

**Student Handbook
2007-2008**

**Capital High School
1500 Greenbrier Street
Charleston, WV 25311
(304) 348-6500
FAX: (304) 348-6509
www.capitalhigh.org**

Clinton Giles, Principal
Bill McCoy, Assistant Principal
Dr. Kate Porter, Curriculum Assistant Principal
John Hawley, Assistant Principal

This School Agenda belongs to

Name _____
Address _____
City/State _____ Zip _____
Student
_____ HR _____
Faculty
Adviser _____

This Agenda has been created especially for students of Capital High School. At the beginning of the school year, each student receives an Agenda book and ID card for a fee of \$5.00, for the purpose of teaching organization; improving academic performance; and promoting student-teacher-parent communication.

Capital High School is a nut free and latex free zone. No peanuts or tree nuts or latex products are allowed.

ADMINISTRATIVE DIRECTORY

Principal Room 110	Clinton H. Giles
Assistant Principal Room 109	John Hawley
Assistant Principal Room 111	Bill McCoy
Assistant Principal Room 104	Dr. Kate Porter
Librarian, Media Center	Allen Burgess
Manager, Performing Arts Center	Kathleen Corbett
Coordinator, Community Education	William W. Webb

CAPITAL HIGH SCHOOL MISSION AND GOALS

The mission of Capital High School is to develop and nurture a community of learners who can live as productive, thoughtful citizens in the 21st century.

- To encourage intelligent behavior by upholding and modeling high expectations for achievement
- To provide each learner a personalized education in an environment; which systematically takes into account individual student characteristics and effective instructional practices.
- To foster the spirit of inquiry, students will access and process information as they become critical thinkers and life-long learners.
- To provide an atmosphere where students feel free to explore and develop their individual strengths, talents and values, while understanding and accepting the values and talents of others as they seek to come to terms with their environment.
- To prepare students as global citizens who work cooperatively, responsibly and productively within family, business and community.

IMPORTANT PROVISIONS OF SCHOOL LAW/CHAPTER 18A OF THE WEST VIRGINIA CODE

Article 5, Section 1. Teacher Authority

“The teacher shall stand in the place of the parent or guardian in exercising authority over the school, and shall have control of all pupils enrolled in the school from the time they reach the school until they have returned to their respective homes...” The teacher shall have authority to suspend any pupil guilty of disorderly, refractory, indecent, or immoral conduct, and the district board of education, may expel or exclude any such pupil if, on investigation, the conduct of such pupil is found to be detrimental

to the progress and the general conduct of the school. The same authority extends to school bus drivers and/or drivers of other modes of school board provided transportation while students are in transit to and from school.

SCHOOL CALENDAR

Academics

1 st Day for Students	27 August 2007
1 st Day for teachers	22 August 2007
End of 1 st Semester	17 January 2008
2 nd Semester Begins	22 January 2008
Last Day for Students	4 June 2008
Last Day for Employees	10 June 2008

Holidays

Labor Day	3 September 2007
Veterans Day	12 November 2007
Thanksgiving Break	19-23 November 2007
Christmas Break	24 Dec. – 1 Jan.2008
Day Between Semesters	18 January 2008
Martin Luther King, Jr. Day	21 January 2008
Spring Break	24-28 March 2008
Memorial Day	25-28 May 2008

Faculty Senate/ Staff Development (Full Day)

8 October 2007	7 December 2007
18 February 2008	18 April 2008
5 June 2008	

Early Dismissal Dates

6 September 2007	24 October 2007	
28 November 2007	19 December 2007	
30 January 2008	13 February 2008	
5 March 2008	9 April 2008	7 May 2008

DIRECTORY

Athletics	Mr. Meszaros	Room 303
Automobile and Parking	Mr. McCoy and Mr. Hawley	Room 111, 109
Class work Assistance	Classroom Teachers	
College, Career, and Counselors	Career Center	Room 125
Conduct Code		Student Agenda
Student Assistance	Career Center/Counselors	Room 125
Information and Forms	Counseling/Main Office	Secretary
Illness at School	Attendance/Front Office	Room 112
Lockers, Books	Classroom Teachers	

Phys. Ed.	P.E. Teachers	
Signing Out	Attendance	Room 112
Personal Problems	Classroom Teachers	
Report Cards	Dr. Porter/Counselors	Room 104
Student Council	Mr. Freeman	Room 220B
Mr. Webb		Room 343

****Homeroom teachers** will provide free and reduced lunch forms, locker assignments, and school insurance forms.

****Counselors** (Rooms 119-122) provide schedule changes, scholarship applications, student assistance, and summer school information.

DISCRIMINATION

AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE KANAWHA COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, DISABILITY, AGE, OR NATIONAL ORIGIN IN EMPLOYMENT OR IN ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO:

Jean Ann Herscher, TITLE IX COORDINATOR, KANAWHA COUNTY BOARD OF EDUCATION, 200 ELIZABETH STREET, CHARLESTON, WV 25311-2119, PHONE 348-6630 , SECTION 504, COORDINATOR, KANAWHA COUNTY BOARD OF EDUCATION, 200 ELIZABETH STREET, CHARLESTON, WV 25311-2119, 348-1992 ELIMINATION OF SEX DISCRIMINATION PROGRAM COORDINATOR, 558-7864 THE U.S. DEPARTMENT OF EDUCATION'S DIRECTOR OF THE OFFICE FOR CIVIL RIGHTS, (215) 596-6795

CAPITAL HIGH SCHOOL BELL SCHEDULE

MOVEMENT BELL	7:20
1 ST PERIOD	7:35 – 8:24
2 ND PERIOD	8:30 – 9:19
CURRENT EVENTS	9:25- 9:45
BREAK	9:45-10:01
3 RD PERIOD	10:01 – 10:50
4 TH PERIOD	10:56 – 11:45
LUNCH A	11:45-12:20
5 TH PERIOD	11:51-12:40
LUNCH B	12:40-1:15
6 TH PERIOD	12:26-1:15
7 TH PERIOD	1:21 – 2:10
8 TH PERIOD	2:16 – 3:05

49-minute Classes
 6-minute Class Change
 16minute Break
 35-minute Lunch

STUDENT IDENTIFICATION CARDS

Each student at Capital High School is issued a photo ID that must be used as a means of identification throughout the school year. In particular, the student ID must be shown when signing in or out of school and when purchasing meals in the commons. The Cost for this year's card and School Agenda book will be \$5.00

CAPITAL HIGH WEB PAGE

Information, present and past, concerning Capital High School activities, organizations, student recognition, achievements, personnel, and alumni can be accessed through the Web site **www.capitalhigh.org**. The student handbook and school newsletter is posted as well. The Web site is maintained and updated daily by students and staff at Capital High.

CTV AND CHANNEL ONE

CTV, a morning news program produced by Capital High School students, provides information concerning daily announcements and activities. Channel One News presents national news and topics of special interests to teens during the home room/Current Events period of the school day.

