to school, behave at school, and work hard and try your best at school. If you do those things, you will be successful. We want Scott High School to be known throughout West Virginia as a School of Excellence, but we cannot do it without you. It will take a team effort, but it can be done. With your cooperation, it will be done. Then, when you fill out a college or job application and you write down "Scott High School," you will have an advantage over your competitors because people will know you graduated from a school in which excellence is expected and achieved.

Jacob Messer, Principal

Danielle Martin, Assistant Principal

## **MISSION AND VISION STATEMENTS**

One School... One Purpose... One Day at a Time

Our Staff Will Commit... Our Students Will Learn... Our World Will Benefit

All In, Every Day!

Always Be Excellent In Everything You Do!

## **ALL IN PROGRAM**

In conjunction with our motto — "All In, Every Day" — last year we started a program that shows our schoolwide commitment to excellence in everything we do. When Scott High School employees and students are "all in," that means they promise to give their best efforts every day regardless of the circumstances that life throws at them — and then they actually do it. In other words, they not only talk the talk, but also walk the walk. As Aristotle once said, "We are what we repeatedly do. Excellence, then, is not an act, but a habit." At Scott High School, we want to establish habits that produce excellence in school and life. With that in mind, we emphasize, recognize, and reward excellence in academic achievement, attendance, and behavior with our "All In" program. We check students' academic, attendance, and behavior records every four and a half weeks to determine if they meet the criteria. These checks coincide with the timelines for progress reports and report cards.

To qualify at the progress report benchmark throughout the year, students must be passing all classes with a C, a B, or an A; have two or fewer absences (excused or unexcused) during that four-and-a-half-week timeframe; and have two or fewer days of detention, no days of in-school suspension, and no days of out-of-school suspension during that four-and-a-half-week timeframe.

To qualify at the report card benchmark throughout the year, students must be passing all classes with a C, a B, or an A; have four and a half or fewer absences (excused or unexcused) during that nine-week timeframe; and have four or fewer days of detention, no days of in-school suspension, and no days of out-of-school suspension during that nine-week timeframe.

To qualify at the semester benchmark throughout the year, students must be passing all classes with a C, a B, or an A; have nine or fewer absences (excused or unexcused) during that 18-week timeframe; and have eight or fewer days of detention, no days of in-school suspension, and no days of out-of-school suspension during that 18-week timeframe. We realize even the best students have tough times in which their academic achievement, attendance, or behavior is not as good as it normally is, so we also will reward consistency by allowing them to qualify for semester trips as long as they qualified in at least three of the four benchmarks during that 18-week timeframe.

Students receive certificates and rewards if they qualify at the progress report benchmarks. They receive certificates, rewards, and activity time if they qualify at the report card benchmarks. They receive certificates and invitations to a reward trip if they qualify at the semester benchmarks. The tentative benchmark dates are October 1 (first nine weeks progress report), November 2 (first nine weeks report card), December 14 (second nine weeks progress report), January 26 (second nine weeks report card and end of first semester), February 26 (third nine weeks progress report), March 30 (third nine weeks report card), May 3 (fourth nine weeks progress report), and June 1 (fourth nine weeks report card and end of second semester). Those dates will change if school is cancelled for any reason throughout the year. Potential reward trip destinations include Ace Adventure Resort, Columbus Zoo, Kings Island, Marquee Cinemas, The Wilds, WaterWays, Waves of Fun, and Winterplace. Other potential options are an Appalachian Power baseball game or sporting events at Marshall University, University of Charleston, West Virginia State University, or West Virginia University.

## **STUDENTS OF THE WEEK AND STUDENTS OF THE MONTH**

Student of the Week selections will be based on attendance, behavior, and academic achievement, all of which are components of our All In program. Each teacher will select a student of the week each week and give the student a Student of the Week certificate, call the student's parents or guardians, and display the student's name outside the teacher's door. Each teacher also will email his or her student of the week to Dr. Messer, who will announce their names during the Monday morning announcements and enter their names into a random drawing for a monthly prize.

Student of the Month selections will be based on character traits of successful people. Each teacher will select a student of the month each month and give the student a Student of the Month certificate, call the student's parents or guardians, and display the student's name outside the teacher's door. Each teacher also will email his or her student of the month to Dr. Messer, who will announce their names during the Monday morning announcements and enter their names into a random drawing for a monthly prize.

Month	Character Trait	Examples
September	Responsibility	being accountable, pursuing excellence, and exercising self-control and self-discipline
October	Respect	Properly recognizing, considering, and honoring the worth of one's self and others
November	Enthusiasm	demonstrating a positive attitude and a strong feeling of excitement toward class, school, and community activities
December	Citizenship	positively contributing to society and community and dutifully respecting authority and the law
January	Caring	showing a genuine concern for the welfare of others and being a kind, supportive person to others
February	Gratitude	feeling and expressing thankful appreciation for benefits received
March	Fairness	treating people and ideas with justice and impartiality
April	Perseverance	demonstrating persistence, dedication, and an exemplary work ethic
May	Trustworthiness	inspiring confidence in one's honesty, integrity, and reliability
June	Leadership	personifying all of the above character traits and setting positive examples for their peers in all situations

## STUDENT CODE OF CONDUCT

In order for every student to have the opportunity to reach his or her potential, every student in the public schools of West Virginia **SHALL NOT** exhibit the following behaviors:

- |  |  |
|--|--|
| 1. Anti-social conduct                 | 8. Possession of inappropriate personal property |
| 2. Cheating                            | 9. Tardiness                                     |
| 3. Disorderly conduct                  | 10. Technology abuse                             |
| 4. Improper operation of motor vehicle | 11. Tobacco                                      |
| 5. Inappropriate displays of affection | 12. Trespassing                                  |
| 6. Inappropriate dress and grooming    | 13. Truancy                                      |
| 7. Leaving school without permission   |  |

## DISCIPLINE POLICY

One of the most important lessons education should teach is discipline. Although it does not appear as a subject, it is the basis for the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. Also, it is the key to good conduct and proper consideration for other people. With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint, which will make you a better person.

