

***NITRO HIGH SCHOOL***  
**STUDENT PLANNER**  
**2015-16**

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School website: [www.nhswv.com](http://www.nhswv.com)  
Engrade: [www.engradewv.com](http://www.engradewv.com)  
Twitter: @Nitrowildcats

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## **NITRO HIGH SCHOOL POLICIES**

### **Student Code of Conduct**

The purpose of this planner is to provide parents and students with an outline of the rights and responsibilities for those directly involved in the educational process. Students will be responsible for the policies of Nitro High School, Kanawha County Schools, and West Virginia Department of Education while in school, at any school sponsored activity, on the school bus, or in transit from home to NHS and

from NHS to home. **Students are subject to NHS policies and KCS Student Behavior Policy J25 and Dress Code Policy J36.**

Disclaimer: Administrative discretion will be utilized to determine safety violations or distractions

All policies may be viewed in entirety on the Nitro High School website at [www.nhswv.com](http://www.nhswv.com) or on the Kanawha County Schools Website at [www.kcs.kana.k12.wv.us](http://www.kcs.kana.k12.wv.us).

### **Special Points of Emphasis 2015-2016**

-Any form of an Electronic Cigarette or “Vapor Pen” will be treated as a tobacco device. The device will be destroyed

-Tardies and making a concerted effort to get to class- Administrative discipline can be issued to those students not making an effort to get to class on time

### **Student Dress Code**

Students are expected to follow the KCS Student Dress Code Policy J36. Students may be asked to change to a t-shirt provided by the school, or, in an extreme situation, sent home to correct his or her clothing. Students will not be allowed to dress in a way which is distracting or disruptive to the educational process or is unsafe, as outlined in Policy J36. Students should be advised that dress code violations may lead to disciplinary action.

All students are expected to dress appropriately for a school or workplace environment, as outlined in Policy J36 at the end of the handbook. The NHS administration will ultimately determine whether clothing or appearance is a distraction to the learning environment, failure to comply with administrative requests will result in more severe consequences

### **Care of School and Personal Property**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage which is done or replace the item or both

Students should limit items brought to school to those necessary for school activities. The Administration is not responsible for unnecessary items brought to school which are lost or stolen. Thefts should be reported to the office to aid in recovery. Lockers should be locked in halls and gymnasium dressing rooms at all times

Students wanting to display special signs in the hallways for events or special occasions must have approval from the administration or a teacher

### **Arrival/Departure to School**

Nitro High School is a closed campus. All students must remain on campus once they arrive on the premises unless they follow the attendance guidelines for signing out. Students are not permitted across the street on the sidewalk, or in any parking lot. Any student who leaves the school campus **without permission** during the school day will be subject to disciplinary action

Until the first bell at 7:00 students should report to the commons or cafeteria.

## **Attendance Procedures**

Regular attendance is a crucial component to academic success. Students need to make every effort to attend each and every class every day. The following procedures have been established to facilitate this expectation at NHS

1. To report an absence, the parent/guardian should call the school before 7:30 AM at 755-4321
2. For Absences: Students are expected to submit a written note to the Attendance Clerk in the Main Office before the start of the instructional day on the day of the student's return. The Attendance Clerk and Administration will determine if the absence is considered excused. However, the student's absence will be considered unexcused without a written note from the parent/guardian. Doctors' excuses will be verified. Note that an excessive number of absences may result in revocation of driving privileges and attendance at special school functions
3. All students should be on time and attend school every day. WV State law requires a legal notification be mailed home when a student has ten (10) or more unexcused absences, along with a letter from the Kanawha County Prosecutor's Office
4. All students arriving late or returning from an appointment must immediately sign in.
5. Tardiness or absence from class beyond fifteen minutes constitutes an official absence from that class. On the fifth tardy in any given class, the student will be assigned detention, with subsequent disciplinary measures for continued infractions
6. Sign-Outs: All students must sign out in the office before leaving the school premises. The parent/guardian and/or student must sign out and check with the Attendance Clerk before leaving. Any student leaving school without properly signing out will be subject to disciplinary measures
7. For Requests to Leave School: A written request from the parent/guardian must be presented to the Attendance Clerk before the start of the instructional day. The following information must be included: Time of departure, contact number of parent/guardian, reason for dismissal, name of doctor (if applicable), and student's means of transport
8. No Phone calls will be accepted to check a student out of school. Unless a written request has been filed with the Attendance Clerk before the start of the instructional day the parent /guardian must come into the Main Office to check out his or her child. Parents must list on the emergency card or have on file an alternate approved adult who, in emergency or exceptional situations, may need to substitute for the parent
9. Parent's Request for Early Dismissal: When a parent/guardian requests that his/her child leave school, the parent accepts responsibility for the safety of the child.
10. Students participating in any athletic or extra-curricular activity must be present at school unless prior arrangements have been approved by the administration.