GUIDANCE AND COUNSELING

The guidance counselor offices are located on the first floor of the academic wing of the building. A Career Center is located in Room 125. The counselors are available to:

1. Counsel groups and individual students.
2. Make referrals to appropriate community resources.
3. Coordinate testing programs – Plan, WESTEST, PSAT, and Writing Assessment.
4. Schedule students.
5. Maintain student records, interpret test results and compute GPA's for ranking.
6. Update the individual student transition plans for grades 11, 12, and post-graduate year.
7. Explore career opportunities.
8. Coordinate college entrance process for students and college entrance test information.
9. Assist students in applying for financial aid in college.
10. Provide informational parent meetings.

Although an open-door policy for visiting with guidance counselors is promoted, students should follow the following procedures:

1. Before school, between classes, and during lunch. Students should stop by their respective counselor's office and make an appointment. They should avoid being tardy to class as a result.
2. Students who need to see a counselor from a class should obtain a written permit from the teacher to do so. If the counselor

is unavailable at that time, students should return to class immediately.

3. Teachers may allow students to see the counselor without prior arrangement if the teacher determines the situation to be an emergency.

4. Counselors may retain students in their office without prior arrangement if they determine the situation to be an emergency.

Counseling Assignments

A – E	Mr. McNeely	L – R	Mrs. Lester
F – K	Mrs. Hopkins	S – Z	Mrs. Johnson
Clerk	Mrs. Woolwine		

Testing

ACT Plan – 10th grade (October 15-19)

Plan makeup – (October 22-26)

PSAT - 10th/11th grade (18 October 2007 – 21 October 2007)

Writing Assessment – 10th grade (March 2008)

WESTEST- 10th grade (May 12-16, 2008)

Special Programs

College Night – Senior Parents – 20 September 2007

Financial Aid workshop –6 December 2007

School Code: 490220

ACT Test Dates 2007-2008

Test Date	Regular Registration Deadline
September 15, 2007	August 10, 2007
October 27, 2007	September 21, 2007
December 8, 2007	November 2, 2007
February 9, 2008	January 4, 2008
April 12, 2008	March 7, 2008
June 14, 2008	May 9, 2008

SAT Test Dates 2007-2008

Test Date	Regular Registration Deadline
October 6, 2007	September 10, 2007
November 3, 2007	October 2, 2007
December 1, 2007	October 30, 2007
January 26, 2008	December 26, 2007
March 1, 2008	January 29, 2008
May 3, 2008	April 1, 2008
June 7, 2008	May 6, 2008

AP Exam Schedule 2008

Week 1	Morning Session 8:00 a.m.	Afternoon Session 12:00 p.m.
5 May	Government and Politics United States	French Lang. Government and Politics
6 May	Computer Science AB Computer Science BC Spanish Language	Statistics
7 May	Calculus AB Calculus BC	Chinese Language
8 May	English Literature German Language	Japanese Language French Literature
9 May	United States History	European History Studio Art (Portfolios due)

Week 2	Morning Session 8:00 a.m.	Afternoon Session	
		12:00 p.m.	2:00 p.m.
12 May	Biology Music Theory	Physics B Physics C	Physics C Electricity & Magnetism
13 May	Environmental Science Chemistry	Psychology	
14 May	Italian Language English Language	Art History	
15 May	Macroeconomics World History	Microeconomics	
16 May	Human Geography Spanish Literature	Latin Literature Latin: Vergil	

OFF-LIMITS AREAS

The following areas shall be off-limits to students. Exceptions shall be made at the discretion of the Administration.

1. The parking lot north of the main entrance once the student(s) have parked their cars when they arrive at school. The student parking areas and all other parking areas are off-limits until such time as students are to leave for appointments, school approved activities, or the end of the school day.
2. The west wing of the facility behind the Vocational-Fine Arts Center-unless the direct supervision of the professional staff. The adjacent hillside is also off limits.

3. The south end drive radius leading back to the main highway and the area, as yet undeveloped, adjacent to the driveway is off-limits to unsupervised students.

4. The east wing of the facility behind the Administrative-Academic wing that lies parallel to the main highway #114.

Students are encouraged to frequent the following areas before school and during their respective lunch periods: **the library-media center, the computer lab, the commons, and the central courtyards.**

Students are expected to refrain from congregating and loitering in the hallways and stairwells at all times and especially during the lunch periods. Students are to be reminded that during their respective lunch period, disruption of classes that are in session will not be tolerated.

*Off-Limit Areas Before School—students are not permitted to be in any part of the building other than the designated areas of occupancy before the a.m. warning bell prior to 1st period. Students needing to enter teachers' classrooms before school and during lunch periods may do so if they possess a written permit on the approved form from the respective teacher.

ATTENDANCE PHILOSOPHY AND PROCEDURES

Students must attend school on a daily basis and be on time to all classes in order to derive maximum benefit from instruction and participation in classroom activities. Regular school attendance and punctuality assist in the development of self-discipline, motivation, and responsibility. Attendance policies, in conjunction with other course requirements, help to prepare students for occupations, recreation, and enhance citizenship.

Students must make attendance a high priority. When absence is unavoidable a parent or legal guardian contact the school Attendance Office by phone (348-6512) before 9:00 a.m. on the day that the student is absent, and a written note signed by a parent or legal guardian must be brought to school by the student when he/she returns (Refer to the section CHS Attendance Reporting Procedures which follows). Students are requested to follow established procedures for signing out, signing in, and obtaining an Admit to Class form following an absence.

Admits To Class

1. Any student absent from class must have a properly completed Admit to Class slip from their 1st period teacher or the attendance office before being allowed to return to class.

Students should acquire the admit slip from the 1st period teacher for two (2) days absence or less. The Attendance Office shall complete all admits for students absent three (3) or more consecutive days.

2. Any student tardy (signing in late) for school must have a properly completed Admit To Class slip before he/she will be allowed to attend homeroom or classes. A second admit should

be obtained by the student on the next day to gain entry into classes missed prior to his/her arrival to school. (See Item 5)

3. The student must have the Admit to Class slip initialed/signed by the teachers of each class.

4. Students are not to be admitted to class if the teacher of the preceding class has not initialed/signed **the Admit to Class** slip. Teachers are to permit the student back to the teacher to have the slip initialed/signed or send the student to the Assistant Principal for Pupil Services.

5. The student will leave the Admit to Class slip with the 8th period teacher or the teacher of the last class from which he/she was absent to be returned to the attendance office.

6. All students must attend their regular scheduled class, unless prior approval had been secured from the regular teacher. (A written admit must be obtained for this procedure)

Capital High School Attendance Reporting Procedures

The Capital High School Faculty Senate has adopted the following guidelines, in accordance with the State and County policies.

1. Students who are absent from school for 1-3 “whole-day” absences must bring a note, specifying the date(s) and the reason for absence, signed by the parent or guardian to the home room/Current Events teacher. Students with more than three consecutive day absences must report to the attendance clerk.

2. Students with legitimate reasons (See below) will be issued an EXCUSED Admit to Class, stating the specific reason (abbreviated) and the date(s).

