

STUDENT HANDBOOK

Tug Valley High School 2012-2013



VISITORS POLICY:

Parents are always welcome at Tug Valley High School. An appointment should be made to schedule a conference with a teacher, the counselor, or the principal.

Parents may also contact professional personnel through e-mail. E-mail addresses are found on Teacherease.

In compliance with Federal privacy guidelines (FERPA) visitors are not permitted to attend classes with students. Small children should not be brought to school.

ALL visitors must report to the main office upon entering the building.

CLOSED CAMPUS:

As a concern for safety and to ensure consistent monitoring and supervision,

Tug Valley High School maintains a CLOSED CAMPUS. No student is to leave school property during school hours unless signed out by a parent or guardian. Violators will be subject to school and county policies.

MONEY AND VALUABLES:

Please do NOT bring large amounts of money or valuable items to school.

BREAKFAST & LUNCH PROGRAM:

All students are encouraged to eat in the school cafeteria. Under the pilot Universal Meals program, all students will be served breakfast and lunch at no charge. Extra lunches, however, must be paid for during the serving of breakfast and lunch.

Breakfast may be available before the start of school, however the main serving time is during an extended break following first period. The breakfast food must be taken to the second period class and may be eaten at the start of class.

No application for free/reduced lunch is required for the 2012-2013 school year.

PRICES FOR EXTRA MEALS

BREAKFAST: REGULAR -- \$0.75

LUNCH: REGULAR -- \$1.25

EXTRA MILK: \$0.30

ALL ADULT MEALS

BREAKFAST: REGULAR -- \$2.50

LUNCH: REGULAR -- \$3.25

LOCKERS:

Each student is assigned a locker for the storage of textbooks and personal possessions. It is the student's responsibility to make certain that the locker is kept locked at all times. ONLY school combination locks are to be used. Lock rental cost is \$5.

Students are not allowed to share lockers.

Book bags, purses, and hats are to be placed in lockers upon arrival at school. If not in lockers, school personnel will confiscate these items and turn them in to the office.

PURSES/BACKPACKS

Purses, backpacks and athletic bags are to be stowed in lockers and are not to be taken into classrooms. Small clutch purses, can be approved by the administration, for the purpose of carrying female personal items. Eighth period teachers may designate an area of the classroom for backpacks, purses and bags for take home at the end of day.

TELEPHONE/STUDENT MESSAGES:

The school telephones are to be used for school purposes only. No student is permitted to use the telephones in the offices without the permission of a staff member. Messages of a non-emergency nature will not be given to students while they are in class. Messages to students are accepted only from a parent or guardian.

FIRE DRILLS:

Fire drills are required by law and are an important safety precaution. Everyone must exit the building immediately upon hearing the alarm. Students should be familiar with the fire drill exit for each area of the building and the classrooms. Do not stop or go to lockers when exiting the building for a fire alarm. All persons will assemble, with their assigned teachers, on the athletic field, and will await further instructions.

BOMB THREATS:

In the event the school and students are placed in potential peril by threat of an explosive device, students and staff will be evacuated from the building. An undisclosed location will be secured for off-site instruction, and students will be taken to that facility. During a bomb threat or lockdown, no student may be signed out for any reason. Students are to remain with their assigned teacher during these emergencies.

SCHOOL'S RIGHT TO SEARCH:

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Mingo County Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

ITEMS NOT ALLOWED AT SCHOOL:

Laser pointers, portable DVD players, camcorders, digital cameras or imaging devices, skateboards/roller skates, Ipods, digital music devices, cell phones or other items not of an educational nature are not allowed for use at school. Items may be confiscated and returned at the discretion of the principal.

Mod Schedule for Lunch and Other Activities:

This year students will eat lunch during one of two modified class periods. Other activities, such as academic intervention, tutoring, credit recovery, club meetings and intramural sports will be offered in each of the two mods. Students will be scheduled according to their needs and interests.