11. Satisfactory Attendance for Special Functions: In order to participate in Winter Formal, Prom, King's Island, or other designated activities, all students must maintain satisfactory attendance, per our special Attendance Policy.

## Attendance Policy for Special School Events

This Attendance Policy is designed to foster regular attendance in class, a standard expectation conducive to academic achievement and workplace accountability. Any student who has more than 10 unexcused absences in any class in either first *or* second semester will not be permitted to participate in the following, regardless of grade level:

Winter Formal  
Prom

Field Trips  
After-Prom

King's Island

It is important to note that parents may write excuses for up to 5 days of absences per year due to illness, family emergency, etc. Also, to be excused, excuses must be presented to the Attendance Clerk within 5 school days of the absence

An absence will be recorded once a student has missed 15 minutes of an individual class

## Formal Dances

*Any student who has dropped out of school forfeits the privilege to attend any dance or special function.*

**The Junior-Senior Prom**, by long-standing tradition, is a special event planned by juniors in honor of the graduating class and is considered a much anticipated and major highlight of one's journey through high school. In keeping with that premise, the Prom is open only to our juniors and seniors and their guest. To be eligible as a guest, a student at NHS must be of sophomore, junior, or senior status. Criteria for outside guests are as follows: must be at least a sophomore in high school; must not be 21 years of age on or before the date of Prom; required approval from home school, and the NHS administration.

**Winter Formal** is open to each NHS student and his/her invited guest of any grade/age level within the school. Outside guests must at least be a ninth grader, must not be 21 years of age on or before the date of Winter Formal, and must have approval from home school.

## Academic Policies

As it is our goal to graduate students who will function productively and enjoy success in both community and job market, we at Nitro believe the attainment of this goal may be best achieved through the establishment of a professional environment which exemplifies the workplace. As such, our policies transcend academics to promote and, indeed, expect development of the skills, responsibility, and work ethic essential to life-long success and productivity in both career and personal endeavors. *Academic and personal success is our business*

## Student Responsibility

All students are expected to exercise high standards of responsibility and accountability at Nitro High School. It is the student's responsibility to complete/keep track of instructions, assignments, deadlines,

make-up, and grades. Students are expected to record their graded assignments and tests so that they may monitor academic progress in each of their individual classes at all times

## **Graduation Requirements**

According to Kanawha County Schools' Policy, students may not participate in the Commencement ceremony unless they have met the graduation requirements of 25 credits. Seniors who have not earned the required credits for graduation must attend classes until the last day of school for underclassmen, as designated by the school calendar. Seniors who have not returned their county issued iPad will not be permitted to participate in the graduation ceremony.

## **Grading Scale**

<u>Grade</u>		<u>Grade Average</u>	<u>Credit</u>
A	Thorough mastery	93 – 100	yes
B	Above average	85 – 92	yes
C	Average	75– 84	yes
D	Below average	65 – 74	yes
F	Poor work	Below 65	no

## **Promotion, Retention, and Classification**

- Promotion from grade 9 to 10 occurs when the students has earned five (5) credits and passed six of eight semesters in English, Social Studies, Math, and Science
- Promotion from grade 10 to 11 occurs when the student has earned 11 credits
- Promotion from grade 11 to 12 occurs when the student has earned 17 credits

## **Commencement Recognition**

Honors bestowed upon graduating seniors in Kanawha County shall be based on outstanding achievement in a rigorous academic program in grades 9-12. Computation for class ranking shall be made at the end of the first semester of the senior year. Weighted grades will be used to compute GPA