## EXPLANATION OF IMPORTANT TERMS

**Offense:** A violation of school rules occurring on school property, while riding a school bus, or while attending any activity or function under the jurisdiction of the school.

**School Time:** West Virginia State Law puts students under the jurisdiction of the school from the time they leave home to come to school until they arrive back at home at the end of the school day and/or any activity or trip conducted under the auspices of Boone County Schools.

**Tardies:** It is the responsibility of the student to arrive to class on time. Warning bells sound at one minute before the tardy bell for each class and homeroom.

**In-School-Suspension (ISS):** Suspension of students from the school setting has become a last-resort sanction imposed by the schools. In-school suspension is a way to deal with student discipline problems that normally would result in out-of-school suspension. While students are in ISS, they will complete a character education packet for each day of the suspension. Failure to complete a character education packet before the end of the day will result in an additional day of ISS. Students will be responsible for completing their normal classroom assignments on their own time unless they finish the assigned character education packet early. They then may work on their normal classroom assignments, as provided by their regular classroom teachers, under the supervision and guidance of the ISS supervisor. Students are totally restricted during ISS. They will be with the ISS supervisor in a designated place for the entire school day until re-entry is earned to the regular program by meeting specific requirements.

**Out-of-School Suspension (OSS):** Suspension from school for a specified number of days (up to 10 days) for any offense means the student may not attend class or any other school function, ride a school bus, or enter school grounds, except for a pre-arranged conference with a school administrator. It also includes not being able to attend or participate in after-school functions, such as sports, dances, homecoming activities, etc. When a student commits an offense and is suspended on Friday during school, the suspension begins at the end of the school day; therefore, a student would be unable to participate in any Friday night activities or events. Furthermore, he or she may not participate in school-sponsored activities until the next school day following the suspension or expulsion. The student must have met all re-entry requirements before being permitted to return to school.

**Expulsion:** The Board of Education may authorize the expulsion of any student for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for the violation of written rules and regulations established by the county or state boards of education. Expulsion is the loss of privilege to attend classes or other school functions for a period of up to one year.

**Detention:** Detention may be assigned at the discretion of teachers and administrators for several types of student violations. Detention will run for the entire lunch period. Failure to report may result in ISS or OSS.

## POLICIES USED TO GOVERN DISCIPLINE

**Drug and Alcohol Abuse (County):** Any student who has in his or her possession or is under the influence of a controlled substance or alcohol shall be suspended from school for not more than 10 days and a possible recommendation for expulsion from Boone County Schools. The parent(s) must accompany the student back to school for a conference with the school officials before conditional re-admittance is granted. If the parent(s) do not appear for a conference, the matter will be referred to the Superintendent of Schools, who may grant an extension of the suspension and report the matter to the Board of Education. A warrant may be secured by the investigating officer for the arrest of the individual suspended for selling or passing a controlled substance or alcohol.

**Tobacco Use:** Students shall not smoke or dip snuff in the building or on school property. Use of any tobacco product on school property is illegal and may involve legal action to be taken. In addition, students are not to have in their possession or on their person any tobacco product, electronic cigarettes, or a vapor pen while they are on school property.

## DISCIPLINARY ACTION

### Level IV Offenses

#### Illegal Substance-Related Behaviors and Drug Possession and/or Use

**All offenses:** Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/possible juvenile drug court/incorrigible petition filed with juvenile court system

#### Possession and/or use of Dangerous Weapon

**All offenses:** Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/incorrigible petition filed with juvenile court system

#### Battery against a School Employee

**All offenses:** Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/incorrigible petition filed with juvenile court system

**Any Felony**

*(arson, bomb threat, sexual assault, terrorist act, malicious wounding, etc.)*

**All offenses:** Parent conference/10 days OSS/contact law enforcement/expulsion recommendation/incorrigible petition filed with juvenile court system

**Illegal Substance-Related Behaviors and Alcohol Possession and/or Use**

**All offenses:** Parent conference/5-10 days OSS/possible law enforcement contact/possible expulsion recommendation/possible juvenile drug court/incorrigible petition filed with juvenile court system

**Level III Offenses**

**Battery against a Student**

*(a student will not unlawfully and intentionally injure another student)*

**All offenses:** 10 days OSS/contact law enforcement/possible expulsion recommendation/incorrigible petition filed with juvenile court system