DRIVING & PARKING:

According to Mingo County policy, all students who drive to school must register their vehicles at the beginning of the school term. Drivers must present a valid driver's license, vehicle registration, and proof of insurance. Keys must be turned in at the beginning of the school day. Keys are kept in a locked cabinet and will be given out at the end of the school day. Failure to follow this policy may result in the revocation of driving privileges.

Students are discouraged from transporting others to and from school, except for siblings or close family members.

GUIDANCE OFFICE:

The guidance office is located in the office suite on the first floor. The welfare of the student comes first with the counselor.

Students may visit the Guidance office for counseling as counselors are available. If possible, prior notice to counselors should be made and appointments are encouraged. Please inform teachers if a class is to be missed.

SCHEDULING:

Every effort is made to place students in courses that are appropriate for their abilities and future educational or career interests. Students entering the ninth grade should have completed a two-year plan which lets the counselor know which courses are preferred. After the first semester of the tenth grade year,

students and their parents will meet with the counselor to complete a three year plan, which directs the students to choose a major area of study from their cluster areas. Scheduling for the 11th and 12th grades will be determined from these plans.

The master plan is determined by the two and three year plans submitted by the students. Therefore, schedule changes should be at a minimum and allowed only in the following circumstances: an academic reason is presented, the student is inadvertently placed in a class which was already successfully completed, a class is needed to complete graduation requirements, or the student has a medically certifiable reason, documented by a doctor, for physically not being able to meet the requirements of the class.

Schedule changes after the first full two weeks of school can only be approved by the principal.

GRADING SCALE:

Grade	%	Points
A	93-100	4
B	85-92	3
C	75-84	2
D	65-74	1
F	0-64	0

SEMESTER EXAM POLICY:

No student is exempt from 1st and 2nd semester exams. Please refer to Mingo County Policy 1101.0, Section S. Semester exams are required in EVERY class.

Semester exams count 1/5th of the semester grade.

CLASS RANKINGS:

Seniors will be ranked at the end of 8 semesters to determine overall class rankings. All subjects for which high school credit can be earned, including high school courses taken before ninth grade, must be used to calculate the total grade point average (GPA). Credit earned through correspondence courses will not be considered in rankings.

In computing the final GPA for class ranking, an extra value will be added for each completed Advanced Placement (AP), Dual Enrollment, and Honors course. The scale for the added value is as follows: AP/DC: A=.05; B=.04; C=.03 and Honors: A=.04; B=.03; C=.02

Transferring AP and Honors Credits

For ranking purposes, any student who transfers to, or enrolls in, a Mingo County school may transfer Honors and AP credits equivalent to the number of classes currently offered at the receiving school. Courses offered at both schools must be accepted.

SENIOR HONOR STUDENTS:

Those students who have attained the highest level of achievement during their high school years will be recognized with Honor Cords at graduation. Recognition is as follows: Very High Honors (3.85 and above)- Gold; High Honors (3.5-3.84)- Silver; Honors (3.0-3.49)- Red; and Vocational Honors- Purple and Silver. To be eligible for Very High Honors, a student must be enrolled at Tug Valley High School during the 1st semester of the junior year. To be eligible for High Honors or Honors, a student must have been enrolled beginning with the 1st semester of the senior year, according to Mingo County Schools policy.

DUAL CREDIT:

Courses for dual credit are offered jointly by TVHS and SWVCTC. Dual Credit courses are weighted. Students must meet testing and placement requirements. Although there is some tuition subsidy, students may still be responsible for some tuition or text costs.

EXPERIENTIAL LEARNING

Every student is required to one hour each of community service and job shadowing annually. When possible, opportunities will be made through school programs to assist students in acquiring these hours, required for graduation.

TEACHEREASE:

Teacherease is a web-based student information system, which helps individual teachers communicate with students and parents. Parents and students may check assignments, grades, attendance, and other reports by accessing Teacherease. Students and parents are given unique passwords to access this program. Also, students, parents and teachers may communicate via e-mail.

Announcements concerning upcoming events or changes in the school schedule, such as snow delays, are also reported on Teacherease. To access Teacherease go to the link <http://www.teacherease.com>.