Students will be recognized with honors, high honors, and highest honors:

- Highest Honors – 4.5 GPA with a minimum of 14 weighted credits by the end of the 1<sup>st</sup> semester of the senior year
- High Honors – 4.0 GPA with a minimum of 14 weighted credits by the end of the 1<sup>st</sup> semester of the senior year
- Honors – 3.8 GPA

## **Transfers and Withdrawals from School**

Any student who is planning to transfer to another school must notify his/her counselor. Important information will be sent to the other school, such as grades, courses, credits, etc. All books must be returned to the library and subject area teachers, as well as all fines paid, before leaving NHS

*Collaborative School:* Students transferring to collaborative school have voluntarily and decisively chosen an alternative academic setting for the remainder of their high school careers. Therefore, while students may continue to participate in NHS athletic programs which are not provided by the collaborative school, they forfeit the privilege of seeking or maintaining membership in academic honoraries specific to Nitro High School. The collaborative program is intended for students with specific skill sets, abilities, and deficiencies that show a student is not thriving in the NHS environment; with that in mind recommendation to the collaborative program **must** be approved by the Principal

*Drop-Out Policy:* Parents or legal guardians of any student planning to drop out of school must first call the school and schedule an appointment with the principal. The student, along with his or her parents and or legal guardians, must attend the conference. It must be understood that once a student drops out of school, he/she forfeits the right to special privileges or attendance at special school functions, (ex., the Prom). **Dropping out of school is highly discouraged**

### **Academic Misconduct**

Cheating is considered a very serious offense at Nitro High School and will be handled accordingly. Any student who has copied another's work, allows another to copy his/her work, cheats on a test or assignment, or who commits plagiarism in the composition process will receive a permanent zero for that instructional activity with no opportunity provided to redeem the loss of that point value. The administration, as well as parents, will be notified of all such incidents; when relevant, a report will also be submitted to the National Honor Society Advisory Panel for deliberation

### **Engrade ([www.egradewv.com](http://www.egradewv.com))**

Engrade is a website designed to provide you and your child access to school information, and to keep an accurate account of current academic progress in all classes. To ensure academic success, all parents and students are expected to access Engrade. The authorization codes which students keep for their four years are distributed to incoming ninth graders at the beginning of the new school year. If a computer is not available to you at your home, you may check Engrade from any computer with public access, such as the public library. Teachers are encouraged to update Engrade every two weeks

Engrade is designed for parents to send a message to the teacher if his/her child is having academic difficulty. Parents are encouraged to contact the teacher with any important questions or concerns, and attend parent/teacher conference in October. Parents should understand that emails are designed to make a quick connection.

Students are reminded of the make-up policy and are expected to assume the responsibility of contacting the teacher and/or attending the tutorial lab

### **Make-Up Policy**

Upon the first day back after an absence, each student is expected to check with teachers in with each of his/her teachers regarding any work and/or evaluation activities missed during the absence

Note that the Make-Up policy does not extend to any assignment made prior to the student's absence.

Assignments made prior to the student's absence are to be submitted upon the student's return to class. Other due dates for work remain unaffected by the absences. The student is responsible for taking tests/quizzes announced prior to days missed on the date established

KCS Make-Up Policy states that, for each day absent, the student will have one day allowed for make-up work. With this year's altered bell schedule, teachers will establish any secondary stipulations to this policy in their syllabus or as the occasion warrants.

Time and place for making up evaluation activities such as tests and quizzes will be established between the student and teacher. The deadline for making up tests and quizzes is not to extend beyond five school days following the student's return to class

Certain activities such as labs, lectures, class discussions, or special programs and presentations cannot be effectively repeated or replicated. It should be noted that students persisting in missing the aforementioned activities are likely to lose corresponding points that may be impossible to successfully complete

## **Request for Schedule Change**

The master schedule is determined by course requests; therefore, established schedules, as a rule, will remain fixed. All schedule requests must be approved by the principal.

## **Advanced Placement (AP) Courses**

Students enrolled in AP courses must fulfill all AP obligations listed in the course syllabus and student contract. Failure to complete any summer assignment is grounds for removal from the course. Students enrolled in an AP course will take the AP exam in May. The cost of each exam per course is \$100 which is non-refundable. Students receiving free and reduced lunch are eligible for a tuition waiver. Please see Mrs. Sallada for additional information.