**Bullying/Harassment/Intimidation/Derogatory Remarks**

*(racial, sexual, ethnic, religious, disability, etc.)*

**1<sup>st</sup> offense:** Parent conference/1-3 days ISS

**2<sup>nd</sup> offense:** Parent conference/minimum 3 days OSS

**All other offenses:** Parent conference/discretion of administrator up to 10 days OSS

**False Fire Alarm**

*(any student who knowingly and willingly sets off a fire alarm)*

**All offenses:** Parent conference/5-10 days OSS

**Defacing School Property/Vandalism**

**All offenses:** Parent conference/possible ISS or OSS/restitution/contact law enforcement

**Tobacco/Electronic Cigarettes/Vapor Pens Possession or Use**

**1<sup>st</sup> offense:** Parent conference/3 days ISS

**2<sup>nd</sup> offense:** Parent conference/3 days OSS/citation from a police officer resulting in a fine or community service

**All other offenses:** Parent conference/3-5 days OSS/citation from a police officer resulting in a fine or community service/incorrigible petition filed with juvenile court system

**Threat of Injury/Violent Behavior**

**All offenses:** Parent conference/minimum 3 days OSS and up to 10 days OSS/possible expulsion recommendation

**Stealing/Larceny**

**All offenses:** Depending on the value of the stolen item, the administration will use discretion to fit the disciplinary action to the offense. Students may have to make restitution. Authorities will be notified if appropriate. Property valued over \$1,000 is considered to be a felony.

**Level II Offenses**

**Physical Fight without Injury**

**1<sup>st</sup> offense:** Parent conference/5 days OSS/possible law enforcement contact/possible incorrigible petition filed with juvenile court system

**2<sup>nd</sup> offense:** Parent conference/5-10 days OSS/contact law enforcement/incorrigible petition filed with juvenile court system

**All other offenses:** Parent conference/10 days OSS/contact probation officer/possible recommendation for expulsion

**Possession of a knife or similar object under 3½ inches in length**

**1<sup>st</sup> offense:** Parent conference/3 days OSS/confiscation of weapon

**All other offenses:** Parent conference/5 days OSS/confiscation of weapon

**Abusive Language Directed Toward Faculty or Student**

**All offenses:** Parent conference/3-5 days OSS

**Profane Language/Obscenity**

**1<sup>st</sup> offense:** Parent conference/3 days detention

**2<sup>nd</sup> offense:** Parent conference/1 day ISS

**3<sup>rd</sup> offense:** Parent conference/1-3 days ISS

**All other offenses:** Parent conference/1-3 days OSS

**Insubordination**

*(a student who ignores or refuses to comply with directions or instructions from school authority)*

**1<sup>st</sup> offense:** Parent conference/1-3 days ISS

**2<sup>nd</sup> offense:** Parent conference/1-3 days OSS

**All other offenses:** Parent conference/3-5 days OSS

**Disrespect to Faculty**

**1<sup>st</sup> offense:** Parent conference/1-3 days ISS

**2<sup>nd</sup> offense:** Parent conference/3-5 days ISS

**3<sup>rd</sup> offense:** Parent conference/1-3 days OSS

**All other offenses:** Parent conference/3-5 days OSS

**Leaving the Building/Going off the Campus/Being in Off-Limit Areas**

**1<sup>st</sup> offense:** Parent conference/3 days ISS

**2<sup>nd</sup> offense:** Parent conference 3 days OSS

**All other offenses:** Parent conference/ 5 days OSS/incorrigible petition filed with juvenile court system

**Excessive Days of Noon Detention per Semester**

After a student receives his or her 5<sup>th</sup> day of noon detention for any reason in a semester, the 5<sup>th</sup> and each additional assignment of detention will result in 1 day of ISS.

**Excessive Days of ISS per School Year**

After a student receives his or her 5<sup>th</sup> assignment of ISS for any reason in the school year, the 5<sup>th</sup> and each additional assignment of ISS will result in an equal number of days of OSS.

**Habitual Violation of School Rules**

**All offenses:** Parent conference/3-5 days OSS

**Level I Offenses**

**Skipping Class**

**1<sup>st</sup> offense:** Parent conference/1 day ISS

**2<sup>nd</sup> offense:** Parent conference/3 days ISS

**All other offenses:** Parent conference/5 days ISS

**Dress Code Violation**

**All incidents:** Change clothing immediately

**1<sup>st</sup> offense:** Parent conference/1 day detention

**2<sup>nd</sup> offense:** Parent conference/3 days detention

**3<sup>rd</sup> offense:** Parent conference/1-3 days ISS

**All other offenses:** Parent conference/3-5 days ISS

Hats are NOT to be worn in the building; doing so will be treated as a dress code violation.

**Tardiness to School/Late Sign-In/Early Sign-Out per Nine Weeks**

**1<sup>st</sup> offense:** 3 sign-ins or 3 sign-outs will result in 1 day detention

**2<sup>nd</sup> offense:** 6 sign-ins or 6 sign-outs will result in 3 days detention

**All other offenses:** 9 or more sign-ins or 9 or more sign-outs will result in 1 day ISS

**Inappropriate Displays of Affection**

**1<sup>st</sup> offense:** Parent conference/1 day detention  
**2<sup>nd</sup> offense:** Parent conference/3 days detention  
**All other offenses:** Parent conference/1-3 days ISS

**Disrupting Class (not following classroom rules)**

**1<sup>st</sup> offense:** Parent conference/1 day detention  
**2<sup>nd</sup> offense:** Parent conference/1-3 days ISS  
**All other offenses:** Parent conference/3-5 days ISS