3. The reasons for excused absence include:

a. Illness and injury of the student requiring a physician’s verification.

b. Medical and/or dental appointment which cannot be scheduled outside the school day, when the absence is verified in writing by the physician or dentist

c. Illness of a student verified by parent/guardian not to exceed three (3) consecutive days or five (5) total days per semester. Verification by physician required if absences exceed three consecutive days.

d. Illness or injury in the family when the student’s absence is verified as essential by the physician.

e. Calamity, such as fire in the home, flood, or family emergency, upon approval by the school principal.

f. Death in the family, limit three (3) days for each occurrence, except in extraordinary circumstance. “Family” is defined as “mother, father, brother, sister, grandmother, grandfather, uncle, aunt, brother-in-law, sister-in-law, niece, nephew, student’s child, or any person living in the household.”

g. Leaves of educational value, adhering to stipulations (See handbook for listing)

h. School-approved curricular or extracurricular activities

i. Legal obligation with verification

j. Failure of bus to run or extremely hazardous conditions

k. Observance of religious holiday

4. All notes and information related to a student's absence are sent to the attendance office and made available to the Attendance Committee.

5. Students who are habitually absent are referred to a social worker for review. Letters will be sent home after five and ten days absent. After the tenth absence, excused and/or unexcused, the student must attend makeup sessions. The student will be expected to attend four (4) one-hour sessions per each day's absence.

6. Good attendance will be recognized through incentives, now in place with additional ones to be added.

7. Whenever possible, calls to parents should be made to keep everyone informed.

Procedures for Academic Makeup Sessions (AMS)

The CHS attendance policy requires students with ten absences to complete makeup work only during Academic Makeup Sessions. The following schedule for AMS, given below.

Monday	Math
Tuesday	Science
Wednesday	English
Thursday	Social Studies

1. Upon return to class with an unexcused absence, the student will request makeup assignments. (Note: If the class assignment does not require makeup, the procedure stops here.)

2. The classroom teacher assigns a date for the AMS, based on the schedule above (Students must attend the session designated for the academic subject), specifies materials, particularly texts, that will be needed for the assignment, and forwards the assignment to the supervisor.

3. The student reports to the assigned academic makeup session, completes the work.

4. The supervising teacher will monitor and assist students as they complete assignments. At the end of the session, the supervising teacher will initial and date the assignment at the end of the student's work. Based on the classroom teacher's instructions, the assignment will be collected or sent home for overnight completion.

5. Collected assignments will be returned to classroom teacher's mailboxes immediately at the end of the session. Assignments which can be completed overnight must be returned to the classroom teacher upon the student's return to class.

Semester Exams

All students must take a comprehensive semester exam in every class each semester. These exams will count twenty five percent of the course grades.

HALL PASSES – PERMITS

Students must use the permits in the agenda, or have a hand written permit from the teacher to be used as a hall pass.

Students should remain in classes at all times. Permission to leave class may be granted by the teacher and will be limited to seven (7) per semester. In order for students to be in the hall during class the student must have proper documentation. Students who fail to secure proper documentation before leaving the classroom will be subject to disciplinary action.

TARDIES TO CLASS

Students must maintain the record of tardiness to class in the agenda.

Students are given six (6) minutes between classes. Those who are chronically tardy to class are subject to after school detention hall, in school suspension, out-of-school suspension, or administrative action. (Refer to #8 Penalties under the Detention Policy which follows.)

Penalties for Tardiness

5th tardy - parent notification by teacher

6th tardy - parent notification by administration, detention, and behavior contract

7th tardy - 1 day ASDH

8th tardy - 2 days ASDH

9th tardy - 1 day ISS or OSS

10th tardy - 2 days ISS or OSS

11 or more tardies - 3 day suspension—ASDA may be substituted for ISS—depending on staffing limitations

SIGN OUT, SIGN IN, RETURN TO CLASS

The following procedures cover signing out, signing in after an absence or when tardy, and returning to class after an absence:

Signing Out

1. The student must have his/her student handbook.

2. The student must bring a note signed by the parent or guardian to the Attendance Office one day in advance of the sign-out date.

3. The parent or guardian must call the Attendance Office one day in advance of the sign-out date.

4. All medical or legal appointments must be verified in writing on an appointment card or official stationery, by a physician, dentist, law enforcement official, legal agent, or office/firm personnel.

NOTE: There should never be any occasions wherein a student leaves the campus before the scheduled end of his/her school day without signing out through the Attendance Office. Students who do so will be considered as having skipped and will be dealt with accordingly. They will be credited with an unexcused absence for the day as well.

Signing In Following an Absence or Tardy

The student arriving late to school and/or returning to school after three (3) or more consecutive day's absence:

1. Must have his/her student handbook.
 2. Must appear at the Attendance Office window and have his/her admit processed before being allowed to return to class.
 3. Shall not be permitted to sign in tardy or late for school, for reasons other than those authorized under the new State department guidelines covering excused and unexcused absences.
- ISS will occur depending up on staffing.

LOCKER ASSIGNMENTS

Students are allowed to their lockers before and after school, during break, at the beginning/end of their assigned lunch period, and between classes. **Students are not permitted to their lockers during regular class periods.** Students must sign a locker agreement when assigned a school locker. The locker assigned remains school property and school officials may inspect the locker at any time. Items prohibited by school rules and state law that may be discovered through a search or inspection of the locker assigned shall be deemed the possession(s) of the student(s) to whom the locker was assigned. The student(s) to whom the locker is assigned is subject to disciplinary action under the provisions of 22.13 of the KCS Code of Conduct.

DETENTION POLICY

Students who violate tardy policy will be assigned to OSS or ISS. Administrative detention will be assigned and coordinated with the Assistant Principals for pupil services or their designee. Detention is defined as a period when students are detained for violation of school policies. This will be considered to be ISS or lunch detention. The ISS classroom shall be maintained as any other academic classroom and is considered an extension of the regular school day. No talking or disruptive behavior will be tolerated!

1. Students should have textbooks, writing utensils, and paper when they arrive and should be prepared to do class work or study.
2. Students may be detained in ISS based upon infraction. The number of days will be determined by the administration.
3. Students who refuse to go to ISS can be suspended for up to 10 days (insubordination).
4. Students who fail to complete their ISS assignment will be suspended pending parent conference.
5. Students will be placed back in ISS upon return. If a student fails to complete their ISS, they will receive a 3-5 day suspension.
6. The number of days assigned to ISS shall not be negotiable.

7. **Students who fail to attend their assigned ISS, will be assessed an unauthorized absence which will be dealt with accordingly. Any assigned detention not completed will result in suspension.**

8. Individual classroom teachers have the authority to assign Detention Hall either before school, at lunch, or after school that will be served with **them** in their respective classrooms. Teachers will be responsible for monitoring their own detention hall.

9. When tardiness becomes excessive, students will receive ISS.

10. Each student will start the succeeding semester with a "clean slate." Student with time remaining to be served shall be required to complete whatever (this includes suspensions). Failure to comply will result in the more serious disciplinary actions being taken.

ATTENDANCE VERIFICATION FORM FOR DRIVER'S LICENSE

Students should stop by the attendance office and leave their name with the clerk. This can be done between classes, during lunch and before school.

