

RIPLEY HIGH SCHOOL



Student Handbook 2026 – 2027

#2 School Street
Ripley, WV 25271

RIPLEY HIGH SCHOOL STUDENT HANDBOOK

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MISSION STATEMENT

The mission of Ripley High School is to equip students for lifelong learning through lessons in academics, accountability and attitude.

Philosophy

At Ripley High School, the staff assists the student in arriving at a purpose in life. This purpose can be attained through the student's efforts toward self-discipline, respect for the rights of others and the governing policies of the school and community. From these structured directions will come a successful graduate of Ripley High School who has pride in his/her school, a desire to succeed and an understanding of the responsibility of American citizenship in a changing and complex world.

Overview of Ripley High School

Ripley High School graduated its first class in 1921 in Ripley, WV. Ripley High School is a part of the Jackson County School system. It is located along I-77 approximately 35 miles north of the capital city of Charleston. It is approximately 35 miles south of Parkersburg. The school consists of grades 9-12 with a population of around 750 students and 85 staff and faculty.

Alma Mater

Dear old Ripley High we love you
And to you we'll always cheer
And the victories you are winning
Will echo year to year And to you we're always faithful
We are with you do or die
You're the right school
Blue and white school
Dear old Ripley High.

School Colors & Mascot

The school colors are royal blue and white and the Viking is the mascot.

Ripley High School

2 School Street

Ripley, WV 25271

304 372-7355

304 372-7334 (Fax)

<https://www.boe.jack.k12.wv.us/o/rihs>

Welcome to Ripley High School! The faculty and staff look forward to working with you and we are committed to providing you with a quality education in a safe learning environment. Our expectations for you as a student and a global citizen will always be high. Respect for one another and a commitment to learning will enable you to be successful.

You are provided this electronic handbook as a tool for learning, organizing and planning. Please use this as a reference for any questions you may have regarding policies and procedures of our school. Never hesitate to ask your teachers or the administration if you have any questions that the handbook fails to address.

We hope you have a successful school year and enjoy attending Ripley High School.

JACKSON COUNTY SCHOOLS - STUDENT CODE OF CONDUCT

SUMMARY STATEMENT

All students enrolled in Jackson County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

Students enrolled in Jackson County Schools will:

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

These regulations apply to all students attending Jackson County Schools during any education-sponsored event, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school related event, or at a school-sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by a county board of education or state department of education, or in another facility being used by any of those agencies. Jackson County Schools, in compliance with the State of West Virginia mandates, have established four levels of Student Code of Conduct violations in this policy with progressively severe consequences for each level. School administrators or their designees will receive complaints of violations.

The Jackson County Schools' Student Code of Conduct, Policy 5500, defines more specifically all parameters of expected behaviors. This code of conduct applies to all students enrolled in Jackson County Schools. It does not supersede any rights granted to students by state or federal law or by West Virginia Board of Education policy.

Nondiscriminatory Statement

In pursuit of a total education (curricular, extra-curricular, and co-curricular), Ripley High School does not discriminate on the basis of sex, race, color, religion, handicapping condition, marital status or national origin. Inquiries may be directed to the principal or Mr. Jimmy Frashier or Ms. Melissa Browning at Jackson County Board of Education, P.O. Box 770, Ripley, WV 25271, 304 372-7300; or to the WV Department of Education, Director of the Office of Civil Rights

STUDENT GOVERNMENT

Sophomore Class Officers

President: Aiko Ng
Vice President: Tyler Wine
Secretary: Raegan Keefer
Historian: Zoey Torres

Junior Class Officers

President: Lexi Donohew
Vice President: Jacob Templin
Secretary: Kassidy Wilson
Historian: Sienna Nelson

Senior Class Officers

President: Lilly Vanhooose
Vice President: Eli Jenkins
Secretary: Addyson taylor
Historian Braylinn Lutz

Student Body President: Caroline Fisher

The Student Council of Ripley High School consists of students who are elected from their respective classes and serve as their representatives in matters which concern the entire school. It is open to all Ripley High School students who maintain a 2.0 cumulative or better GPA. The purpose of this council is to facilitate the administration of student affairs, to provide for cooperation between faculty and students, to promote community understanding, and to develop opportunities for both citizenship and leadership.

SECTION 1: GENERAL

Senior Privileges

Seniors, by tradition, are the leaders of any school and as such are afforded some privileges. As in the past, these privileges are:

- designated parking spaces in the back lot/annex lot and 1st set (1st 2 rows) of parking spaces in the BOE lot.
- use of the Senior Doors
- Underclassmen stand and acknowledge Seniors when entering events such as assemblies and pep rallies

These privileges are conditional. Seniors must set an example to underclassmen by following rules, regulations and policies of the school. Seniors are leaders in demonstrating pride in the traditions of Ripley High. Since a privilege is never the same as a right, Seniors may have their privileges revoked if the above guidelines are not properly followed.

Lockers

Each homeroom teacher will be assigned a block of lockers near their room that will be assigned to individual students. Students may not change locker assignments. Unauthorized locker sharing negates any claims which students may extend for lost, stolen, or damaged items. Lock combinations should be kept confidential at all times. The school will not assume liability for items missing from lockers. Lockers that do not work properly must be reported to the assistant principal's office.

All lockers, desks, or other storage areas made available for student use on school premises, including lockers located in hallways, Physical Education, athletic dressing areas and Art and Music classrooms are the property of the school. Lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school, but are not to be used to store items which cause, or can reasonably be seen to cause, an interference with school purposes or an educational function, or are forbidden by state law or school rules. **Students may provide their own lock to secure their locker, or may request the school to provide a lock.** The use of the locker or desk does not diminish the school's ownership or control of the locker or desk, or the right of the principal or their designee of the school to control the use of the student's storage area in accordance to the rules described. The school retains the right to inspect the locker or desk and its contents to insure use in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent storage of prohibited or dangerous materials such as weapons, illegal drugs, nicotine products or alcohol. In addition, no open drink containers will be stored in lockers. The school assumes **NO** responsibility for lost or stolen items.

Lockers are the property and responsibility of the Jackson County Schools. LOCKERS CAN BE SEARCHED AT ANY TIME. The Jackson County Board of Education reserves the right to search any and all lockers at any time, without the student's knowledge and/or presence. Damage to any student locker will result in a fine determined by the administration.

Bus Regulations

Regular routes:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students shall wait for the bus in their own driveway. Do not cross the road until the bus has completely stopped. Students will board the bus one step at a time.

3. Students must have written permission from the school administration to be transported on any bus

other than the one which they are assigned.

*Students wishing to ride a different bus must submit a written request from their parent or guardian to the Annex office. The request must include the parent's or guardian's phone number, as well as the name and address of the location where the student wishes to travel. Requests submitted after lunch may not be approved depending on time availability.

4. Some buses are considered "overcrowded". Bus passes will not be written for overcrowded buses.

*Appeals may be made to the transportation department, 304-373-1020.

Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct attention away from the road, danger exists.

While riding the bus:

1. Except for ordinary conversation, students shall observe quiet conduct.
2. Students shall stay in their seats while the bus is in motion.
3. Students shall not throw waste paper on the floor of the bus.
4. No part of the body shall be extended out of the window.
5. Students must be quiet while the bus proceeds through a railway crossing.
6. Students shall not leave the bus by way of the emergency exit door unless an emergency exists.