**Inciting or Instigating Disruptive Behavior**

(This can occur through face-to-face conversations or social media messages)

**1<sup>st</sup> offense:** Parent conference/1-3 days ISS  
**2<sup>nd</sup> offense:** Parent conference/3-5 days ISS  
**3<sup>rd</sup> offense:** Parent conference/1-3 days OSS  
**All other offenses:** Parent conference/3-5 days OSS

**Cell Phones/Electronic Devices**

**1<sup>st</sup> offense:** 1 day detention/cell phone taken to office/student must pick up cell phone at the end of the school day  
**2<sup>nd</sup> offense:** 3 days detention/cell phone taken to office/student must pick up cell phone at the end of the day  
**3<sup>rd</sup> offense:** Parent conference/1 day ISS/cell phone taken to office/parent notified to pick up cell phone from administrator  
**All other offenses:** Parent conference/3 days ISS/cell phone taken to office/parent notified to pick up cell phone from

administrator/no cell phone at school for 1 semester\*

\*If student brings cell phone to school during that time, he or she will serve 3 days of out-of-school suspension for insubordination and will have his or her cell phone privileges revoked for the rest of the school year.

Students cannot use their cell phones and electronic devices during class; they can use their cell phones and electronic devices during homeroom, between classes, and during lunch. All cell phones and electronic devices (MP3 players, tablets, portable video game systems, radios, etc.) must be turned off and put in binders, bookbags, or pockets during class; failure to do so will result in a disciplinary referral for insubordination.

**Disruptive/Disorderly Conduct**

**1<sup>st</sup> offense:** Parent conference/1-3 days detention  
**2<sup>nd</sup> offense:** Parent conference/1-3 days ISS  
**3<sup>rd</sup> offense:** Parent conference/3-5 days ISS  
**All other offenses:** Parent conference/1-3 days OSS

**Academic Dishonesty/Cheating/Plagiarism**

**1<sup>st</sup> offense:** Parent conference/3 days detention  
**2<sup>nd</sup> offense:** Parent conference/1-3 days ISS  
**All other offenses:** Parent conference/1-3 days OSS

**Sleeping in Class**

**1<sup>st</sup> offense:** Parent conference/1 day detention  
**2<sup>nd</sup> offense:** Parent conference/3 days detention  
**All other offenses:** Parent conference/1-3 days ISS

**Violation of School Rules**

**1<sup>st</sup> offense:** Parent conference/1 day detention  
**2<sup>nd</sup> offense:** Parent conference/1 day ISS  
**All other offenses:** Parent conference/1-3 days ISS

**False Identification/Forgery/Fraud**

**1<sup>st</sup> offense:** Parent conference/1-3 days ISS  
**2<sup>nd</sup> offense:** Parent conference/3-5 days ISS  
**All other offenses:** Parent conference/1-3 days OSS

**Inappropriate Behavior during School-Time Activities and/or Events**

**All offenses:** Parent conference/removal from event/possible denial of privilege to participate in future school activities/possible detention, ISS, or OSS depending on the incident

**Littering**

**1<sup>st</sup> offense:** Parent conference/1 day detention

**2<sup>nd</sup> offense:** Parent conference/3 days detention

**All other offenses:** Parent conference/1-3 days ISS

**Failure to Attend Detention or Study Hall**

**1<sup>st</sup> offense:** Parent conference/3 days detention

**2<sup>nd</sup> offense:** Parent conference/1 day ISS

**All other offenses:** Parent conference/3 days ISS

**Tardiness to Class**

**1<sup>st</sup> offense:** Warning (teacher documents)

**2<sup>nd</sup> offense:** Parent conference/1 day detention

**All other offenses:** Parent conference/3 days detention

**DRESS CODE**

**(In accordance with Boone County Schools Policy GAABH)**

- A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others.
- A student will not dress in a manner that is distracting or indecent to the extent that it interferes with the teaching and learning process.
- A student will not wear any clothing that exposes the mid part of the body.
- No tank tops, muscle shirts, spaghetti straps, or halters will be permitted unless worn under a shirt. Shirts must cover the crown of the shoulder.
- The length of a skirt, dress, or shorts must extend to at least the student's mid-thigh.
- No see-through mesh or fishnet clothing or clothing that has holes or cutouts above mid-thigh shall be allowed.
- No headwear or hats will be permitted to be worn in classes or inside school buildings during the school day with the exception of documented medical or religious reasons.
- No sunglasses will be permitted to be worn in classes or inside buildings during the school day.
- No clothing or articles depicting violence will be permitted.
- No clothing or articles that contain depictions of or references to, or are suggestive of sex, alcohol, drugs, tobacco, obscenities, or profane language will be permitted.
- No clothing, jewelry, or accessories that may be considered derogatory toward a race, culture, or religion will be permitted.
- No articles, such as chains, that could be used as a weapon are permitted.
- No baggy clothing that is considered to be a safety hazard or exposes any undergarments or mid-sections shall be allowed.
- No spike jewelry is acceptable.
- Pierced body ornaments, other than studs, are restricted to the ears.
- Tattoos, which would violate these guidelines if worn as clothing, are not permitted.
- Any other clothing or accessories, not previously listed, which are considered disruptive or unsafe by the school administration will not be permitted.