## **College Courses**

Nitro High offers several dual credit college courses through WV State University. Each course is taught by a fully credentialed college instructor, whether provided by the sponsoring university or by in-house faculty. Students will receive high school credit in addition to college credit.

## **Credit Recovery**

Credit Recovery is the On Target WV online program for students who need to make up a failed course. Students may take credit recovery courses after school in 5<sup>th</sup> block, or during summer school.

1. A student may be placed in a credit recovery graduate support class, only by the counselor, and with permission from the principal. No student may take a class during graduate support period in the same year the course was failed, unless the student is a senior or has special approval from the principal.
2. A student who fails a course is expected to consult with his or her counselor to enroll in Fifth Block – Afterschool Credit Recovery or summer school



## **Fifth Block – Afterschool Credit Recovery**

Fifth Block classes are provided by Nitro High School as a courtesy to those who need to make up required classes. It is important that those students who wish to attend realize that they are still under the rules, regulations and guidelines of Kanawha County School and Nitro High School. Rules pertaining to Fifth Block are explained to students both verbally and in written form. Both student and parent are required to sign a contract when the student enrolls. The following are the guidelines and expectations that Nitro High School and Kanawha County Schools have established.

- It is the responsibility of the student to consult with his or her counselor and sign up for Fifth Block classes.
- Seniors are always given priority admission to Fifth Block.
- Only seniors are permitted to take a course during the same semester it was failed.
- Tuition for Fifth Block is per half credit (nine weeks.) Payment may be made in two (2) installments. Fees will be verified by the school on a yearly basis. The payment schedule will be presented in the contract that the student and parent sign.
- Rules and guidelines for 5<sup>th</sup> Block are outlined in the student contract
- Fees are non-refundable.

## **Ben Franklin Career and Technical Center**

Students may attend Ben Franklin Career and Technical Center to earn course electives one half of the school day during their junior and senior year. School bus transportation to and from Ben Franklin is provided by Kanawha County Schools. Students wishing to drive, transport other students, or be a passenger in a vehicle from Nitro High to Ben Franklin or from Ben Franklin to Nitro High School must have a completed permission slip on file. Driving privileges may be revoked for violations.

## **Textbooks**

The school furnishes books to the student. This is done with the hope that this major investment will be safeguarded. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to textbooks will result in damage fines or cost of text. Lost textbooks must be paid for before another book is issued. The replacement cost is the original price of the textbook.

## **General Rules, Regulations and Policies**

### **Breakfast / Lunch**

**Breakfast** will be served before the instructional day in the cafeteria.

**Lunch** will be provided at set times, depending upon the day of the week. Orders/ special deliveries from outside restaurants are prohibited

### **Off Limit Areas to Students**

Students are reminded that certain areas are not accessible during the instructional day and that violations may result in disciplinary action.

**Off-limits:**

- Gym/locker room during class, if not enrolled; before school, during lunch or after-hours unless supervised
- Elevator, unless authorized by administrator
- Vehicles at any time. Once in school, access to vehicle must be authorized by an administrator
- Baker Building / breezeway during lunch
- Park Avenue sidewalk

**Saturday School**

For serious but not egregious disciplinary infractions which require outright suspension from school, the Principal or Assistant Principal may assign students Saturday School. Saturday School is designed to administer consequences while allowing the student to continue uninterrupted instruction. Saturday School dates will be assigned by the NHS Administration. Students assigned Saturday School must provide their own transportation, bring their own work, and be present for the entire three hours (8am-11am). School service assignments may be included in Saturday School

**Tardy Policy**

It is the belief of the NHS administration that excessive tardies greatly inhibit the learning of all students; therefore, habitual tardies will result in disciplinary action.

5 tardies will result in pre-school or after school detention assigned by the teacher. (2 days of pre school count as 1 day of after school)

The student's 10th tardy will result in 4 days of pre-school or 2 days of after school detention assigned by the teacher.

On the student's 12 and subsequent tardies the student will be referred to the office for disciplinary action.