Field Trips & Non-Required School Activities

Field trips and other non-required school activities are privileges to students who exhibit high academic, behavior, and attendance standards while attending Ripley High School. Teachers and students are **required to use the**  Field Trip Form when engaging in an activity that would require students to miss classes or days of school. If a student does not meet the established criteria, he or she will not be allowed to attend the activity. **Students who have a current failing grade in any class or have 5 unexcused absences in the current semester may not be approved to participate in field trips.**

***Co-curricular trips and athletic trips do not require a field trip form to be completed.**

On-Campus Parking

Parking on school grounds is a privilege. Students who do not follow WV laws and/or school policies may lose their privilege to park on school grounds. Any materials or items contained in or displayed on vehicles parked on school property that creates a disruption to the educational process may be grounds for loss of this privilege.

Seniors wishing to paint their parking spot will incur a fee of \$20. This money will be used by Student Council to provide activities and services for the student body.

Students are not permitted to go to their vehicles during the school day unless they have permission from an administrator.

General student parking is available in the lot below the Board of Education offices. Students are not to park in any space labeled "Staff Parking". These spaces are for employees at the Board Office. Students who drive to school must park their vehicles in designated areas. Seniors may park in the back lot beside the football field by permit only. If parking in the back lot, students must enter campus through the back gate. All staff spaces on campus will be numbered; students may not park in numbered spaces. **Students may only park in their designated spot or area.**

Students who drive to school **must** register their vehicles by completing the [Driver Registration Form](#), submit a Drug Testing Consent Form, and receive a Parking Pass from the PRO Officer. These forms must be filled out on the school website/google form. **You will need to present your ID to the PRO to receive a parking pass.**

Parking permits will be issued based on the number of spaces available.

Students driving off campus for school obligations

Students wishing to drive to vo-tech (pm), co-op (pm), or leave campus for other school related obligations must park in the annex or BOE lot as assigned. **Students leaving campus for co-op are permitted to leave at 11:45 am. Students leaving campus for vo-tech are not permitted to go to their vehicles until 11:45 am. Paperwork must be completed and verified prior to driving or transporting to vo-tech.**

Illegal parking includes (but is not limited to):

- Not registering vehicle
- Parking in Staff Parking at Board Office or Ripley HS
- Parking in Senior areas if not a Senior
- Parking in non-parking spaces
- Parking on school property after privileges have been denied

At any time, a student's vehicle is subject to be searched and/or towed by the administration.

Textbooks

Most student textbooks are now online and provided through the MacBook. Other needed textbooks are furnished by the Jackson County Board of Education to students at no charge. Students will sign out numbered textbooks and be responsible for the care of textbooks. The book will be checked in at the end of the year (or semester) and any damage, beyond the normal wear, will be assessed. If a book is lost, the student will be charged for the lost book based on the number of years it has been used. The assessed amount is as follows:

1st year -- 100% of cost

2nd year -- 90% of cost

3rd year -- 80% of cost

4th year -- 70% of cost

5th year and each year thereafter -- 60% of cost

Students will not be issued a replacement textbook until the original book cost has been paid.

Obligations

Students who have technology obligations, do not return textbooks, library books, pay lunch bills or have other outstanding bills will be placed on an obligations list. Students with obligations need to make arrangements to pay for them before the next school year. **Graduating seniors with outstanding obligations may experience delays in receiving senior packets until they have made restitution.**

Lost and Found

Students who find items that do not belong to them are encouraged to turn them in to the offices of the main building or annex. Students who have lost an item are to check with the school secretaries. Anything that has not been claimed by the end of the year will be given to the person that turned it in or will be donated to charity or discarded.

Tobacco/Nicotine/Alcohol/Illegal Substances

The possession and/or use of tobacco, nicotine products, alcohol, or any illegal drug/substance on school property or at school sponsored events is strictly prohibited by county and school policy as well as state law.

Students found in use of or in possession of tobacco and/or nicotine products (including vaping devices) will be suspended for 1 day and will be required to complete a nicotine cessation program in lieu of receiving a citation on the first offense. Students found in violation of this policy for the second time will be suspended for 3 days and will receive a citation from the PRO/Law enforcement. Students who violate this policy for a 3rd time will be suspended for 5 days and will be recommended for alternative school.

Students found in possession of or in use of alcohol shall be suspended from school for a period of 5-10 days. Law enforcement will be notified and assessment by a substance abuse counselor will be recommended. Students found in possession or in use of alcohol for a second time will be suspended for 10 days and law enforcement will be notified. Assessment by a substance abuse counselor will be required prior to the student returning to school. Recommendation to the alternative school will be made.

Students found in possession of illegal drugs or substances (including THC) will be suspended out of school for 10 days, law enforcement will be notified, and the student may be recommended for the alternative school or expulsion. Students distributing illegal drugs or substances will be recommended for alternative school or expulsion. Second offense of this policy will result in a 10 day out of school suspension and recommendation for alternative school or expulsion.

***** STUDENTS WHO VIOLATE THE TOBACCO/NICOTINE/ALCOHOL/ILLEGAL SUBSTANCES POLICY WILL BE SUBJECT TO RANDOM SEARCHES FOR THE REMAINDER OF THE SCHOOL YEAR**

Electronic Devices

Ripley High School will follow the Jackson County Schools student cell phone policy for the school year as seen below.

STUDENT USE OF CELLULAR TELEPHONES

This policy meets the requirements of WV Code §18-2-46 in that it ensures a consistent approach to the use of personal electronic devices in schools. The goal is to promote a distraction-free learning

environment while allowing for appropriate exemptions and educational opportunities. For the purpose of this policy, the school day shall be defined as from the time the student arrives on school grounds until the dismissal bell. After-school tutorial and disciplinary programs are an extension of the school day for participating students, and the prohibition of cell phones in these activities extends until the conclusion of the program.

"Personal Electronic Device" (PED) means any portable device capable of wireless communication or computing, including, but not limited to, cellular phones, tablets, laptops, smartwatches, and portable gaming systems not provided by a county board of education.

PEDs are permitted on School Property. However, the use and/or display of PEDs shall not be accessible during instructional time. Students must store PEDs in their assigned locker unless a student qualifies for one of the following documented exemptions:

A. Medical or Special Education Need

PED use is allowed if it is:

- Required by a medical doctor or licensed healthcare professional
- Included in an approved IEP or 504 Plan
- Outlined in a written accommodation plan

The exemption documentation must include:

- The timeline for which the exemption is valid
- The specific devices approved for use
- The purpose for use

B. Work-Based Learning Programs

Students enrolled in a county board–approved work-based learning program may use specific PEDs for course-related activities, provided the:

- Device type
- Purpose
- Specific courses are documented and approved by the school administration

Violations of this policy, which shall be documented in WVEIS, will result in the following penalties:

Middle and High Schools:

1st Offense

The telephone will be confiscated, and a **parent/guardian may be required to retrieve the item**. The student will be assigned to one (1) day of In-School Suspension or the equivalent number of hours of after-school ALC at the discretion of the principal

2nd Offense

The telephone will be confiscated, and a **parent/guardian may be required to retrieve the item**. The student will be assigned to two (2) days of In-School Suspension or the equivalent number of hours of after-school ALC at the discretion of the principal

3rd Offense

The telephone will be confiscated, and a **parent/guardian shall be required to retrieve the item**. The student will be suspended from school for three (3) days.

Subsequent Offenses:

The telephone will be confiscated, and a **parent/guardian shall be required to retrieve the item**. The suspension may be increased, and **the privilege of possessing a cell phone at school shall be prohibited**. A conference shall be offered to the parent to discuss the reasoning for this prohibition.