Student Conduct Guided by WVBOE Policy 4373

Student conduct will follow the expectations of WVBOE Policy 4373 Expected Behavior in Safe and Supportive Schools. The school will also follow the guidelines of the policy for defining discipline violations and for administering corrective measures. A link to the policy can be found on the school website:

<http://www.tugvalleyhigh.com>

EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS

Mingo County Schools has adopted the West Virginia Board of Education's Policy 4373 *Expected Behavior in Safe and Supportive Schools*. A summary of the policy is provided below. An electronic copy of the policy in its entirety can be found at: <http://mingoboe.us/policies.html> and on the TVHS website: <http://www.tugvalleyhigh>

This policy's vision is to provide an educational system in an environment that is caring and safe that supports all students in their efforts to become healthy, responsible and self-directed citizens. The students' goals are to develop the personal skills and dispositions of wellness, responsibility, self-direction, ethical character, cultural awareness and good citizenship. Each Mingo County school is implementing proactive, preventative and responsive programs to help each student achieve these goals and, in response to student inappropriate behavior, defining appropriate interventions and meaningful consequences.

The policy establishes four levels of inappropriate student behavior from the least to the most serious:

Level 1: Minimally Disruptive Behaviors

Level 2: Disruptive and Potentially Harmful Behaviors

Level 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors

Level 4: Safe Schools Act Behaviors

Administrators may reclassify any Level 2 or Level 3 behavior to a more serious level if the behavior has been repeated or becomes more severe. All Level 3 and Level 4 student behaviors must be referred directly to the appropriate administrator because of the serious and/or unlawful nature of the student's misconduct.

Examples of inappropriate student behaviors include but are not limited to:

Level 1: cheating, disruptive and/or disrespectful conduct, falsifying identity, inappropriate display of affection, inappropriate language, vehicle parking violation, possession of inappropriate personal property, failure to serve detention, skipping class, tardiness;

Level 2: gang-related activity, habitual violation of school rules, physical fight without injury, possession of imitation weapon or possession of knife not meeting dangerous weapon definition, profane language directed toward an employee or student, technology misuse;

Level 3: battery against a student, defacing school property, fraud/forgery, hazing, larceny, sexual misconduct, threat of injury directed at a student or employee, harassment/bullying, imitation drug related behaviors, inhalant abuse, possession/use of tobacco and/or nicotine containing substances;

Level 4: battery against a school employee, felonious conduct if committed by an adult, illegal substance related behaviors and possession or use of a dangerous weapon.

Appropriate interventions by school personnel and meaningful consequences for student inappropriate behavior include but are not limited to:

Level 1 behavior may very occasionally warrant formal law enforcement notification and/or intervention but, usually the interventions and consequences for this behavior occur at the school level and can include detention, counseling referral, restitution or restoration, confiscation of an inappropriate item, and voluntary weekend detention. If an out-of-school suspension is used and it is not a recommended optional consequence for this level, it should be limited to three (3) days;

Level 2 behavior may occasionally warrant formal law enforcement notification and/or intervention but generally the interventions and consequences for this behavior occur at the school level and can include any of the Level 1 interventions and may also include in-school suspensions, out-of-school suspensions up to and including five (5) days, placement at an Alternative Education program, and expulsion;

Level 3 behaviors are criminal offenses and therefore will likely warrant formal law enforcement intervention which could incorporate issuance of a criminal citation, ticket or summons, juvenile delinquency petition filing and arrest. In addition to the formal law enforcement interventions, the school may utilize any of the Level 1 and Level 2 intervention strategies and may also utilize appropriate drug counseling, substance abuse treatment and/or tobacco cessation services;

Level 4 behavior is controlled by WV Safe Schools Act and requires that the principal must suspend the student, and after an appropriate hearing, the student may be expelled for certain periods with exceptions and limitations as defined in WV Code §18A-5-1a.