NO forms shall be completed for students until the end of the first nine weeks unless certain conditions are met:

a. Students must be juniors or seniors in good academic standing without excessive absences and tardies.

b. Students must have been enrolled in either Capital High or another Kanawha County secondary school the previous semester.

c. Student attendance for the previous semester must have been declared adequate under WVSDS guidelines.

d. Students who have transferred to Capital High School from other schools must obtain their Attendance Verification Forms from the school they attended most recently unless they are prepared to wait until the end of the first nine weeks. Students transferring into Capital High during the school year should be prepared to wait nine (9) weeks before completing the form.

e. Exceptions to these conditions may be made at the discretion of the Administration.

f. **Attendance verification forms will not be completed after the last day of school for the preceding school year.**

AUTOMOBILES AND DRIVING REGULATIONS

Students who drive to school must register their vehicles with Mr. McCoy or Mr. Hawley. Juniors must pay a \$25.00 fee, and seniors must pay \$20.00. Students must abide by the regulations. It is the policy of Capital High School not to grant driving privileges to freshman or sophomores regardless of whether they are out of district or involved in extracurricular activities.

Driving Privilege

**** To obtain a parking permit, you must meet the following criteria each semester.****

1. Juniors and seniors must have a 2.0 non-weighted GPA at the end of each semester to maintain eligibility.
2. You must not have excessive unexcused absences (determined by the administration).
3. You must not have excessive tardies (determined by the administration).
4. You must not have an excessive amount of discipline referrals (to be determined by the administration).

****If you do not meet these criteria at the end of each semester your driving privilege will be revoked. Students who do not qualify may apply or reapply at the conclusion of each 9 week period.****

Driving Regulations

1. Must meet driving privilege criteria
2. Obtain a numbered parking permit and always park in the assigned student parking area. Students who have not acquired a parking pass will be subject to being towed or booted.
3. The parking permit **MUST** be displayed in the back left hand window of the primary vehicle driven by the student.

*Please remove previous year's parking permit. Only Display the current permit.

SCHOOL-APPROVED EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular activities must complete the required permission slips. In order to receive permission to participate in activities that require students to miss all or part of a regular school day, students must follow a set procedure. The sponsor or chaperone of the activity is responsible for distributing and collecting the proper forms.

CLOSED CAMPUS

Kanawha County Schools has a closed campus policy to provide for the health and safety of students. Students may be permitted to leave campus during the school day for reasons which constitute an excused absence as defined by Board Policy Series 3.03 (a): for authorized field trips, for vocational work-study participation, or in connection with other school-related programs as approved by the Superintendent.

SCHOOL BUS GUIDELINES

Students who ride buses provided by Kanawha County Schools must register with their bus driver. Forms explaining the bus rules and regulations are distributed to all students at the beginning of the school year. In order to ride the school bus, students must abide by the guidelines set.

MEDIA CENTER/COMPUTER LAB

Students are encouraged to make use of the Media Center and Computer Lab before school, during lunch and after school.

1. Students and parents are required to sign an acceptable use policy form which is kept on file. Without this, computer access is denied.
2. During the regular school hours students must have a pass signed by his/her teacher before being admitted to the Media Center or Computer Lab unless they are accompanied by the teacher with a class.
3. Before school, during lunch and after school no passes are required.
4. Computers are available to all students. Users must be experienced and must log in at the circulation desk and/or with the system operator.

USE OF THE CLINIC

Students must check into the clinic through the attendance office. The clinic is scheduled to be staffed by a school nurse two (2) days each week.

1. Students who become ill are required to report to their respective teacher and obtain a written permit to the Office or Ms. Bumpus at the front desk.
2. If the nurse is on duty the student will be logged into the clinic by the Attendance office clerk for no longer than the duration of one (1) class period.
3. If it appears that the student is extremely ill, the Assistant Principal for Pupil Services shall be informed and the parent or legal guardian will be called to the school to sign the student out to be taken home or to the doctor.

TELEPHONE USAGE/ MESSAGE/ DELIVERIES

Coin-operated telephones are available to students in the lobby areas of the Performing arts Center/Commons and Administrative Offices building. Students may use these phones before school, between classes, during lunch and after school. The office phones located throughout the various buildings are for school business and emergencies.

It is not the policy of Capital High School to accept or convey personal messages to students received on school phones.

Exceptions can be made if the caller can demonstrate that a critical/dire emergency situation exists. Further, we respectfully request that gifts, flowers, balloons*, etc. not be sent to the school to be delivered in the classrooms to students. Deliveries that are not school granted will not be accepted. Deliveries that are not school approved will not be accepted. Student and parental cooperation in these matters would be greatly appreciated.

* Any item containing latex is strictly prohibited.

SCHOOL LUNCH IN THE COMMONS/CAFETERIA

Students may be asked to present their ID to purchase lunch.

There are two entrances into the Commons food area. Once inside the serving area, students may divide into two separate lines, depending upon their menu choice: one line for regular meals and one line for *a la carte* items and salads. A third meal choice, pizza, is offered from the concession stand located to the left of the main service area.

Those students assigned to detention/ ISS will be required to eat grab and go lunch, if they choose to eat school lunch.

Students are **not** permitted to leave the campus during the lunch periods. Disciplinary action will be taken against those who violate the regulation. **Food and beverages are not permitted to be eaten or possessed in any place on campus other than inside the Commons.** This regulation is for sanitation and cleanliness purposes.

Any student in violation of the food/ beverage policy will be assigned to ISS and will remain there for the duration of the school day.

Rules for the Commons/Cafeteria Area

1. Students who purchase their lunch in the cafeteria are required to form a line and have their student identification card ready for the cashier. Any student without his/her ID must pay cash. Any student purchasing a second lunch must pay for it with cash.
2. Students must stand in line and wait their turn to be served. No student will be permitted to “jump “line, save a place in line for another person, or reserve a table. Line jumping will result in ISS.
3. Lunches purchased in the cafeteria must be eaten in the Commons area or in detention areas.
4. All trash must be placed in the appropriate containers.
5. Students must keep the table areas clean and the Commons environment safe and orderly. All chairs must be returned to their proper places.
6. Students are expected to display good table manners and use proper etiquette. Loud talking, horseplay, and food throwing are prohibited.

EMERGENCY PROCEDURES—FIRE ALARMS/FALSE ALARMS

The policies and procedures for lock down, shelter in place, and evacuation in emergencies (FIRE DRILL) are posted in each classroom and practiced periodically. The signal for fire drills is a continuous blast of the alarm horn and flashing lights throughout the building at the warning sites. Additional notification will be given over the public address system. If there should be a power failure, emergency power will keep the systems functioning.

Students apprehended for pulling a false alarm face suspension and notification of the appropriate authorities (See KCS Code of Conduct 22.05), Items A and F).

TEXTBOOKS

Students are responsible for proper use and care of free textbooks.

Textbooks are provided to students at no cost. Students who lose, damage, or misplace a textbook shall be required to pay for the cost of replacing the book before receiving another as a replacement. Students with outstanding financial obligations to the school shall not be issued textbooks.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Administration of Medications during School Hours

The use of prescription and non-prescription medications must be monitored.

In order to maintain a consistent approach with students who are taking medications during the school day, the following guidelines will apply:

1. Medications will be administered during the school day only when it is necessary to maintain the students health and to facilitate regular school attendance.
2. All medications that are controlled substances (i.e. Ritalin, narcotics) are to be kept centrally located in the main office where they will be locked according to WV and Federal Code.
3. All long term medications may be given from the central office or in the case of Special Education Students, by the self-contained teacher.
4. Medications that are given for short periods of time (i.e. antibiotics, cold preparations, etc.) can be self-administered with a permit. Students will bring their medication in a properly labeled container and obtain a permit from the office to self-administer their medication at the designated time. Students will have signed parental permission and bring only the amount of medication to be administered that day.
5. Questions concerning the administration of medications should be directed to the administration or school nurse.