In the concern of safety, all jackets and sweatshirts or hoodies with zippers must be placed in lockers upon arrival. Students are not allowed to wear these items after placing them in their lockers at the beginning of the day unless instructed to do so by a teacher or an administrator.

**PROGRESS REPORTS AND REPORT CARDS**

A progress report will be sent home for all students near the middle of each nine-week grading period. The purpose is to inform students and their parents or guardians of their grades in all classes. This gives every student the opportunity to work harder in those areas where it is needed. Students and their parents or guardians also can use Schoology to monitor their grades and communicate with their teachers; students should use <https://bcswv.schoology.com>, and parents or guardians should use <https://schoology.com>. Report cards are distributed every nine weeks. The cumulative grade from all four nine weeks will be the students' final grades for their classes.

## PARENT-TEACHER CONFERENCES

Parents or guardians are urged to email their students' teachers to set up an appointment if an issue arises. A conference with a teacher often resolves misunderstandings. Teachers' email addresses are listed on the final page of this handbook. Parents or guardians also can use Schoology to communicate with their students' teachers at <https://schoology.com>.

## CLOSED CAMPUS

The Scott High School campus is closed. No student is allowed outside the boundaries of the campus without permission from the administration. Students who have a permanent residence on the West Side of Madison no longer are permitted to walk home for lunch; they must remain at the school during lunch with their classmates. Students are not permitted in the rear of the building or on the athletic fields unless supervised. When the weather is nice, the students will be outside. **Students who drive to school cannot return to their cars during the school day.**

## STUDENT AND TEACHER PARKING POLICY

Upon arrival at school, you are to leave your car for the day. Underclassmen (juniors, sophomores, and freshmen) are to park on the visitors' side of the football field. Only seniors are permitted to park in the senior parking area. Students are prohibited from parking in the teacher parking lot. Cars are not to be parked directly in front of the school. Also, cars cannot block any entry to school property. You are not permitted to drive to the Career Center without prior approval from the principals of the Career Center and Scott High School. Students who violate the parking policy will lose the privilege of parking on school property and their parents will be notified. You will not be permitted to drive home or leave school in your car through the sign-out method.

## ARRIVAL AT SCHOOL

All students must go directly to their homerooms when they arrive at school, and they must enter at the front entrance. All students will remain in their homerooms until the bell rings to dismiss to first period.

## TEXTBOOKS

All students in Boone County Schools are supplied with free textbooks. It is students' responsibility to maintain the books assigned to them. Students shall be charged with any damages incurred while the book is assigned to them. In the case of a lost, stolen, or damaged book, the student assigned to that book shall be responsible to pay for such.

## LOST AND FOUND

Students who find lost articles are asked to take them to the office. Lost articles that are not claimed within a reasonable amount of time will be given to Goodwill Industries. Lost textbooks will be stored in the Media Center. Check there for missing books.

## OBLIGATIONS

Students who owe money or need to return textbooks or other items are obligated to meet those payments. Until such payments are made, no other materials (free) will be issued. Their names will go on an "Obligation List" in the office. Payments and/or returns shall be made to the secretary. Remember to take care of your obligations. Transfers cannot be made, records cannot be released, and lockers cannot be assigned until all obligations (financial and otherwise) are met.

## LOCKERS

Lockers will be assigned to students by their homeroom teachers. Each locker has a built-in combination lock. There will be no locker fee. A fee of \$10 will be charged for damaged lockers. **Lockers are property of Boone County Schools and can be searched at any time during the school year.**

## **ASSEMBLIES**

Student behavior at assemblies must be refined and courteous. Students are personally responsible for the impression our school makes on guests who speak at our assemblies and stakeholders who attend our assemblies. Unacceptable conduct includes whistling, uncalled-for clapping, talking, eating, drinking, and using tobacco products. This conduct is unacceptable and subject to disciplinary action.

## **BUILDING NEATNESS**

This is your building — keep it neat and clean at all times! Use the trash bins throughout the school and pick up litter around you even if it isn't yours. Our custodians applied a fresh coat of paint on the entire school and completed additional improvement projects during the spring and summer. As a result, our school looks better than it ever has. Please thank our custodians for their hard work, and please make sure you help them keep it that way. Please take pride in your school and do your part to make it an environment of which we all can be proud.

## **SCHOOL COUNSELORS**

Our school counselors are available to serve the educational, social, and personal needs of our students. If you want to see the counselors, you will need to schedule an appointment during your lunch period. You also can find information about colleges, scholarships, careers, vocational schools, and pamphlets dealing with many social and personal problems. Go to the school website at [www.scothighskyhawks.com](http://www.scothighskyhawks.com) and click on the counselor drop-down menu for resources and scholarship information. Students can request transcripts online at [www.parchment.com](http://www.parchment.com). Our counselors will be unavailable during lunch each day, so please schedule your visits accordingly.

## **INCIDENTS**

Every incident that occurs in the school building, on the school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the person in charge and to the school office. An incident report will be completed and placed on file in the office and with the Boone County Board of Education.

## **VISITORS**

School volunteers will be used only on a limited basis, if at all, based on a plan developed by the building principal and approved by the superintendent or designee. All visitors (if permitted in the facility) shall wear a face covering at all times while in the building. Symptom screening of all visitors entering the building, including family members, vendors, and others, will be conducted. The screening may include an interview, questionnaire, or temperature screening. Visitors to the school will be restricted to the front office area, administrative office, counseling office, or conference areas. Hand sanitizer will be available and shall be used by visitors upon entry to the office area. Visitors are not permitted in common areas, cafeterias, or classrooms. At this time, personal deliveries of food, flowers, balloons, and other similar items shall not be accepted for staff or students.