**Health Clinic and Illness**

If a student becomes ill while at school, he/she should report to the office and then will be directed to the clinic. Students must sign in, with a note from their classroom teacher. Students may remain in the clinic for only 15 minutes.

The school nurse, if available, will assess the student illness to determine if the student will remain at school or if parents will be notified for the student to be sent home

**Debts**

Fines incurred for lost or damaged textbooks or other properties are recorded on Student Debt Cards in the office. At the onset of classes textbooks are not to be distributed until previous textbook debts have been paid. All monetary obligations must be paid before students are approved for graduation

**Lockers**

Each student will be assigned a locker by the homeroom teacher. Use only the locker assigned to you and keep it locked at all times. The cost of locker rental is \$1.00. All personal items and books, when not in

use, are to be kept in lockers. Do not tamper with another locker or give your combination to another person. Report any locker problems to the assistant principal. Students are advised to never leave money or other valuables in lockers.

## **Assemblies / Events**

Standards of behavior for assemblies are the same as classroom standards, with special emphasis on courtesy to the performers, to special guests, to NHS staff, and to other schools

## **Lost and Found**

Lost and Found is located in the main office. Please turn in any lost item found

## **Visitors**

Parents and other adults who have business at the school must report to the office. All visitors are expected to leave promptly when their business is completed. Visits to classrooms or during lunch is off-limits, unless authorized by the principal

## **Trespassing on Private Property**

Students are instructed not to use or cut across the private property of others. Students who continue to disregard both the property owners and school administration requests can expect appropriate disciplinary action

## **The School and the Law**

Any unlawful act taking place on school grounds, school buses, or during a school-sponsored activity not only makes the student subject to penalties which the law may prescribe, but also will result in suspension or dismissal from school

## **Cell Phones/ Electronic Devices**

iPads, Cell Phones, and electronic devices may be used inside the classroom at the teacher's discretion. Students using devices during instructional periods, without teacher consent, will have their devices confiscated for the remainder of the period. Failure to surrender the device to the teacher will result in disciplinary action.

## **Automated Phone System**

Our automated phone system will notify you if your student is absent for one or more periods. We will send letters to those parents whose son/daughter has accumulated an excessive number of absences each nine week grading period. It is not our intent to offend anyone because we know that many of the absences are documented by doctor excuses, deaths in families, a student being hospitalized, etc. We want to attempt to keep parents informed of excessive absences and improve the attendance of all our students.

## **Driving Vehicles To School**

Students are discouraged from driving vehicles to school. However, those students who drive to Nitro High School must comply with the following regulations:

1. Students are not permitted to park in Visitor Spaces or Teacher assigned spaces.
2. Students are not permitted to park along the breezeway
3. Parking on the school lot without a permit punishable by towing or a parking boot.
4. The administration reserves the right to revoke parking privileges for any repeat parking violations. Refunds will not be given if parking privileges are revoked.
5. Parking Permits are not be shared. Parking permits are only valid for vehicles registered to the student or guardian of the students
6. Parking passes must be visible/ hanging from the rear view mirror with the tag number facing out
7. Absolutely NO parking outside of designated spaces will be tolerated! No parking in staff/faculty spaces.
8. Student drivers who disregard parking and traffic safety will lose their driving privilege.
9. All vehicles are subject to being searched regardless if a parking pass was purchased
10. No student is permitted to ride as a passenger or drive from Nitro High to Ben Franklin or drive from Ben Franklin to Nitro High School without a completed permission slip on file

### **Driver's License- Verification of Enrollment Forms**

Any student needing a Verification of Enrollment Form for obtaining a Learner's or Driver's License should fill out an application in the attendance office. It may take up to a week before the student can receive the completed form since these forms now require the signatures of the school principal and County Attendance Director and the county Seal affixed to the form

Please Note: Students will not be issued a Verification of Enrollment Form if they have more than ten (10) consecutive or fifteen (15) unexcused absences during the school year

### **Residential Parking**

The city of Nitro restricts parking in certain areas to residential parking only. West 11<sup>th</sup> through West 15<sup>th</sup> Streets and all of Park Avenue across from the school building are reserved for the use of local residents only. Parking citations will be issued to violators and fines will be \$25.00. Parking is restricted to the main level parking lot. Spots may be designated at a future date