ELECTRONIC MESSAGE BOARD

Students should check the electronic bulletin board for important messages. An electronic bulletin board presents valuable information on a 24-hour basis in the Commons/Cafeteria. Students should check the messages regularly.

Visitors

The safety and welfare of all students are a concern and a responsibility of the school. **All visitors to the campus are expected to assist in maintaining a safe and orderly environment at Capital High School. All visitors to the school are required to register by showing proper Id in the main office, and may be asked to present their visitors pass. Permission to be at school is limited to visitors with legitimate school business.**

1. Parents are always welcome at Capital High School. We ask that an appointment be made to visit a teacher or classroom.
2. The school policy shall be to accept only those visitors who have legitimate business at the school.
3. All visitors must report to the main office first to receive a visitor's pass, show proper Id and to sign the visitor's register.
4. Small children, including infants, shall not be brought to school.
5. Visitors will not be issued a pass if their identity cannot be verified by an administrator or staff member.
6. Students are prohibited from visiting other school campuses while school is in session except with prior administrative approval.
7. Students who wish to bring other students to class may do so under the following circumstances: a. Prior administrative approval must be obtained and b. Prior permission must be obtained from the teachers whose classes the visitor will be visiting.
8. Student visitors that the administration deems inappropriate, may refuse a visitor's pass any time it is considered to be in the best interest of Capital High School, its students, or staff.

**Chapter 18, Series 99, Policy 4373, Section 34
WEST VIRGINIA DEPARTMENT OF EDUCATION
WEST VIRGINIA BOARD OF EDUCATION
STUDENT CODE OF CONDUCT**

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of West Virginia shall:

1. Attend school faithfully, complete his/her assignments on time, and work to his/her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers and principals and others in authority.
4. Refrain from threatening or aggressive behavior toward fellow students, teachers, or other school staff.
5. Refrain from possession or use of any weapons, illegal drugs, and alcohol or tobacco products.

KANAWHA COUNTY BOARD OF EDUCATION CODE OF CONDUCT

"Schools are not only charged with the responsibility of providing instruction in the area of academics, but are also expected to prepare students to be successful in a society governed by rules and moral responsibilities. Our first duty is to challenge students with high standards and expectations. A positive approach that emphasizes the benefits of good citizenship should be followed. However, the duty of schools is to provide a safe, orderly environment where learning may be achieved also requires that certain minimum standards of conduct be clearly communicated

to the school community. There must be a knowing appreciation that real consequences attend both poor judgment and intentional acts of misconduct.”

The Kanawha County Board of Education Policy Manual, Student Behavior Series 22.00 has been revised. Copies of the policy are distributed to students and parent each school year.

CAPITAL HIGH SCHOOL DISCIPLINE: GOALS AND OBJECTIVES

- Discipline policies and procedures recognize the inherent dignity and rights of each student.
- Discipline policies and procedures focus upon devotion to humanitarian principles and ideals and loyalty to the principles of freedom, justice, and equality.
- Discipline policies and procedures serve to direct behavior and yet encourage personal effort extended toward self-direction and the expression of individual differences.
- Discipline policies and procedures strive for student recognition and understanding of the fact that one often has to subjugate one’s personal inclinations, whims, comforts, and even some liberties to achieve greater goals than singularly subjective personal goals.
- Discipline policies and procedures should reinforce and assist in the acquisition and development of basic values and attitudes learned in the home. The development of character, high moral and ethical standards, and the continued development of personal integrity shall always be a pivotal importance.

STUDENT EXPECTATIONS

- Be present and on time for school and classes each and every day. Treat all school personnel and fellow student with dignity and respect. Demonstrate respect for school facilities, property and equipment, and the property of others.
- Be prepared to participate fully in all aspects of the school program.
- Comply fully with all school and classroom policies and procedures.

STUDENT RIGHTS AND RESPONSIBILITIES

- All students, regardless of race, color, national origin, religion, language, sex, or handicapping condition have the right to an equal educational opportunity.
- Every student has the right to attend school daily without fear of personal harm.

- Every student has the right to academic success without intrusions and interruptions that would impede his or her educational growth.
- Administrators, faculty members, staff members, and students have a shared responsibility for contributing to a positive learning environment.

STUDENT BEHAVIOR

Students are expected to practice good citizenship. Certain behaviors that disrupt the learning environment and/or jeopardize the health, safety and well being of others are deemed disciplinary infractions and are subject to state, county, and school policies.

DRESS CODE

Studies have shown that a heightened awareness of neatness and appearance, with respect to dress, raises the level of student conduct in the public school environment. Neatness in dress and appearance does not require expensive ornaments or clothing. Clothing for boys and girls should consist of fashions that do not detract from the maintenance of an atmosphere conducive to learning and academic excellence in general. The dress code policy is not intended to infringe upon the constitutionally protected right of expression of individual taste. Violations of the dress code are considered minor disciplinary infractions.

KANAWHA COUNTY BOARD OF EDUCATION POLICY

36.01 Policy and Purpose

The appropriateness of a student's dress for school environment should dictate the choice of clothing and grooming practices on each given day.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this dress code may be sent home and be subject to disciplinary actions.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn to school, or in any way be present at a school related event.

The individual school principal will determine any other considerations, i.e. religious, medical, et al. The school administration shall not have the right to consider any current fashion to determine its acceptability for school wear.

Clarification regarding apparel should be obtained PRIOR TO WEARING TO SCHOOL; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.

Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus.

Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations.

NO attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code as follows:

36.02 General:

Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.

Crop tops, tube tops and halters are unacceptable. Strapless dresses without jackets are unacceptable.

Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.

At the secondary level, a boy's shirt should cover the entire crown of the shoulder.

36.03 Dresses, Skirts and Shorts:

The length of a skirt, dress or shorts must extend to at least the students mid-thigh.

36.04 Pants:

Form-fitting pants, or tights/leggings, may only be worn with another layer of clothing which meets the dress code. Torn pants are considered inappropriate, i.e., intentionally torn or cut/slashed above the knee.

Students shall wear their trousers or overalls properly- the waist at the waist; no sagging.

36.05 Accessories:

All students must wear shoes. Flip flops are considered unsafe and, therefore, are not allowed. Flip flops are defined as any flat soled shoe with a toe bar and strap connected to that bar.

Hair should be kept neat, clean, and reasonably styled.

Any type of head covering is unacceptable.

Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.

Chain or spike jewelry is unacceptable.

Pierced body ornaments are restricted to the ear.

Tattoos, which would violate this policy if worn as clothing, must be covered.

Guidelines for Appropriate Dress at Capital High School

Students should select wearing apparel and attempt to affect an appearance suitable for the environment of Capital High School with the following tenets in mind.