## **WITHDRAWALS AND TRANSFERS**

Students who are transferring to another school must report to that school and meet with the counselor to enroll. If withdrawing from Scott High School, you must see a counselor to complete the necessary forms. All books and other school-owned materials must be returned before you leave the school. Parents are required to be present at this time.

## **HONOR ROLL AND HONOR BANQUET**

All students who maintain a grade point average of 3.5 or better for each of the first three grading periods shall be placed on the Principal's Honor Roll and will be invited to attend the Honor Banquet. Each student shall receive a certificate of merit to acknowledge his or her achievement. Students who have a grade point average of 4.0 (unweighted) on their report cards for the particular grading periods shall be on the A honor roll. Students who have a grade point average between 3.0 and 3.99 on their report cards for the particular grading periods shall be on the B honor roll.

## HONORS DISTINCTIONS AND ISSUANCE OF WEIGHTED GRADES FOR ADVANCED COURSES

Honors and Advanced Placement courses are classes provided in the high school curriculum that offer a unique challenge for students. "Honors" courses are ones that require in-depth study, a greater quality and quantity of content knowledge, an increased emphasis on analytical skills, and an emphasis on research and writing when appropriate. "Advanced Placement" courses are ones in which students can receive college credit upon scoring above a specific level on tests provided by the College Board organization. AP courses must follow the course descriptions provided by the College Board, and teachers are strongly encouraged to receive training prior to teaching such courses. Students will be required to take the AP exam at the end of the course to receive a weighted grade.

Honors and AP courses will be reviewed each year by a county committee consisting of the three high school principals and the assistant superintendent for curriculum to monitor the quality, content, and methods of instruction. All students enrolled in AP courses (and having taken the AP exams) will receive "Weighted Grades." All students enrolled in Honors courses and required dual credit classes will receive "Weighted Grades."

For Honors and AP courses, letter grades will be translated into the following numeric quality point equivalents listed below:

Regular	Honors	AP	Dual Credit
A=4.0	A=4.5	A=5.0	A=4.5
B=3.0	B=3.5	B=4.0	B=3.5
C=2.0	C=2.5	C=3.0	C=2.5
D=1.0	D=1.5	D=2.0	D=1.5
F=0.0	F=0.0	F=0.0	F=0.0

Weighted grades shall be used to determine honor rolls and other academic honors. Cumulative grade point average calculations to determine honor distinctions of highest honors, high honors, and honors will be based on the courses below:

4 English	4 Social Studies	1 Fine Arts	1 Physical Education
4 Math	3 Science	1 Health	

When one of the listed courses is repeated to improve a grade, both the original grade and the new grade will be used in the calculation of the GPA for class ranking. When determining honor distinctions, the student can choose the grades earned in any four courses in mathematics and any three courses in science taken in grades 9-12. The students also shall use the grade earned in any one course in the arts. The students also shall use the grades earned in the four required courses taken in English and the four required courses taken in Social Studies.

Only courses taken in grades 9-12 shall be used to determine honor distinctions. Algebra I, foreign languages, and other high school-level courses taught prior to the ninth grade shall be counted as elective courses at the high school, but they will not be used for honor distinctions and class rankings.

Honor distinctions shall be calculated at the end of the third nine weeks grading period utilizing only the designated courses. Courses completed in one semester, using the block-schedule format, shall be given 1.0 unit credits when calculating GPA. Courses that run the entire school year shall use two half-credit units (0.5 semester credits) when calculating GPA. Honors bestowed upon graduating seniors in Boone County shall be based upon outstanding achievement in a rigorous academic program in grades 9-12.

Honor Distinctions:

3.75-3.99 GPA — Honors	4.00-4.24 GPA — High Honors	4.25 and above GPA — Highest Honors
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### HONORS

Students meeting the GPA criteria and wanting to be considered for honor distinctions must complete the ACT by December 31 of their graduating year. A student who wants to take the ACT but is unable to do so because of a family financial hardship may seek assistance with the ACT registration fee by speaking to one of our school counselors. Limited assistance will be made available for this purpose for students who meet the eligibility guidelines as determined by the criteria set forth in the ACT waiver guidelines.

The value added points for ACT and SAT composite scores are as follows:

12-20 = 1 point	21-23 = 2 points	24-26 = 3 points	27-29 = 4 points	30-36 = 5 points
690-1050 = 1 point	1060-1150 = 2 points	1160-1250 = 3 points	1260-1350 = 4 points	1360-1600 = 5 points

The points awarded for the best single composite score achieved on the ACT will be added to the GPA quality points to determine the final average. The GPA is determined by multiplying the listed courses times the quality points earned for each listed course plus the value added points earned for the ACT composite score. This total is divided by the number of courses listed in this policy to determine the final average. The formula is as follows:

$$\frac{(\text{Listed Courses} \times \text{Quality Points}) + \text{Value Added Points}}{\text{Number of Courses}} = \text{Average GPA}$$