Students involved in extracurricular activities after school is dismissed shall have any PED set to "silent" or "vibrate" mode so that the extracurricular activity will not be disrupted. Student use of cell phones during extracurricular activities may be regulated by the coach or group sponsor as needed to prevent disruptions. PEDs shall not be used in any locker room area.

In the event that a cellular telephone is used for an illegal activity, the principal shall report the matter to law enforcement officials. Use of a cellular telephone for purposes of academic dishonesty, recording of altercations, or unethical or immoral activities shall carry additional penalties at the discretion of the principal.

The Board is not responsible for theft, loss, damage or vandalism to cellular telephones brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their children during the school day is by calling the school office.

The LSIC of each school must annually discuss progress in implementing this policy, at a minimum reviewing the relevant discipline data, and make recommendations to promote compliance.

Fighting

1st offense OSS for a minimum of 5 days. Additional ISS, lunch detention, and/or social probation may also be assigned at administrator discretion. Possible juvenile petition may be filed by PRO.

2nd offense OSS for 10 days AND 3 days of counseling from RHS counselors AND 10 days ISS AND the remainder of the year on social probation. Juvenile petition may be filed by PRO. Possible recommendation to alternative school.

3rd offense Recommendation for Expulsion, juvenile petition may be filed by PRO.

At the discretion of the administration and the school's PRO officer, battery charges may also be filed when fights occur at school.

Nutrition Program

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at **FREE OF CHARGE!!!**

All breakfast and lunch meals are to be consumed in areas permitted for eating. These include the cafeteria, gymnasium, main lobby, athletic field visitor bleachers, annex and main building breezeways, back courtyard, and classrooms at teacher discretion.

A "Grab-and-Go" lunch will be offered for those attending clubs, tutoring, or other activities at lunch time. This is a bag lunch generally consisting of a sandwich, side item (like fruit) and milk. Also, a "Grab-and-Go" breakfast will be offered in the Main Lobby and Cafe after the bell rings at 7:30. Students will be allowed to eat "Grab-and-Go" breakfast during homeroom.

Meal Prices: First Student Meal is Free. Extra Milk is \$.25. Adult meals are \$4.00. Any student eating an additional lunch must pay **\$3.00** for the second meal. These prices are subject to change.

Hundreds of students eat in the cafeteria each day on a first come, first served basis, and the cooks do an outstanding job preparing meals. Students are expected to be on their best behavior, including these policies:

- Line up in a safe and orderly manner.
- Deposit all litter in the trash cans provided.
- Return all trays to the dishwashing area.
- Leave the tables and floor in a clean condition for others.
- All trays must stay in the cafeteria.
- Don't cut the line. Those who do will go to the end of the line.
- Don't throw food. Those who do will clean the cafeteria under the supervision of a Custodian.

Food Deliveries to Students

1. Only a parent, guardian or family member may leave food for a student. Food can not be delivered to multiple students or friends. It may be dropped off with the duty person at the front gate.
2. Deliveries are not permitted at the back gate.
3. It will be the student's responsibility to retrieve their lunch from the drop off point.
4. Food not picked up or food that is dropped after the lunch period will not be delivered to the student until the end of the day.
5. Delivery services from the food establishment or a delivery service (i.e. Grubhub, Doordash, etc.) are not permitted and will not be accepted by school staff.

FOOD IS PERMITTED ONLY IN DESIGNATED AREAS

Non-Discriminatory Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,

color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2. fax: (202) 690-7442; or 3. email: program.intake@usda.gov. This institution is an equal opportunity provider.

Harassment/Bullying/Intimidation

The Jackson County Board of Education and Ripley HS maintain a learning environment that prohibits and is free from racial, sexual, religious/ethnic harassment, violence, intimidation, and/or bullying. It shall be a violation of policy JCE/GAEB/WV 4373 for any student, employee of the JCBOE, or member of the public during any school related activity or during any school sponsored event, whether in a building or on other property used or operated by the Board, to engage in any type of harassment, bullying or violence and/or intimidation. Procedures have been developed by Ripley High School to ensure the learning environment is safe and conducive for all to succeed. If you are a victim of harassment, bullying, or intimidation please do not wait to report the offense. **Allegations can be reported in person to any staff member or a harassment/bullying/intimidation form may be completed and turned in. Here is a link to the form... [HIB FORM](#). Reports can also be submitted through the [Student Support tip line found here](#), on the Ripley High School homepage or in the Ripley Vikings course in CANVAS.** *Student off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined (WV Policy 4373).*

Hall Passes

Once class has begun, students will remain in the classroom for instruction. Student traffic in the hallway will be kept to a minimum so that instruction will not be interrupted. **Except in case of emergency, students will not be out of class during the first 5 minutes of class and the last 5 minutes of class.** Students who have permission to be out of class must utilize and be approved through the E-Hallpass system. **Any student out of class during class time who has not utilized the E-Hallpass system will be directed back to class and considered tardy.**

Appropriate Clothing/Dress

Clothing which might interrupt the learning environment of any classroom at Ripley High School will not be permitted. Clothing that exposes cleavage, buttocks or midriffs is not permissible.

Shorts, pants and skirts must fully extend beyond the bottom of the buttocks during normal school-related activities. Holes in any piece of apparel shall not expose any part of undergarments. Pants/shorts/skirts must be properly buttoned, zipped and worn at the waist level and shall not reveal undergarments. Anything deemed inappropriate by a staff member is also subject to administration conference and possible disciplinary action.

Shirts/tops must cover cleavage and the midriff during normal school related activities. All shirts must have a strap over the shoulder. Sleeveless shirts must fit snug under the armpits.

Hats, hoods, caps, toboggans or any other headwear not pre-approved by administration shall not be worn inside and will be subject to dress code consequences. Shoes must be worn at all times.

Clothing, jewelry, accessories, etc. that promotes/advertises alcohol, tobacco, nicotine, controlled substances, sexually explicit acts, violence or other inappropriate subject matter is prohibited.

Blankets are not permitted at any time during the school day.

Dress Code Violation Consequences

STEP 1 - The teacher will notify administration who will give the student a warning and an opportunity to correct the violation. The administration will document the warning in the WVEIS system

STEP 2 - The second time a student is referred to the administration during the year, regardless of the teacher referring, will be given an opportunity to correct the violation, and will be assigned 2 days of lunch detention. Parent/guardian notification will be attempted.**

STEP 3 - Students referred to administration for a third time during the year, regardless of the teacher referring, will be given the opportunity to correct the violation, and will be assigned 5 days of lunch detention. Parent/guardian notification will be attempted.**

STEP 4 - Students sent to the administration a fourth time during the year, regardless of which teacher sent the student, will be assigned ISS. A parent conference will be arranged.

STEP 5 - Students sent to the administration after the fifth time during the year, regardless of which teacher sent the student, will be considered insubordinate and will receive OSS. A parent/guardian meeting with administration will be required prior to the student returning to classes. Further dress code referrals will be considered insubordination and will result in ISS, social probation and/or out-of-school suspension.

**Students who refuse to correct violations or are disrespectful at any step will be considered insubordinate and will have additional consequences.

In Steps 1-4, every opportunity will be given to the student to adjust clothing or receive appropriate clothing from our school supply to meet dress code requirements and return to class. If the student calls home for a change of clothes, they will wait in the office or ISS room until the appropriate clothing arrives.