1. Having—possessing—wearing headdresses of any kind (scarves, bandanas, hats, caps, etc.) is prohibited inside the building. (These articles must be placed in locker upon arrival to school and remain there until school is dismissed.)
2. No sunglasses, except prescription that must be registered with the school nurse.
3. No clothing or attire promoting the use of tobacco, drugs, or alcohol
4. No attire having profanities or obscenities, nudity, lewd or lascivious behavior or acts.
5. No running shorts, gym shorts or “short” shorts.
6. It is strongly recommended that the hemlines of all skirts, dresses, culottes, shorts and the like end below the mid-thigh. “Bermuda-length” shorts are recommended.
7. No tops exposing the mid-section.
8. Tank tops or tank dresses require a shirt or top under them.*
9. See-through tops, fish-net tops and tops which have arms cut to the waist require a shirt under them.
10. Hairdos must not be extreme or cause class disturbance.
11. No undergarments (spaghetti straps, boxer shorts, camis, etc.) shall be worn as outer garments.
12. All students must wear footwear at all times, bedroom slippers and thongs (flip flops) are prohibited.
13. No hole/s above the knee in jeans, shorts, pants, or slacks regardless of whether another garment (spandex, etc.) is worn underneath the garment containing the holes.
14. Clothing with a waistband, such as jeans, dress pants, Bermuda shorts must be secured (worn) at the waist line—no “saggin” or baggin”
15. No pajamas or pajama like clothing may be worn at any time with the exception of school sponsored activities.

*Tank tops or tank dresses may be declared unacceptable attire if difficulties arise regarding compliance with the dress code.

****Jackets or coats shall not be worn inside the building: they are to be stored in the student lockers, as are hats, caps, scarves, bandanas, etc.**

*****At the discretion of the Administration, items of clothing that are worn in such a way as to promote the participation in anti-social behaviors or tend to identify membership in anti-social groups may be deemed unacceptable attire, i.e. professional college “logo” items, including but not limited to, caps, jackets, pull-overs, windbreakers, sweats, and jerseys.**

* Refusal to follow the above dress code will result in ISS, OSS, or parents pending (suspended).

CAPITAL HIGH SCHOOL DISCIPLINE PHILOSOPHY

We believe that Capital High School discipline policies and procedures are the product of common educational understandings and community expectations of our school. If our

democratic society is to flourish, and our ways of living and believing are to endure, we need young people to cherish, understand, and practice these ideals above personal gratification.

Our school wide Discipline Program should protect and nurture the physical, mental, social, emotional and spiritual growth of all students. Regulations and policies are developed to protect persons and property and to protect the right to participate in every facet of the educational program offered here at Capital High School. Our school's discipline policies reflect an understanding of adolescent human maturation. These policies specifically limit the opportunity of any individual to interrupt another student's educational growth. These policies also protect the student who might choose to interfere with his/her own educational growth.

We believe that the discipline program, policies, and procedures exist to make possible the very best educational program and to protect the welfare of those who participate in the program. As a student proceeds through the high school years, greater levels of self-control are expected. By teaching our students that they are responsible for the decisions that they make with regard to behavior and by serving as examples of appropriate behavior, we hope to develop self-discipline and self-direction in our students. Capital High School students should have a sense of pride and respect in their ability to discipline themselves during the learning process. When corrective measures are deemed necessary to correct inappropriate behavior, the Administration, Faculty, and Staff shall work together with students and parents to affect the needed corrections.

Major Disciplinary Infractions

The following behavior requires immediate referral to the assistant principals:

1. Hazing
2. Possession or use of tobacco products
3. Fighting
4. Directing profanity at professional personnel and staff members
5. Vandalism-destroying or defacing school property
6. Assault or battery against professional personnel and staff members
7. Possession of weapons of any kind
8. Possession of fireworks or explosives
9. Use, possession, sale, or being under the influence of drugs alcohol or controlled substance
10. Intimidation, harassment of another person, extortion or "shaking down" other persons
11. Cheating
12. Stealing—theft
13. Class disruptions of a repeated or serious nature

14. Rude, disrespectful and/or insubordinate behavior directed toward professional personnel or staff members
15. Tampering with fire alarms or equipment
16. Gambling—no gambling or gaming devices of any kind (playing cards, dice, etc.) are permitted on school property at any time.

*Any student who willfully flees from an authority figure or during investigation will be suspended up to 10 days.

Minor Disciplinary Infractions

1. Running in the hallways
2. Being in an "off-limits" area
3. Littering—throwing objects
4. Horseplay—pushing and shoving
5. Having radios or tape players (Repeat offenses referred)
6. Inordinate displays of affection
7. Dress code violations
8. Chewing gum
9. Excessive talking—talking back
10. Being unprepared for class
11. Verbal arguments between students
12. Swearing in class-profanity
13. Eating in classrooms or hallways/possession
14. Sitting in hallways and stairwells/loitering
15. Passing notes in class
16. Completing your personal toilette in class

Contraband Items

Students may not possess at any time while under the purview-jurisdiction of the Kanawha County Schools Code of conduct or the Capital High School Code of Conduct, the following items:

- 1. Cell phone usage is not permitted during the school day and phones may be used ONLY before and after school. Phones are not to be on during the school day except during lunch, and only in the designated area (Inside Commons).**
2. Other portable stereos, radios, compact disc players, etc.
3. Two-way radios and walkie-talkies*
- 4. Portable scanners, Digital cameras, Camcorder. Any object that is capable of digital imagery, except by the approval of the office is not permitted.**
5. Electronic paging devices or "beepers"
6. Personal walkman type stereos, boom boxes, MP3 players, Ipods
7. Other electronic entertainment, communications, and surveillance devices as deemed inappropriate by the Administration
8. PDAs may be used if such devices are not capable of being used to communicate with any other device.

***Violations involving these items (4, 5, 6 & 7 will automatically result in a three-day suspension) ISS/OSS**

Students should limit items brought to school to those items authorized and necessary for school activities. Capital High School is not responsible for unauthorized and unnecessary items brought to school which are damaged, lost or stolen. Large sums of money or large bills (denominations of \$20, \$50, or \$100) should not be brought to school. All valuable articles should be in the possession of the owner at all times. If something is stolen, the theft should be reported to the office immediately to aid in the recovery.

Failure to surrender their cell phone to any person in authority will result in suspension.

Gum

The possession or use of chewing gum or bubble gum is prohibited at Capital High School, either on campus or in any of the buildings.

Cheating

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, assignment, theme, book report, or research paper.
3. To plagiarize—plagiarism means using another person's ideas, expression or words without giving the original credit.
4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test to be given or having been given by teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
6. Other actions as deemed inappropriate by the teacher.

How will cheating be proven against a student? What are the safeguards to protect students?

Cheating may be proven against a student only under one of the following conditions:

1. A teacher or administrator personally observes an act of cheating as defined above.
2. A student admits to a teacher or administrator that he/she has committed an act of cheating.

When a teacher determines to his/her satisfaction that an act of cheating has taken place. The student may lose credit for the assignment and possible credit in the course. The teacher will report the violation to the administration for appropriate action. The administration will be progressive in action ranging from ISS to OSS. In the event a conference/hearing is necessary, the teacher must present the facts surrounding the reported incident to the parent/guardian in person.