All honor students (honors, high honors, highest honors, and Promise Scholars) will be given cords dependent upon the level of achievement. In addition, an honor stole will be available for all National Honor Society and Career and Technical Honor Society members. Cord colors will be determined as follows:

Highest Honors = Gold stole with lettering "Highest Honors"      High Honors = Gold cord      Honors = White cord  
 Promise Scholars = Light blue cord      NHS = Stole      NTHS = Stole

The student speech to be given at graduation will be chosen from the highest honors students. In the event of more than one student receiving highest honors, the student with the highest class ranking GPA will be selected to represent the senior class and deliver the commencement address. The speech must be presented to the principal for content approval. All students designated as highest honors will be eligible to represent Scott High School at "Best of the Class" or any other event or activity honoring top students. If there are more students receiving highest honors than there are slots available for "Best of the Class" or any other event or activity honoring top students, school representatives will be selected in rank order using the class ranking GPA formula noted in the policy.

Students transferring from one school to another within the district shall have their credits accepted at face value and shall be considered for honors. Students transferring to Boone County Schools from outside of the county must have spent their entire senior year in Boone County Schools before they can be considered for honor distinction at commencement activities.

If any of this rule or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this rule.

COURSES REQUIRED FOR GRADUATION	CREDITS REQUIRED FOR CLASSES OF 2021-2024
English	4
Math	4
Social Studies	4
Science	3
Fine Arts	1
Health	1
Physical Education	1
Personalized Education Plan Classes	4
Electives	2
<b>TOTAL CREDITS</b>	<b>24</b>

**Note:** Class of 2022, 2023, and 2024 students must have one math class per year all four years regardless of total credits.

### CLASSIFICATION OF STUDENTS WHO DO NOT PROGRESS IN NORMAL SUCCESSION

GRADE	MINIMUM UNITS REQUIRED (2020-2023)
9	0
10	6
11	12
12	18
<b>UNITS NEEDED FOR GRADUATION</b>	<b>24</b>

### CLASSROOM MAKE-UP POLICY

Students who are absent have the right to complete all work they missed. Students must request from their teachers any assignments that were completed during their absences. Students will have one day for each day missed to make up work missed because of an absence. **It is the students' responsibility to request their make-up work from their teachers.** All work not completed on schedule will be recorded as zeros unless a teacher agrees to an extension of time. Students who are out of school one week or more can request assignments from their teachers on Schoology at <https://bcswv.schoology.com>. Call the Department of Exceptional Children for Homebound at 304-369-3131 for illness- or injury-related absences in excess of three weeks.

## FINAL TEST POLICY

A final assessment tests the result of the work you have accomplished in your classes. Students in all grades will take comprehensive final assessments at the end of the school year unless they have three or fewer absences for the school year.

## STUDENT INFORMATION SHEET

Student Information Sheets are distributed to all students at the beginning of each school year. Parents or guardians are to complete these and return them to the school for reference in case of an emergency. Please list any special health problems so school officials will be better equipped to handle possible problems. **Only parents, guardians, or designated adults listed on a student's information sheet will be allowed to sign out that student. No exceptions! All students regardless of age must be signed out by a parent, guardian, or designated adult. Sign outs will not be permitted over the phone!**

## BUS NOTES

Parents or guardians must sign bus notes, which must be turned into the office before first period with phone numbers for verification purposes. **Bus notes will not be taken over the phone.** There is a one-week limit on extended bus notes; blanket bus notes (i.e., "until further notice") will not be accepted.

## ANNOUNCEMENTS

Announcements are made over the school intercom system at the beginning of first period and the end of eighth period. A form is available in the office. Announcements submitted by students must have the written approval of a teacher or sponsor.

## OFFICE PROCEDURES

Students will not be called out of class other than to be signed out or in the event of an emergency. The office phones are to be used by students only in the event of an emergency.

## SCHOOL CLOSING DUE TO WEATHER

When schools are closed because of weather conditions, area radio stations are notified of the closing by 6 a.m. The Boone County Schools website — <https://www.boonecountyboe.org/> — will be the first notification. Please do not call the school or the radio station because neither will have any additional information.

## EXTRA-CURRICULAR ACTIVITIES POLICY

All activities that are of educational value to students should be considered as part of the regular school curriculum. However, some activities by their very nature must be conducted during after-school hours. Some of these require much time and energy, and they should be participated in only by students who can do so without seriously endangering their academic progress. Therefore, the following eligibility rules will govern all students who participate in those activities that require after-school practice and performance at Scott High School.

- Any student who wants to participate in any extra-curricular activity for which a grade is NOT given must have and maintain a 2.0 grade point average, or an overall grade of "C." This ruling applies to all clubs, organizations, athletic teams, majorettes, and cheerleaders. Band is not included. This ruling comes from the West Virginia Secondary School Activities Commission and the West Virginia Department of Education.

- Any student who participates in an extra-curricular activity must be in school the full day of the activity or event (or have approval from the school administration) in order to participate. You may not sign in or sign out on game day. **Student-athletes with 10 or more unexcused absences or 10 or more out-of-school suspension days will be ineligible for participation for the remainder of the school year, per Boone County Schools Attendance Policy.**

- Scott High School does not discriminate based on sex, race, color, religion, disability, marital status, or national origin.