Students are advised that they must abide by certain classroom requirements such as specific clothing, shoes, hair styles, or jewelry which may cause safety concerns. Safety will always be paramount to fashion.

The administration reserves the right to make the final determination on whether the student's clothing is appropriate for school. The administration also has the right to adjust this policy as needed. Students arguing with the administration about their clothing will be considered to be insubordinate.

The dress code policy for extracurricular and/or after-school activities may vary based on the activity. Administration/supervisors will make the final determination on appropriateness at these events.

Restrooms/Locker Rooms

Students are not permitted to congregate in restrooms or locker rooms. Students who gather and remain in restrooms/locker rooms for an extended period of time are subject to school discipline. These areas are to be used for their intended purpose only. One student at a time will use a stall for its intended purpose. **If the bathroom is full, students will wait outside the restrooms until room is available.**

Eating is prohibited in the restrooms. Locker Rooms are off limits during lunch.

The following situations may result in a bag search and student pockets being emptied...

- Loitering as individual or group
- Smell of Smoke or Vapor
- More than one student per stall
- Use or suspected use of prohibited substance
- Suspicion of vandalism

Assemblies

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands respect and appreciation. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping feet and booing are discourteous. Yelling is appropriate only at pep assemblies. Some guidelines for the auditorium are:

1. Proceed to the assembly area quietly and promptly; find your seat quickly.
2. Be courteous to the performers and to your neighbors. Don't use the interval of applause or the short time in between to start conversation. Once a speaker approaches the podium, the audience should be silent within 3 seconds.
3. Applaud in keeping with the occasion.
4. Do not leave the assembly until dismissed.
5. Students, by their conduct, will determine the number of assemblies that will be held. Keep in mind also that an indication of the cultural level of the school is the conduct of its student body.
6. Exceptional student behavior is an expectation.
7. All food and drink are prohibited in the auditorium.

Parent Involvement

There are several groups that afford parents the opportunity to be involved in groups that support students and the school. All parents or interested parties are invited to participate in:

- Athletic Boosters
- Band Boosters and Choral Boosters
- Project Graduation Committee
- LSIC -Local School Improvement Council
- Ripley High School Alumni Association
- Parent Advisory Council (PAC)

SECTION 2: STUDENT SERVICES

Counseling Office

The counseling staff at Ripley High School looks forward to working with the students. Students are asked to see their assigned counselor for scheduling or record keeping. For help with other matters, they are free to schedule an appointment with the counselor of their choice. The counseling office is located across the hall from the Main Building office.

The counseling department offers a variety of programs and services to assist students with educational and personal growth interests: personal counseling, academic counseling, crisis intervention and prevention, referrals and coordination with outside agencies, career exploration, school testing programs and post-graduate planning, information about colleges, scholarships, vocational schools, careers and social/personal issues.

Additional resources available to students include our Communities in Schools (Mrs. Kelly Rake).

Office Hours (when school is in session):

Mrs. Minardi, Mrs. Holley, and Mrs. Cox -- 7:45-3:45 Monday-Friday

Schedule Changes

Student schedule changes will be made through the counseling department according to the following guidelines:

1. Errors made in schedules will be corrected.
2. Students must continue attending a class they are considering dropping until the schedule change process for that class has been completed.
3. No one may audit a class.
4. The deadline for schedule changes for the semester is 3:30pm on the 7th school day into the respective semester. Please refer to the schedule change form and guidelines.
5. Students **shall not** make a request to change their schedule for the following reasons:
 - To request a certain teacher
 - To have class or lunch with a friend
 - To drop an academic or core course for an elective
6. The "Schedule Change Request Form" must be filled out before a schedule change.
7. A schedule change is only made when the staff believes it will best serve the student.
8. Due to constraints and restrictions placed on Ripley High's master schedule, certain classes cannot accommodate schedule changes. Students will be held accountable for the "Scheduling Request Form" submitted to the counseling office last year.

School Library Media Center

The [Ripley High School Library](#) is open on school days from 7:30 a.m. to 3:30 p.m.

Students who are taking courses on campus through the [WV Virtual School](#) are assigned a period in the library to complete their classwork. Mrs. Jessica Cox, the School Library Media Specialist, serves as the Facilitator for these WV Virtual School courses. Due dates for WV Virtual School students may not align with classes and schedules at Ripley High School. Students who take virtual classes are responsible to meet the deadlines set by the WV Virtual School and/or the School Facilitator, Mrs. Cox.

In addition to checking out books and using the library for a quiet study area, students may also utilize one of the six computers in the library (using their student log-in credentials). A black and white printer is available for students who need to print paper assignments and other school related documents (such as scholarships and ACT/SAT admission tickets).

Students may also come to the school library for [STAR or Accelerated Reader \(AR\) Testing](#) when referred by their English teacher.

From 3:45 to 5:00 p.m. the library is used for **After-School Tutoring**.

Announcements regarding the library will be made on **CANVAS** in the [RIPLEY VIKINGS course - RIHS Library](#) page.

For Book Check-out:

- A current student ID card should be used to check-out books.
- Books may be checked out for a period of 15 school days and may be renewed for an additional 20 days, unless another student has requested the book.
- **Students have the ability to renew their book(s) online (before they are overdue)** by logging into the [Follett Destiny Catalog](#). Instructions for doing this are on the [Ripley High School Library](#) website and also the **CANVAS RIPLEY VIKINGS course - RIHS Library** page.
- If a book is lost, report it to Mrs. Cox. Lost or damaged books must be paid for at the replacement cost by the student responsible.

Additional library information may be viewed on the [Ripley High School Library](#) website or under the Quick Links tab on the [Ripley High School](#) website.

ID Cards

All students are required to have a current picture ID Card.

All students (including Seniors) have two opportunities to get a FREE ID card on school picture days which are scheduled for underclassmen.

Uses of the student ID card include:

- Checking out books in the library.
- The ID Card may be required for identification purposes for extra-curricular activities including sporting events, dances and other activities as designated by the administration.
- The ID Card has been used to allow free admittance to designated sporting events by the administration in the past.
- If you must replace a lost or destroyed Social Security Card, a current student ID is an acceptable form of identification.

Administrators and staff may request your ID Card to confirm your status as a current student at RHS.

Internet Policy

Ripley High School relies upon the proper conduct of the end users who must adhere to the guidelines established by the school system. These guidelines **apply to all electronic devices** within the school or on school premises.

School access to the **internet is a privilege, not a right**. Inappropriate use may result in cancellation of this privilege, as well as disciplinary action. Based upon the acceptable use guidelines outlined here, the system administrators have the authority in determining what qualifies as inappropriate use.

The West Virginia Department of Education and Jackson County Schools utilize an internet filtering system. However, parents and guardians must be aware that the school cannot guarantee students will have access to only educational sites. The following guidelines shall be adhered to:

1. Internet use at the school by students will be permitted only after students have submitted an internet agreement and understanding form that must be signed by the student and his/her parents or guardians.
2. Students are prohibited from using the internet for personal web browsing or personal email.
3. Students found to be non-compliant with school/county internet policy will be subject to disciplinary actions which will consist of, but not limited to:
 - a. Restricted internet access on MacBooks
 - b. ASD/Lunch Detention/ISS and parental conference
 - c. Out of school suspension
 - d. Permanent loss of internet privileges and/or loss of technology privileges
4. Disrespectful or slanderous comments about school employees appearing on the internet, social media or messaging will warrant disciplinary action such as ISS or OSS, expulsion/alternative school recommendation and/or legal prosecution.