Food and Drink

The possession of any foodstuff or drink, except from the water coolers and fountains provided throughout the building, is prohibited in all areas of the building except the Commons (cafeteria). **Capital High School is a nut free zone. No peanuts or tree nuts products are allowed.**

Loitering

No loitering is permitted in the main entrance, entrance foyer, lobby areas, stairways, restrooms, or parking areas. This policy includes prohibition of sitting in or on stairways inside the building and sitting in the hallways.

Inordinate Displays of Affection

Students, while on campus, will limit their expression of affection for each other to the holding of hands. Embracing, kissing, or other forms of physical contact are prohibited.

BEHAVIOR INTERVENTION

Major disciplinary infractions require immediate referral to the assistant principals; minor disciplinary infractions will be handled in the following manner. The very first action by the teacher should be a DIRECT VERBAL WARNING to the student immediately following the display of inappropriate behavior.

Step 1. After class, discussion with the student initiated by the teacher should be held to inform the student why the behavior is intolerable.

Step 2. If improvement/elimination of the inappropriate behavior is not observed, the student tends toward academic difficulty or displays a generally rude, disrespectful, insubordinate or ambivalent attitude, a second conference with the student should be scheduled in the teacher's divisional suite (during the teacher's prep time, before school or after school)

Step 3. If the inappropriate behavior continues, parent notification by phone is required. Written communication is also recommended.

Step 4. If the inappropriate behavior continues, following teacher consultation with the counselor, an additional conference may be held with the student to alter the Behavior Improvement Contract or to implement other actions. Parents will be contacted and strongly encouraged to attend this conference. Classroom Behavior Management Form completed.

Step 5. If the problem persists, complete the Classroom Management Form, complete a Kanawha County Schools Discipline Referral Form and send the student to Room 109 or 111, Assistant Principals for Pupil Services, along with the completed forms. At this point the inappropriate behavior is considered a major disciplinary infraction. It is hoped that, at this point, the assistant principal, student, counselor, parent, teacher

and other resource persons or agencies can work cooperatively to resolve the difficulty.

Note: A student may be sent to the office of the Assistant Principal any time that his/her conduct becomes so disruptive or offensive that it is impossible to conduct class in an orderly fashion. The same is true of situations which jeopardize the health, safety and well-being of the student, fellow students or school employees.

DISCIPLINARY INTERVENTIONS-STRATEGIES

Administrators, faculty, and staff members will utilize the following strategies and techniques in the intervention procedures:

1. Motivational pep talk
2. Warning—verbal or written (to student &/or parent)
3. Student conference with the Curriculum Supervisor
4. Removing student from classroom (to include rescheduling)
5. In school suspension (A.L.C.)
6. Detention (before school, lunch, after school)
7. Withholding or denial of privileges to include driving on campus, attendance at school time activities, etc.
8. Restitution/restoration of property and articles which have been lost, damaged, destroyed, stolen, etc.
9. Work assignment (In-school community service)
10. Referral to counseling, Psychological Services, Office of Exceptional Children
11. Other approved actions as determined by the Administration. (Administrative Discretion)

TOBACCO USE: KANAWHA COUNTY BOARD OF EDUCATION—POLICY 22.00

Use of Tobacco products—it shall be a violation for all Kanawha County students to possess or use tobacco products on school premises or under the scope of application of the code of conduct.

1st Offense—Confiscation of tobacco products (includes smokeless and smoking paraphernalia); Mandatory conference with parent/guardian; Mandatory attendance at Smoking Education Clinic. Provided, however, that principals may exercise discretion in determining a course of action in violations committed by K-6 students.

Failure to fulfill the above requirements will result in a mandatory 3-day Out-of-School suspension and a mandatory parent/guardian conference or, in the alternative, referral to alternative learning center, if available.

2nd Offense—Confiscation of tobacco products and smoking paraphernalia; Mandatory 3-day Out-of-School suspension; Referral to alternative learning center, if available; Mandatory parent/guardian/student/school administration conference; Signing of contract by parent/student and school administration. Criminal charges filed pursuant to W.Va. Code 16-9A3.

3rd Offense—Confiscation of tobacco products and smoking paraphernalia; Mandatory 5-day Out-of-School suspension. Criminal charges filed pursuant to W.Va. Code 16-9A3, and referral to Alternative School Committee.

4th Offense—Confiscation of tobacco products and smoking paraphernalia; Mandatory 10-day Out-of-School suspension. Referral to county SAT with recommendation for alternate placement.

Note: *In all cases where students under the age of 18 are charged with a violation of the smoking policy the Principal shall attempt to ascertain the source of tobacco product and provide such information to appropriate law enforcement personnel.*

CAPITAL HIGH SCHOOL CHILD DEVELOPMENT CENTER

A Student-Parent Program

The purpose of the Child Development Center is to provide a quality day care program for children of students to offer support to student parents that will enable them to complete their high school education.

The Child Development Center of Capital High School serves children of students from ages 3 months to five years. Children are enrolled on a first-come, first-serve basis. A waiting list is kept and students are notified as soon as their name comes to the top if an opening is available. Students and their children returning to the program receive first priority for placement.

Students, parents and their children must comply with all school rules. Children of students will not be enrolled or admitted to the day care program even in case of emergency unless records of birth and immunization are on file in the office of the Child Development Center. Students not attending school regularly will lose their position. Courses required of student parents include Child Development, Adult Roles and Child Development Laboratory: Working with Young Children. Student parents are charged a \$5.00 per day fee for day care if not eligible for Title XX Day Care Reimbursement. All day care fees for the previous year must be paid before students are allowed to enroll their child for the next school year. Student parents are responsible for their child's infant formula, diapers, medical needs and personal belongings.

CAPITAL HIGH ENGLISH DEPARTMENT STYLE SHEET

For Class work/Homework

1. Use the following guidelines when completing class work/homework assignments:
 - a. Use white, loose-leaf, ruled notebook paper (college rule preferred).
 - b. Write with blue or black ink.
 - c. Place the MLA student heading in the upper left hand corner of the first page unless instructed otherwise:

Name **Student**
Course-Period **English 10-4**
Day Month Year **3 September 2007**

d. When appropriate, write the assignment heading or title of the composition on the top line, centered (no quotation marks or underlining).

e. Use the left vertical line as the left margin guide (Avoid crowding at the right margin).

f. Indent five (5) spaces when paragraphing.

Note: When making a list, place a period after the number, apply the rules of capitalization, and do not place parentheses around the numbers.

2. Write on both sides of the notebook paper unless instructed to do otherwise.

3. Do not skip lines between paragraphs.

4. Use a standard five-space indent for paragraphs, levels of outlining, and the second and all subsequent levels in works cited or bibliography.

5. Do not use circles or parentheses with numbers in a listing, except parentheses as indicated in levels of formal outlining.