Electronic copy of WVDE Policy 4373: Expected Behavior in Safe and Supportive Schools is available at: <http://wvde.state.wv.us/policies/>

Tug Valley High School Expectations for Behavior

The school has also adopted 3 expectations for student behavior, which align to the three standards described for student behavior as outlined in the West Virginia Department of Education's (2012) policy for Expected Behaviors in Safe and Supportive Schools. These standards include "self-awareness and self-management," "social awareness and interpersonal skills," and "decision-making skills and responsible behaviors" (ch. 1, sec. 2). The school's expectations for students are written as declarations:

- Student Expectation 1: I know myself and can manage my behavior.
- Student Expectation 2: I will be considerate of others and become a productive part of my school community.
- Student Expectation 3: It is my responsibility to make wise choices about my education, my relationships, and my actions.

Please Note the Following School Policies

Electronic devices:

Student use of mobile phones, ipods, or other non-approved electronic devices is prohibited. Students are to power down cell phones or other electronic devices before they arrive on school property. These devices may not be used for any purpose, non-instructional or instructional, while at school. Students discovered using mobile phones or other non-approved devices must surrender the device to any school staff member. The electronic device must be retrieved by a parent/guardian.

*Note: The use of cell phones by **faculty and staff** are to be used during non-instructional time **ONLY**.*

Official School Email Addresses

The technology integration specialist for TVHS will be working to create official **access** email accounts for all students. This email address will be used as the official/primary address for all school communication.

Tardy Policy and Procedures:

Students have three minutes for class change. Teachers are instructed to close classroom doors upon the sounding of the tardy bell. Students will not be permitted in class without a tardy slip from the office, which must be obtained from the office worker or staff member on duty.

Students may be assigned lunch detention or ISS for tardiness at the discretion of the administration.

In School Suspension (ISS):

In-School Suspension is a remedy for moderate violations of the Student Code of Conduct. Students receiving ISS will be assigned to a classroom, for either one-half or one full school day and will be expected to complete a character education essay on an assigned topic before working on any other assignments sent to the ISS classroom by core subject teachers. Students will be expected to make up all assignments missed during their ISS. Students will not be permitted to socialize or sleep and will be expected to remain on-task while in ISS. Refusal to report to ISS will result in an Out-of-School Suspension of 1-day and the expectation to serve the ISS upon returning to school.

Absence Excuse Procedure: (Additional information on absence/truancy is provided to all students)

Students who have been absent from school must present a parent note or doctor's excuse to their first period teacher and obtain an absence slip. If no note or excuse is presented, the absence will be unexcused until documentation is produced. Late documentation can be presented to an assistant principal or a guidance counselor.

Students must present absence slips to all teachers of classes missed. The 8th period teacher will keep the absence slip and turn it in to the office.

Unsupervised Areas:

Students are not permitted in unsupervised areas.

Sign Out Procedure:

Parents/guardians or close family members (Grandparents, aunt/uncle, adult sibling) must be physically present to sign out a student. Drivers must have a note that is verified by phone confirmation by an administrator or designee.

PDA (Public Displays of Affection): Not permitted.

PROM:

A junior/senior prom is held in the spring. This is a paid event requiring formal dress. No student may bring a date from outside the student body unless approval is given by the administration. Other than faculty or prom staff, no one age 21 or older is permitted to attend the event or any sponsored after-party. Prom attire must be approved by the prom committee. Guidelines for dress are made available to the

students in the spring. Students should not purchase prom attire before receiving guidelines for appropriateness. A photo of the garment must be submitted to the committee before approval is granted.

MEDICATIONS:

No student is to possess any type of medication. All medication must be surrendered to the designated medications- trained staff member or school nurse and required documentation must be completed and on file. Certain inhalers may be possessed by students who require them.

Drugs/alcohol/tobacco:

These items are not permitted by state law. Possession or use of these items may result in suspension, expulsion, or the involvement of law enforcement or other agencies.

Tobacco Possession/Use:

As per state law, the public school campus is tobacco free. This includes possession.