The following are examples of inappropriate technology use while at school or at any school sponsored event and may result in lunch detention, ISS, OSS, recommendation for expulsion/alternative school and/or legal prosecution.

1. Transmitting, accessing, printing, downloading, or uploading any material deemed pornographic, obscene, sexually explicit, indecent, or vulgar.
2. Transmitting, accessing, printing, downloading, or uploading any material deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory.
3. Vandalizing, damaging, disabling, or gaining unauthorized access to another person's property, files, data, or materials.
4. Vandalizing, damaging, disabling, or gaining unauthorized access to Jackson County or Ripley High School's computer system, files, data, or programs.
5. Accessing, printing, downloading, or uploading personal web pages.

SECTION 3: ACADEMICS

Promotion

In high school, grade placement is determined in terms of units of work successfully completed **prior to the beginning of each new school year**. Failure in a required subject indicates that it will be necessary to repeat that course. The following standards are set for grade placement:

6 units of credit Grade 10

12 units of credit Grade 11

19 units of credit Grade 12

26 units of credit is required for Graduation (with passing grades in all required courses).

Note: See Programs of Study for more information.

Honor Roll

To be considered for the Honor Roll, a student must be enrolled in 8 credit classes.

'A' Honor Roll **4.0 average or better**

'B or Better' Honor Roll **3.50-3.99**

'B' Honor Roll **3.00-3.49**

Honors Recognition

Seniors achieving a minimum 3.75 cumulative GPA over their high school tenure will be recognized as Honor Graduates from Ripley High School. They will be designated as Cum Laude (3.7500 - 3.9999), Magna Cum Laude (4.0000 - 4.2099), or Summa Cum Laude (4.21 and above), depending on their GPA.

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Grade Cards and Transcripts

Grade cards are issued to students at the conclusion of each nine-week period. This report will allow students and their parents the opportunity to monitor class progress. **Only the final grade issued at the end of the semester is recorded on the student's high school transcript.** Changes to grades can only be made by the instructing teacher for the particular class. To correct an error on a permanent record or transcript, the Principal and Director of Secondary Education will make the final determination if a mistake was made. Parents who have questions regarding their child's progress in class are encouraged to access Canvas or to contact the teacher. Semester exams are worth **at least 10% but not to exceed 20%** of the class for each semester.

Progress Reports/Interim Reports

Progress reports are issued at the midpoint of the grading period to all students who are failing at least one class. Should your child be experiencing academic difficulty, please contact their teacher immediately. Early intervention is essential to ensuring successful classroom experiences for your son/daughter.

Cumulative Grading Policy

A report reflecting class progress for high school students shall be issued each nine weeks. This report shall reflect the student's academic progress in the class, on a **cumulative** basis for the semester, by letter grade (A, B, C, D, F). **Only the final grade per semester shall be recorded on student transcripts.**

Note that grading is **cumulative**, which means that grading **does not “start over”** at the beginning of a new nine-weeks. Rather, the nine weeks grade is merely a snapshot of the student's current grade that day.

Assignment Late Work/Make-Up Policy: Non-Attendance Related

This policy is for work that is turned in late NOT related to an absence or absences (i.e. refusal/unwilling to complete on assigned day). Teachers are NOT required to accept make-up work on assignments from students who have been found guilty of cheating or plagiarism.

Each department will develop a late work policy that will be consistently followed by the teachers in that department.

Accommodations on an IEP or 504 plan that allow for extended time will be followed and supersede the above policies.

Cheating

Any student caught cheating in any form will receive a zero for the assignment and the student may be referred to administrators for consultation. Parents will be notified by the teacher. **The second offense of cheating in any class may result in an F and/or exclusion from that particular class for the remainder of the semester. The infraction will be noted on the student's permanent record. In addition to disciplinary action (ISS, lunch detention), a parent-teacher-student conference must be convened following a second offense for cheating.**

National Honor Society membership may be revoked on the second violation of this policy.

CANVAS

CANVAS is a web-based resource for students and parents to access grades and class information. Teachers post grades and information for their classes to CANVAS at least once a week. Students and parents will be given an access account to CANVAS and should use this resource as a means of monitoring progress. Parents are encouraged to activate their own account (as opposed to using their child's account) since there are times when messages may be sent to parents only. **If a student's CANVAS is incorrect, or grades have not been posted, please contact the teacher to reconcile any discrepancies.**

Parents may obtain their child's CANVAS access codes from the counseling office (9:00am-12:00pm daily @ 304-372-7355). After receiving your 12-digit access code from the school, please visit <https://jacksoncounty.instructure.com/login/canvas> and click 'activate an account' in the upper left corner. You may then enter your own username and password. For any questions or problems, contact the school.

Parent Conferences

Communication between home and school is important to maintain student success. Parents are encouraged to contact the teacher if a question arises regarding the student's progress in class. Parents may contact the school office to make an appointment with a teacher or may leave a message if they wish to have a phone call returned. Teachers can also be reached through messaging on CANVAS. *CANVAS communication from teacher to parent DOES NOT REPLACE the traditional protocol of calling home or otherwise contacting the parent when the student is struggling.*

Advanced Placement Testing Policy

The AP Coordinator will monitor and subjectively evaluate each student's work ethic and attitude in all AP testing sessions in order to determine if the student has taken the test seriously. Any inappropriate behavior will be reported to the administration.

Advanced Placement classes are considered to be weighted when determining grade point averages and class rank.

AP students choosing not to make the effort necessary to score proficient in class and on the AP exam will be required to pay the cost of the test and lose the weighted grade provision entitled in an AP class.

Any enrolled AP student who does not take the AP exam will not receive a weighted grade.

Any student failing an AP class at the end of the first semester or dropping the class at any time will not be entitled to a weighted grade.

Requests to drop an AP class are only granted by the school's administrative team.

Regardless of the testing site, school rules shall be in effect at all times prior to, during and after students complete their AP examination.

Students are expected to participate in AP practice tests if scheduled by AP teachers.

Academic Team

RHS offers a Junior Varsity and Varsity Academic Team. Tryouts are held in the fall. See Ms. Heckert or Mrs. Greene for more information.

National Honor Society

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The RHS Curriculum Team is currently reviewing the criteria for acceptance into NHS and will announce it to students when completed.

Graduation Honors Cum Laude System

Beginning with the graduating class of 2027, Jackson County Schools will begin using only the Cum Laude system to recognize high academic achieving students.

Jackson County Schools recognizes all graduating students who have challenged themselves at the highest level, regardless of course of study. Honors will be based on a weighted grade point average scale.

The final Grade Point Average (GPA) for the Graduation Honors Cum Laude System will be based on the credits earned at the end of the final semester of the student's senior year. Honor graduates will be recognized as Summa Cum Laude, Magna Cum Laude, and Cum Laude according to GPA standards set by each of the two (2) high schools.

Senior Information

A detailed review of Senior information can be found on the [Ripley High Counseling Office](#) page in CANVAS or by contacting the Counseling Office at 304-372-7355.

SECTION 4: ATHLETICS and EXTRACURRICULAR ACTIVITIES

Ripley High School offers a wide range of curricular and extracurricular programs to afford students opportunities for personal growth and success. Students are encouraged to participate in activities of interest and should listen for announcements for details.