6. Do not capitalize words in a list unless the word is a proper noun or proper adjective.

7. Do not print in ALL CAPS (capital letters).

8. Avoid abbreviations whenever possible; when necessary, use the proper abbreviation, i.e. zip code abbreviations (WV).

9. Especially avoid the use of “a lot,” “etc.” and “&” (ampersand) except in note taking.

10. Double space word-processed papers, using only one side of the paper.

For Research Papers, Reports, and Projects (Word Processing)

1. Use double space throughout the paper.

2. Use 10-point or 12-point type.

3. Do not skip lines between paragraphs of compositions.

4. Place a one-inch margin around the page.

5. If not title page is required, place the student heading, MLA format, in the upper left-hand corner of the first page. Number all other pages sequentially in the upper right-hand corner after your last name: **Good student 2**

6. If a separate title page is required:

Skip nine (9) lines from the top one-inch margin and type the title

Skip sixteen (16) lines below and the title and type “By”

Skip one line and type your name

Skip sixteen (16) lines and type the course title

Skip one line and type the teacher’s name

Skip one line and type the date: day/ month/ year

7. Indent five spaces (tab) for paragraphing

8. Do not use all capital letters or oversize type on the title page.

KANAWHA COUNTY SCHOOLS WRITING RUBRIC

Organization

- q Did I use the right format (journal entry, paragraphs indented in stories/reports, poetry form)?
- q Does my writing have a beginning, middle, and end?
- q Did I use effective transition words (since, because, however, therefore)?
- q Do my paragraphs have main ideas?
- q Are all my sentences focused on the topic?

Sentence Formation

- q Did I use complete sentences?
- q Did I begin my sentences in a variety of ways?
- q Did I use a variety of sentence types (simple, compound, complex, and compound/complex)?
- q Are my sentences clear and to the point?

Mechanics

- q Did I use correct capitalization?
- q Did I use correct punctuation?
- q Did I spell words correctly?
- q Did I proofread with a partner?

Word Usage

- q Did I use descriptive language?
- q Did I use proper subject/verb agreement?
- q Did I use proper pronoun/antecedent agreement?
- q Did I use vivid verbs?
- q Did I use appropriate adjectives and adverbs?

Development

- q Did I address the assigned topic?
- q Did I include specific and relevant details (examples, incidents, reasons, and comparisons)?

GUIDELINES FOR WRITING A CRITIQUE (SCIENCE DEPT.)

For a Movie, Filmstrip, Article, Book, or Guest Speaker

A critique is considered a formal paper, so you must follow formal writing rules given to you by your English teacher and printed in your handbook under Capital High Style Sheet. Typing is preferred.

1. Your first paragraph should have the following information in it.

Title

Author

Publisher

Author's qualifications (if given)

2. The second paragraph should have this information:

The particular purpose of the article or presentation

The type of audience it is intended for

3. The third paragraph should have this information:

a thesis sentence indicating the general nature of the article,

and a content summary listing important discoveries, facts, etc. (The length will vary with topic, but in general, for a shorter article, etc., have at least five points.)

4. The last paragraph should have this information:

Describe anything you consider especially good or interesting in the presentation.

Evaluate the overall effectiveness of the presentation, etc.

Give your individual response or reaction to the article, etc.

Before you hand in your paper, check it for spelling mistakes, neatness, sentence structure, etc.

MAKING A SCIENCE DRAWING

The following list of techniques will help you to prepare a meaningful record of your observations in the laboratory. These techniques will help you to improve your care and skill as an observer as well. The science drawing is not intended to be an artistic representation of your observations – only an accurate, clear record. Careful, critical observation of the specimen and its parts is essential.

1. Unless otherwise instructed, you should use unlined paper for your drawing.
2. You must use a pencil.
3. Make the drawings large enough so that all parts can be shown without crowding. You may have no more than four drawings to a page. Balance the paper with drawings.
4. Draw only on one side of the paper. Leave spacious margins on all sides of the drawing.
5. Do not shade in parts of the drawing. Light stippling or dotting may be appropriate in some cases.
6. Draw only what you see—no more, no less.
7. Paint labels neatly. Use a straight edge for lines. Label lines should touch the structure being named. Lines should also be parallel to the top of the paper. Do not end the lines with arrows, and do not write the labels on the lines. As much as possible, all labels should be to the right of the drawing. Space labels evenly.
8. If it is a microscope drawing, do not draw the circle from the eyepiece.
9. Print the title underneath the drawing. If using the microscope, always include the magnification.
10. The finished product should be neat, clear, and accurate. Every mark should have a specific purpose for being included, or not be there at all.

MLA STYLE SHEET: WORKS CITED (BIBLIOGRAPHY) FORMS

Refer to the models below when preparing works cited (bibliography) forms for the most commonly used sources. For all other sources, see the MLA handbook.

BOOK BY ONE AUTHOR OR EDITOR*:

Wetly, Eudora. One Writer's Beginnings. Cambridge: Harvard UP, 1982.

BOOK BY TWO OR THREE AUTHORS OR EDITORS*

Leghorn, Lisa, and Katherine Porter. Woman's Worth. Boston: Routedge, 1981.

BOOK BY MORE THAN THREE AUTHORS OR EDITORS*

Moore, Mark H., et al. Dangerous Offenders: The Elusive Target of Justice. Cambridge: UP, 1984.

*If there is an editor or editors in place of an author or authors, insert **ed.** or **eds.**, preceded by a comma, after the name(s), i.e.

Wetly, Eudora, ed.; Leghorn, Lisa, and Katherine Porter, eds.; Moore, Mark H., et al, eds.

BOOK BY A GROUP OR CORPORATE AUTHOR

The Boston's Women's Health Collective. Our Bodies Ourselves. New York: Simon, 1986.

BOOK WITH NO AUTHOR OR EDITOR NAMED

The Chicago Manual of Style. 13th ed. Chicago: University of Chicago, year.

BOOK WITH AN AUTHOR AND AN EDITOR

Bronte, Emily. Wuthering Heights. Ed. David Daiches, London: Penguin, 1982.

WORK IN SEVERAL VOLUMES

Jones, Ernest. The Last Phase. New York: Basic, 1957. Vol. 3 of The Life and Work of Sigmon Freud.

ONE SELECTION BY AN AUTHOR FROM AN ANTHOLOGY OR COLLECTION WITH AN EDITOR

Galarza, Ernest. "Roots of Migration." Aztlan: An Anthology of Mexican American Literature. Eds. Luis Valdez and Stan Steiner. New York: Alfred Knoff, 1972. 127-132.

ARTICLE IN A REFERENCE BOOK WHEN AUTHOR IS GIVEN
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IMPORTANT: With periodicals, there is no internal punctuation (commas or periods) between the periodical name and date of issue. The day of the month proceeds the month, which may be abbreviated. A colon separates the date from the page number(s).

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Johnson, Randall. "Music, Art, and Culture of the Decades." Jan. 1998. 26 Feb. 1999 <<http://www/johnsonreview.com>>.

MLA Guidelines require inclusion of the following in the order given whenever possible.

Author, editor, compiler or translator (whichever is appropriate)

Title of article or name of Web site

Name of institution or organization sponsoring the Web site

Number of pages or paragraphs, if so numbers

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<<http://www.cs.cmu.edu>>.

Preassignment

Students must report to their assigned teacher for preassignment and have that teacher sign and date the appropriate space in the calendar. Students are to follow the class rules of the teacher they are placed with. Students are not permitted to leave the room they are preassigned to. If that teacher can not be found students must report to the main office.

Period	1 st 9wks room	2 nd 9wks room	3 rd 9wks room	4 th 9wks room
1				
2				
3				
4				
5				
6				
7				
8				