### **Eligibility - Extracurricular Activities**

The Board of Education supports the West Virginia Secondary Schools Activities Commission in its attempt to promote and regulate interscholastic athletics to the end that the greatest good may result there from. The following are requirements in addition to those of the West Virginia Secondary Schools Activities Commission:

#### **Definition:**

This policy applies only to nonacademic extracurricular activities, such as interscholastic athletics, cheerleading, student government, and clubs which are not closely related to identifiable programs /areas of study, in grades 9-12. Excluded from this policy are extracurricular activities which are closely related to identifiable academic programs which serve to complement academic curricular activities, such as Band and Show Choir

#### **Eligibility: WVSSAC Athletics, Provisions Governing Eligibility**

In order to participate in the extracurricular activities to which this policy applies, the student:

1. Must have a 2.0 non-weighted GPA (grade-point average) at the conclusion of the semester grading period in December or May. In computing a student's GPA for the purpose of this policy, all classes taken by the student (including credit recovery and virtual school) and for which a final grade is recorded, are to be considered
2. The student's eligibility will be determined by the previous semester's GPA. Students who fall below a 2.0 GPA at the conclusion of any semester may regain their eligibility at the end of the following nine-week grading period providing that he/she has a 2.0 GPA at that time

### Physicals and Insurance

At the beginning of each school year, optional insurance forms are distributed to the students for voluntary participation. For those students participating in athletic activities, a physical and insurance is mandatory. Each coach has the necessary information and form for his/her respective sport

KCS requires students participating in the 3-week summer athletic program to have a physical on file

### Counseling Center

Students are assigned to a counselor by the letter of their last name. (Example: Smith – S –Mrs. Lester)		
<b>A – F</b>	<b>Mrs. Mace</b>	<b>G – M Mrs. Watson</b>
<b>Mr. Hayhurst N - Z</b>		
Students may seek guidance from their counselors on academic and personal issues; they should also check periodically with their counselors to verify fulfillment of graduation requirements		
<b>Important Notes of Interest</b>		
ACT ( www.act.org)	College Fair – October - Junior students will have the opportunity to attend the College Fair at the Charleston Civic Center during the instructional day. Parents, along with their child, may attend the evening session	
SAT (www.collegeboard.com)	Promise Scholarship – December – Counselors	
	CFWV (College Foundation of WV) www.cfwv.com A website designed for students to develop a portfolio to include career planning, high school and college planning, including financial aid.  <b>College Goal Sunday</b> is an opportunity for students and families to receive FREE, confidential support in completing the FAFSA. <b>College Goal Sunday</b> workshops will be held in <b>February 2014</b> at locations across the state.	

## National Honor Society

All guidelines and requirements may be found on the school website at [www.nhswv.com](http://www.nhswv.com) and in the chapter advisor's handbook

National Honor Society is more than just an honor roll. The National Chapter and the Nitro Chapter of the National Honor Society have established rules for membership that are based upon a student's outstanding performance in the areas of *scholarship*, *service*, *leadership*, and *character*. These criteria for selection form the foundation upon which the organization and its activities are built

Only sophomores, juniors, or seniors may apply for admittance to National Honor Society

The selection process is as follows:

- 1) A minimum **cumulative** grade point average of 3.5 (unweighted) or 3.75 (weighted)
- 2) GPA eligible students must complete a standardized form detailing secondary activities of service, leadership, and co-curricular activities
- 3) Nitro High School faculty, club sponsors, and coaches evaluate candidates using an official form provided by the chapter adviser
- 4) The administration is asked to provide an evaluation
- 5) The Faculty Council reviews all candidate information provided from all above sources to determine the inductees
- 6) Inductees are submitted to the administrator
- 7) Invitations for the induction ceremony are mailed

**DISCLAIMER: All policies may be viewed in entirety on the Kanawha County Schools Website. ([kcs.kana.k12.wv.us](http://kcs.kana.k12.wv.us))**

**Policy 4373: WV Manual for Expected Behavior in Safe and Supportive Schools**  
<http://wvde.state.wv.us/policies/p4373-new.pdf>