Athletic Programs:

Archery	Basketball
Softball	Cheerleading
Baseball	Cross Country
Track	Football
Soccer	Girls Volleyball
Golf	Boys Wrestling
Tennis	Girls Wrestling
Band (co-curricular)	E-Sports
Chorus and Show Choir (co-curricular)	

Athletic Eligibility

By WVSSAC policy, students wishing to participate in any extracurricular sport shall have a 2.0 average the previous semester. Clubs and activities that are identifiable as closely related to subject areas (linguistic, theatrical, musical, journalistic) are not included in this interpretation.

The student's eligibility will be determined each semester by his/her GPA the previous semester. A 2.0 average is defined as a grade point average (GPA) of 2.0 or better on a scale where an A is 4 points, a B is 3 points, a C is 2 points, a D is 1 point and an F is 0 points. In computing a grade point average for purposes of this policy, all classes for which a final grade is recorded are to be considered. The total number of classes taken is divided into the total number of grade points earned to determine the GPA.

To regain lost eligibility and commence practice a student must first successfully obtain a 2.0 or better average at the six week grading period following the semester when ineligibility was determined. At the conclusion of the nine week grading period, students seeking full eligibility status must have a 2.0 GPA. Adhering to school and WVSSAC eligibility standards, a student may become eligible for extra curricular competition at this time.

Students are required to be in attendance the entire day of any scheduled activity (practice or game) in which they are to participate. This includes all after-school activities including extra and co-curricular activities, dances, etc. This requirement will only be waived by an administrator if the absence is for an unavoidable reason or excused by a doctor's note.

Athletes must have a physical examination **prior** to the start of the season or athletic practice. The physical must be completed on the WVSSAC form and dated after May 1, 2026.

Student Injuries

Students who have been injured during an athletic contest shall see/call the athletic trainer immediately. If a student athlete cannot practice or play due to an injury, the student is responsible for informing the athletic trainer and coach. The student athlete must provide documentation from a physician or qualified medical professional regarding limitations on practices and contests.

West Virginia Secondary Schools Activities Commission

Ripley High School is a member of WVSSAC. This is a voluntary organization of public and parochial schools of West Virginia, organized for the purpose of promoting and regulating the competition between schools in what is generally known as extra-curricular activities. The school is subject to and governed in part by the rules and regulations for extra-curricular activities of the WVSSAC.

Fan Behavior

Students and parents are reminded that they represent the school when they are fans at an athletic or school event. The administration encourages everyone to set an example for all around them by being enthusiastic while at the same time showing respect for those of the opposing team and their fans. Fans shall at no time during an athletic event engage the participants in conversation or otherwise. Unsportsmanlike/disrespectful conduct at a Ripley High/Jackson County Schools sponsored event will not be tolerated and shall be addressed in a manner which removes the offending individual(s) from the premises. Disciplinary measures for students, such as, but not limited to, suspension, social probation, and/or referral to alternative school, may be implemented. Adults participating in such behavior will be immediately removed from the event, attend a conference with school personnel (to be scheduled at a later date) and abide by the decisions derived at the meeting. Failure to comply with decisions of school officials will be subject to prosecution and access denied to school sponsored activities for a duration of time to be determined by administrators. Sportsmanship is a major focus of the WVSSAC. Guidelines have been established which each member school is expected to uphold. These standards are applicable to students, parents and the general public. Refer to the WVSSAC website www.wvssac.org for more information.

Social Probation

Social probation is a result of inappropriate conduct on school property, at a Jackson County School activity, or a violation of the school's attendance policy. **Students placed on social probation are prohibited from being on school premises or at school events after school hours. Students assigned OSS are on social probation until their time is served.** The duration of the probation will be established by the school administrator and is not to exceed one (1) school term in length. Violators will be escorted from the premises and trespassing charges may be filed. Social probation is usually a result of misbehavior at an extra-curricular event or during school time. Assignment of social probation is at administrator discretion. Should violation of social probation occur, the violator will be removed from the event immediately and may be remanded into the custody of the parent or legal authorities. Refunds will not be issued for removal from school grounds.

Drug Testing Policy

[Drug Testing Form](#)

The drug testing policy for Jackson County is designed to randomly test secondary students having membership in interscholastic extracurricular activities, co-curricular activities, student drivers having school parking privileges or students electing to be included in the random selection process with parents/guardians consent. In cases of positive test results, participants and their parent/guardian will be immediately contacted and a private conference convened.

Abridged Policy Guidelines: **First Offense** - The student must consent to drug counseling from a qualified drug treatment or counseling entity within five days of the infraction notification. Mandatory retest within two weeks. **Second Offense** - The student shall be suspended from participation in all extra and co-curricular programs for fourteen calendar days and be required to successfully complete four hours of substance abuse education/counseling. NOTE: Second offense students shall be randomly tested monthly for the remainder of the school year. **Third Offense** - The student will immediately be suspended from all school sponsored activities and parking for one calendar year.

This policy sets restrictions for student drivers and parking vehicles on school property. Provisions include but are not limited to: **First Offense** - Suspension of driving privileges until drug counseling from a qualified drug treatment program or counseling entity can be confirmed, and **Second Offense** - revocation of driving and parking privileges at school for a minimum of ninety school days.

School Dances

All school dances must be approved by the student council and the school administration at least two weeks in advance of the event. All major school dances (those for which a band or DJ is engaged) must have six approved chaperones. The group sponsoring the dance must make arrangements to have a law enforcement officer present to aid at the door and check the grounds periodically. Administrators, chaperones, and the PRO reserve the right to excuse students from participation at a school dance. Students below the high school level will not be permitted to attend high school dances. Also, any guests over the age of 20 will not be permitted to attend high school dances.

Students leaving a school dance will not be permitted to re-enter, even if they are willing to pay a second admission. Students are not permitted to loiter around the outside of the building during a dance. Alcohol, tobacco/nicotine products or any controlled substances will not be permitted at school dances.

The time for school dances will be from 7:30 pm -10:00 pm.

The prom is for Ripley High School Juniors, Seniors, and their approved guests. Students from any school system below Junior standing **WILL NOT** be permitted to attend the prom. All guests must be age 20 or under and registered in advance and be approved by faculty advisors at least three (3) days in advance of the prom date. The administration reserves the right to review and change this policy at any time within the school year. **Attendance at school functions, including prom, is a privilege, not a right. The administration reserves the right to exclude students having a lack of faithful school attendance.**

SECTION 5: ATTENDANCE AND SOCIAL PROBATION

WV Law

West Virginia law requires school attendance for children between the ages of six and seventeen and others who elect to stay in school. The right to attend school places upon students the responsibility of faithful attendance. Remember that attendance and good grades are closely related. Student absences will be excused only for the following reasons:

1. Illness or injury of the student
2. Medical or dental appointment
3. Illness or injury in family and the student's presence is deemed essential
4. Calamity, such as fire in the home, flood, or family emergency
5. Death in the family
6. School approved curricular or extracurricular activities
7. Legal obligations
8. Failure of bus to run or extremely hazardous conditions
9. Observance of religious holidays

Absences will be recorded on a class by class basis. Should a student miss 20 minutes or more from a class, he/she will be counted absent for that period. By state law, a student that has been absent for any reason other than a school activity, must present a note to the school within 3 school days of the absence. Excuse notes will not be accepted after 3 school days from the day/days of being absent. Excuses must be presented to the front office personnel directly upon return to school. Failure to bring a note within 3 school days will result in the absence being permanently classified as unexcused.

Parents may verify, in writing, an absence for five (5) total days a semester. A doctor's excuse will be required for any absences over the five (5) parental excuses per semester. An automated calling system is activated daily to notify parents of the child's class or school absence.