## **STUDENT RECOGNITION AND AWARDS**

Students are recognized in academic and non-academic arenas throughout the year. They also are recognized for their achievement, hard work, and dedication to various projects and activities. All staff members are permitted input, primarily through written nominations. Other student awards are given during graduation and an underclassmen awards day at the end of the year.

## **SCHOOL INTEREST GROUPS**

We are fortunate to have many members of the community directly and indirectly involved in supporting our school. If you are interested in becoming a member of one of these groups, please contact the school. Organized interest groups include band boosters, parent volunteers, business partners, and local school improvement council.

## **BOONE COUNTY ALTERNATIVE SCHOOL**

The Heilig-Meyers Building in Madison is the site for Boone County's Alternative School. An Education First grant and a Boone County Schools supplement were awarded for this purpose. Upon assignment to this school, you will receive a detailed explanation regarding rules and regulations for attendance and behavior.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **FIRE DRILL INSTRUCTIONS AND PROCEDURES**

During a fire drill or any type of emergency situation, students will leave the building in an orderly and quiet manner. Speed in emptying rooms, while desirable, should be made secondary to the maintenance of proper order and discipline. Signs are posted in each classroom showing proper fire drill procedures. Upon reaching the designated area, students are to form a straight line and remain quiet to assist the teacher in checking the class roll. In case an exit or exits are blocked, you are always to use the closest exit and proceed to your designated area. If, for some reason, you are not in your classroom when the fire alarm sounds, exit the building through the closest door and locate your teacher once outside the building.

## **PROM**

Prom is tentatively scheduled for Saturday, May 1, at Running Right Way Leadership Academy and Conference Center in Julian. Prom will be limited to guests age 21 and younger. Students who drop out of school will not be permitted to attend the prom. Students who have 10 or more unexcused absences or 10 or more out-of-school suspension days through Friday, April 23, will not be permitted to attend the prom. Students who are in grades 11-12 and their dates who are in grades 9-10 must have a valid prom contract completed and turned in by the deadline. The deadline to change guest registration will be 8 a.m. on Friday, April 23.

## **DRIVER ELIGIBILITY**

Enrollment form requests must be submitted one day in advance in the office. These forms are required before taking your learner's or driver's test. If a student has 10 consecutive unexcused days or 15 total unexcused days, they will not be eligible for an enrollment form. Students who have a learner's permit or driver's license and have 10 consecutive unexcused days or 15 total unexcused days will have their learner's permit or driver's license revoked by the Department of Motor Vehicles.

## **LUNCH PROCEDURES**

Freshmen and sophomores will report to and remain in the cafeteria during Lunch A, while juniors and seniors will report to and remain in their homerooms during Lunch A. Freshmen and sophomores will report to and remain in their homerooms during Lunch B, while juniors and seniors will report to and remain in the cafeteria during Lunch B. Visitors cannot bring food and drinks to students. Students are not permitted to have food delivered by area restaurants.

## SCHOOL ATTENDANCE AND EXCUSES

Student attendance is extremely important to a successful school year. It is Scott High School's goal that all students attend 90 percent or more of the school year; that is the standard by which we are evaluated by the West Virginia Department of Education. As mentioned in the section about the All In program, students will be recognized and rewarded for their academic achievement, attendance, and behavior. Also, when arena scheduling for the 2021-2022 school year occurs in the second semester, priority will be given to students based on their academic achievement, attendance, and behavior. Also, students with 10 or more unexcused absences will not be permitted to participate in extra-curricular activities or attend formal or semi-formal dances.

Students are allowed six home excuses from their parents or guardians during the school year. All excuses — home or doctor — must be submitted to the office no later than two days after returning to school following an absence. No excuses will be accepted after the two-day timeframe. If a student misses school and no home note, doctor note, or other approved documentation is submitted, the school automatically will use one of the six home notes for his or her absence until they are exhausted.

Educational leave will be granted only to students visiting a post-secondary educational institution, but only for the day of the visit. Students must pick up a form in the office to take to the post-secondary educational institution to be signed by an authorized employee or representative with valid contact information who can verify the visit. Students also must write a one-page report about the visit. Educational leave cannot exceed three days per year and can be taken only one day at a time.

**Educational leave no longer will be granted for family vacations or other trips. It is important that parents or guardians use their six home notes for those types of activities.**

## GRADUATION PRACTICE

Practice is necessary for graduation to flow smoothly; therefore, graduation practice will be held prior to graduation.

**Attendance at all practices is mandatory.** Failure to attend these events without advanced administrative approval might result in the failure to march at graduation.

## STUDENT CLASS SCHEDULES AND COURSE REQUESTS

When students submit their course requests for their 2021-2022 class schedules during the second semester, priority will be given to students who qualify for the first semester All In reward trip. Junior qualifiers will schedule first, sophomore qualifiers will schedule second, and freshman qualifiers will schedule third. Junior non-qualifiers will schedule fourth, sophomore non-qualifiers will schedule fifth, and freshman non-qualifiers will schedule sixth. Eighth-grade students at Madison Middle School will schedule last. Students' course requests are not guaranteed.

## CONTACT US

Below are the names and email addresses for our staff members:	
Teachers	Counselors
Brittani Adkins, <a href="mailto:brittani.adkins@k12.wv.us">brittani.adkins@k12.wv.us</a>	Sonya Dunlap, Counselor, <a href="mailto:sbdunlap@k12.wv.us">sbdunlap@k12.wv.us</a>
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