Written Excuses

In order to be excused from school, written verification is required. Students returning from school from any absence are to bring in a written note from the parent or guardian, physician or court documentation within 3 school days. Notes must be submitted to the main building office each morning. Please be sure to include the following information on the note:

First and Last Name of Student

Student ID Number

Date(s) of Absences

If student was not absent the whole day, they should indicate the time of day they were out of school

Signature of Parent/Guardian/ Physician

Except for school-related activities, all absences without proper written verification will be recorded as unexcused. It is the student's responsibility to maintain up to date parental notes and/or professional receipts and records in their files.

As a means of enhancing learning opportunities and reducing absenteeism, parents are asked to make a concerted effort to schedule all dental, doctor, legal or other necessary appointments during non-school hours or days. Absences due to DMV driver examinations will require a parent note to be considered excused.

Simply signing the sign-out sheet for a student does not suffice as an authorized excuse by the administration.

Social Probation: Attendance and Behavior

Students are encouraged to be active participants in activities sponsored by the school. Students are advised that excessive absences or poor behavior may prevent them from participating or attending privileged activities in school such as athletics, field trips, band and choral events, parking on school campus, dances, etc.

Social probation is a result of inappropriate conduct on school property, at a Jackson County School activity, or a violation of the school's attendance policy. Students placed on social probation are prohibited from being on school premises or at school events after school hours. Students assigned OSS are on social probation until their time is served. The duration of the probation will be established by the school administrator and is not to exceed one (1) school term in length. Violators will be escorted from the premises and trespassing charges may be filed. Social probation is usually a result of misbehavior at an extra-curricular event or during school time. Assignment of social probation is at administrator discretion. Should violations of social probation occur, the violator will be removed from the event immediately and may be remanded into the custody of the parent or legal authorities. Refunds will not be issued for removal from school grounds.

Students who have accumulated 7 unexcused absences will be placed on social probation for the rest of that semester. This will include no attendance or participation in extracurricular activities, dances, etc.

Students must be in attendance all day of school in order to practice, play or participate in extra and/or co-curricular activities. Exceptions will only be granted by an administrator on a case by case basis.

Assignment Late Work/Make-Up Policy: Attendance Related

Students absent from class have the right to complete work missed due to excused or unexcused absences, school suspensions or involvement in school-sponsored programs. However, it is the **student's** responsibility to find out what he/she needs to make up. The student must request from the teacher any assignment that was or will be completed during his/her absence.

Students will be given one day for each day of absence to make up work. Once a student has requested assignments, it is the teacher's responsibility to provide the assignment and issue a due date. It is the student's responsibility to complete all missed assignments prior to the due date for completion. If an exam is being given or an assignment is due on the day that a student is absent, the student will be expected to hand in that assignment or take the exam on the first day on return. An exception may be made for multiple day absences.

Teachers are encouraged to announce assignments and post dates to Canvas including tests, projects and papers, along with due dates, in advance whenever possible. Students must be cognizant of these curricular expectations and plan daily/weekly schedules accordingly in order to meet time-lines. Students missing classes for extracurricular activities are responsible for work missed. Assignments must be turned in when due or immediately upon return to school.

Accommodations on an IEP or 504 plan that allow for extended time will be followed and supersede the above policies.

Sign In/Sign Out

Signing in and out of school will be handled in the office by the administration or assigned staff. Students who sign in twenty (20) minutes after class begins will receive an absence rather than a tardy from class. It is the student's responsibility to obtain an admit slip from the appropriate person in the main office.

Students are not permitted to be signed out by phone except in extraordinary circumstances that are approved by an administrator. In all other situations, a written note must be provided in advance indicating the date and time the student will need to sign-out. All written notes will be verified by school personnel prior to the sign-out time. If verification can not be obtained, students will not be signed out. Students may not leave with fellow students. **Signout by note is a privilege that can be revoked if the administration determines that the process is being abused by a student or parent.**

Tardies

Tardies will be given on a period by period basis. A tardy occurs when a student arrives at an assigned area after the tardy bell. Students who arrive tardy to school or class must report to the office to receive an admit slip to class. The main and annex offices will be able to process admit slips each period. Once a student reaches a total of four (4) tardies, as recorded by the School Check-In System, the student will be called to the office. **All sign-ins count as tardy unless excused documentation is provided at the time of the sign-in.**

The following is a breakdown of the consequences for tardies:

4 tardies	2 LD
8 tardies	4 LD
12 tardies	1 day ISS
16 tardies	2 days ISS

***Tardies are cleared at the end of the semester**

Developing and maintaining the importance of students being on time for classes or work is a school priority.

SECTION 6: SCHOOL SECURITY/ SAFETY

For the security and safety of our students, **Ripley High School maintains a closed campus.** Upon arrival at school, students are to remain on campus for the **entire school day.** Classroom doors and exterior doors must remain closed and locked during instructional time. Students and staff are not permitted to prop doors open for any reason.

Visitors/Part-time Students on Campus

Visitor parking has been provided in the Annex parking lot. WV Code requires that all visitors be approved by the principal, therefore, all visitors must report to the Main Building to sign in, have a valid photo ID, and receive a visitor's pass. **ALL VISITORS MUST VISIBLY DISPLAY THE ISSUED PASS WHILE ON CAMPUS.**

Students who attend part-time or enter campus during the school day for a class or practice must sign in each day at either the Annex or Main Building offices. These students shall remain in the office area until the time of their class or practice.

DO NOT OPEN DOORS FOR ANYONE WITHOUT STAFF APPROVAL.

Prevention Resource Officer

The Prevention Resource Officer (PRO) is assigned by the Ripley Police Department to Jackson County Schools for employment at Ripley High School. The rationale for this position is that assigning trained, sworn law enforcement personnel into Ripley High School enables the officer to perform a variety of functions including, but not limited to: crime prevention; staff development; assist in developing school security plans; monitoring trouble and/or substance abused students; assist in preventing school violence; conferencing with students and/or parents to reduce truancy and delinquency; educate students on juvenile crime and juvenile issues by providing instruction on non-traditional educational topics; and promote partnership strategies between education agencies and the community that will deter school violence.

The Prevention Resource Office is located in the Annex office. Students needing to talk with the PRO must sign the Student Request Log outside the PRO's office. The PRO will make every effort to conference with students needing assistance. Conference times will be established by the PRO. Students are not to miss class time to talk with the PRO unless it is an emergency situation.

Parents are advised that on an as-needed-basis the PRO may be asked to become an active participant in investigating school rules violations or other legal concerns.

Emergency Information Sheet

All students will receive an Emergency Information Sheet at the beginning of the school year. This information sheet is to be completed by the parent/guardian and returned to the school. It will provide vital information in the event of an emergency. The emergency sheet is also used to verify information before a student is permitted to sign out.

Closing of School

An automated calling system is utilized to inform parents about school closings, pertinent information, etc. Television and radio stations are also notified of school closings due to inclement weather or other emergencies. When it becomes necessary to dismiss during the regular school day, announcements will be made via the calling system and local radio/television stations. Parents and students may also check the county website: <https://www.boe.jack.k12.wv.us> or the WVDE website: <https://wvde.state.wv.us/closings/>.

Fire Drills/Emergency Drills

Fire and Emergency drills are required by law at regular intervals and are an important safety precaution. It is essential when the signal is given that everyone obeys orders promptly. The teacher in each classroom will give the students instructions.

Medications

Parents are encouraged to administer medications to students at home whenever possible. However, if it is necessary for a school employee to administer the medication the following procedures are to be followed:

1. The parent shall provide to the school nurse a completed "Authorization to Dispense Medication" form that has been signed by the physician (Link to form: [Medication Form](#)).
2. Non-prescription medication (aspirin, antihistamines, antacid, ear/eye/or nose drops, etc.) will not be administered to any student by school staff unless authorized (see #1).. When these medications are discovered in the pupil's possession, they shall be confiscated and the parent contacted reminding them of the requirements. **If it is impossible to contact the parent directly, the medication will be confiscated and held until the parent or guardian can pick it up at the school.** Students who continue to bring non-prescription medication to school will receive consequences at the discretion of the administration.
3. In the event of a medical emergency, the emergency information provided on the student's emergency card will be followed and the school nurse notified as soon as possible.

Illness at School

In the event a student becomes ill at school, they shall inform their teacher and **report to the nurse's office**. The teacher will write a pass for the student to see the nurse. If it is during lunch time, students may report directly to the nurse's office in the Annex. The school will notify the parent or guardian if necessary. If the nurse is not available, students may contact administrators for permission to visit the Wellness Center located on campus, provided they have completed and submitted the appropriate paperwork to be seen at that facility. **Should a student need to call home to contact a parent/guardian, they must use the front office phone or school nurse's phone. Students are not permitted to contact home on cell phones during instructional time or during class changes. This may be considered a violation of the student cell phone policy.**

SECTION 7: DISCIPLINE

CODE OF CONDUCT IN WEST VIRGINIA SCHOOLS

All students and employees in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social behavior. Please refer to WV Policy 4373 for more information. Link to Policy 4373: [Safe and Supportive Schools WVDE Policy 4373](#)

Jackson County students are expected to follow WV Policy 4373 and all school rules when on the campus of Ripley High School or at a school-sponsored event, regardless of the site.

All students shall:

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

Disciplinary Procedures

A conference will be held with the student at the appropriate level of minor offenses. Parents may be contacted by the teacher if the problem is classroom related. When the teacher is unable to correct inappropriate behaviors in the classroom, a referral to the administration may be necessary.

Students who have committed potential illegal offenses will be referred to law enforcement/magistrate court and school counselors for follow-up counseling according to local school board policy.

Types of Disciplinary Actions

1. Reprimand/Student-Teacher Conference/Counseling
2. Lunch Detention (LD)
3. Social Probation (SP)
4. After School Detention (ASD)
5. In School Suspension (ISS)
6. Out of School Suspension (OSS)
7. Exclusion from Class
8. Alternative School
9. Expulsion

Descriptions of Disciplinary Actions

Lunch Detention (LD)

Students assigned lunch detention will report to the front of the lunch line to receive their lunch. Students will report to a designated location within 5 minutes of the lunch bell with their lunch for the entire lunch period. Students will be dismissed at the ringing of the bell.

After School Detention (ASD)

A very structured environment will be provided from 3:45 pm - 5:00 pm Monday through Friday in a classroom setting for students whose discipline infractions are more serious in nature, repeat offenders, and/or major infractions. It is imperative that assigned students remain academically focused and adhere to the strict rules governing the ASD program. This teacher-monitored, non-interrupted setting is an option for students prior to class exclusion or out of school suspension.

In School Suspension (ISS)

In school suspension is a method of disciplinary action for certain infractions that do not warrant out of school suspension. This will keep the student from being counted absent through an out of school suspension disciplinary action, and gives the student opportunity to continue their school day in a designated area under teacher supervision. Students who receive ISS for multiple days are not permitted to participate in school activities until the completion of their ISS. Exclusion from after school events may be appealed to the assigning administrator, who will have the discretion to overturn depending on the offense.

Out of School Suspension (OSS)

Out of school suspension from school for a specified number of days (up to ten days for any offense) means the student may not attend class or any other school function, ride a school bus, and enter school grounds or any property owned by the Jackson County Board of Education except for a prearranged conference with a school administrator. If a student is suspended on Friday with the starting date being effective Monday, the student is not allowed to participate in any school-related activities beginning on Friday, and lasting until the suspension is completed. Parents are advised that it is the suspended student's responsibility to obtain all missed assignments upon their return. **Collecting missed assignments is not the responsibility of staff.**

Permanent Exclusion From Class

A student will be removed from a class when his/her behavior becomes such that the class cannot function in their presence. It should be the last measure after all other attempts to change the improper behavior have failed. The removal from class will result in an "F" for the semester for that class. The student may be placed in ISS daily during that period.

Social Probation

Social probation is a result of inappropriate conduct on school property at a Jackson County School activity, or a violation of the school's attendance policy. **Students placed on social probation are prohibited from being on school premises or at school events after school hours. Students assigned OSS and ISS are on social probation until their time is served.** The duration of the probation will be established by the school administrator and is not to exceed one (1) school term in length. Violators will be escorted from the premises and trespassing charges may be filed. Social probation is usually a result of misbehavior at an extra-curricular event, or during school time. Assignment of social probation is at administrator discretion. Should violation of social probation occur, the violator will be removed from the event immediately and may be remanded into the custody of the parent or legal authorities. Refunds will not be issued for removal from school grounds. Students who are on social probation due to excessive absences (7 unexcused per semester), may be placed on a 20 day improvement period. Should the student have perfect attendance for 20 consecutive days, may be released from social probation. It is the responsibility of the student to appeal to the administration after completion of this improvement period.

Alternative School

An alternative setting and program of studies will be provided for approved students on a site to be determined by the Jackson County Board of Education (currently in Ravenswood). Jackson County Schools do not tolerate disruptions from students whose behavior has a prolonged negative impact on teachers and learners. Should intervention strategies be unsuccessful, identified students will be referred to a county review team by the school based assistance team for an alternative education placement. Students who have an alternative school placement are not permitted on any Jackson County School properties at any time other than the assigned alternative school placement location and time.

Expulsion

Exclusion from the regular school program by the Board of Education for a specified period of time not to exceed twelve months.

RIPLEY HIGH SCHOOL SAFE SCHOOLS PLAN STATEMENT OF SCHOOL DISCIPLINE

Ripley High School will provide a safe, orderly school atmosphere that is conducive to learning. School officials will establish rules, regulations, and systematic procedures to insure high expectations in student behavior. The school will provide an educational program that permits intellectual growth and ample opportunity for students to learn expected behavior patterns. Students will learn that their actions must not infringe upon the rights of other students and/or school personnel. Students will also learn to function in a school environment that is structured to preserve individual dignity and personal worth.

Special Education Students

Jackson County Schools shall protect the rights of each eligible student with a disability to a free, appropriate public education by following all state requirements pertaining to discipline, including those for notice and hearings regarding the removal of a student from school.

Any student, including those with a disability, may be suspended from school for up to ten (10) consecutive school days for each occurrence of misconduct despite a causal relationship between the student's disability and the misconduct.

Due Process Procedures

Prior to administration of the discipline the student will have the opportunity to present his/her version of the occurrence. Prior to a student being expelled from school, the student will be provided the opportunity for a hearing before the board of education.

General Information

Ripley High School Code of Conduct and Disciplinary Procedures are reviewed and issued in electronic-handbook form to students annually. Orientation sessions by the administration and follow-up discussions by staff are provided to check for understanding. In addition, handbooks are posted on the RHS website to inform parents of our expectations, policies and procedures. Be advised, the before mentioned Safe Schools Policy is an abbreviation of the entire policy, which is available upon request, WV Policy 4373.