DRESS CODE:

Tug Valley High School follows Mingo County Schools Policy 1102.09 pertaining to dress code. Modesty and appropriateness of attire should be considered when choosing dress for school and school functions. Male and female students must not wear clothing, which exposes the shoulder or midriff. Also, shorts and skirts should be modest in length. No hats or caps or other head-covering may be worn by male nor female students. Students are not permitted to wear sleepwear or outerwear in class. Coats and jackets must be stowed in lockers.

It will be the judgment of school staff, which will determine if a student's clothing is inappropriate. Students in violation of the dress code may be removed from the regular classroom and parents may be contacted to deliver more appropriate clothing.

**Tug Valley High School
Bell Schedule 2012-2013**

Breakfast Available	7:00-7:20	
Prep Bell	7:20	
Period 1	7:26-8:11	
Breakfast After First	8:11-8:20	(Grab N Go; take to class)
Period 2	8:20-9:05	
Period 3	9:08-9:53	
Period 4	9:56-10:41	
Mod/lunch A	10:41-11:11	(30 min. for lunch, intervention, activities)
Mod/lunch B	11:11-11:41	(30 min. for lunch, intervention, activities)
Period 5	11:44-12:29	
Period 6	12:32-1:17	
Period 7	1:20-2:05	
Period 8	2:08-2:53	

Global Gateway

Tug Valley High School supports one-to-one student access to technology through our Global Gateway program. We are currently in process to provide every qualifying student with a school issued laptop computer. As of the end of our previous school year, more than half of all TVHS students were issued the devices. The school-issued-computers remain the property of Mingo County Schools, but students are permitted to carry the devices home. Should the computer become lost or stolen, a recovery signal can be activated and the device will be recovered. The following expectations are set for our Global Gateway students.

School Expectations for TVHS Global Gateway Students

The planning committee determined a school-wide set of expectations should be developed to define the expectations for and the responsibilities of instructors and learners.

Expectation 1

Global Gateway devices (laptops) are the property of the Mingo County School District entrusted to individual students. Each student is responsible for the security and care of the device assigned to him or her.

Expectation 2

There are appropriate uses of our technology, specific to each of our learning environments. Classroom instructors determine appropriate uses in the context of classroom activities and assignments. Therefore, students will use technology only as directed by the instructor.

Expectation 3

Instructors must take advantage of the opportunities Global Gateway makes possible for implementation of 21st Century instructional strategies and for the development of 21st Century learning skills. It is the responsibility of instructors to develop technology- rich learning environments, which will include content, assignments, projects, and assessments capitalizing on available technology. The TIS will be working with teachers as a resource and facilitator.

Expectation 4

Global Gateway devices will be essential learning tools at our school. Therefore every student is expected to bring his or her assigned computer to class:

- everyday
- charged
- having access to personal files & resources

Expectation 5

It is the student's responsibility to protect and preserve individual work and ideas. Availability of files and information should not be discrete to a particular computer. Therefore, students must save work and resources on one or more of the following:

- Cloud storage (Dropbox, Skydrive, etc.)
- Google docs
- Flash storage (flashdrives, used mostly as secondary storage media for situations/locations with limited internet access)

Goals for Global Gateway

It is hoped the expanded availability of technology to students will have an impact on quality of instruction and learning, student engagement, student achievement, attendance and graduation rate. Five goals have been set, for which the Global Gateway initiative is expected to have impact.

Goals

1. Increase the level of rigor and relevance in instruction and learning.
2. Increase student engagement in all learning environments.
3. Increase student achievement.
4. Student acquisition and application of 21st Century skills.
5. Increase student attendance.
6. Increase the graduation rate.

**NOTICE OF WV REPORT CARD AND NO CHILD LEFT BEHIND DATA
PARENT NOTIFICATION**

August 31, 2012

Dear Parent:

Each year the WV Department of Education prepares a report containing information on various items such as student achievement, attendance rate, dropout rate, No Child Left Behind status, average class size, and so on. Known as the WV Report Cards, the reports are accessible on the WV Department of Education website at <http://wvde.state.wv.us>. At the left, select "Data" and then select "School and District Date". The most recent WV Report Card data is for the 2010-2011 school year. WV Report Card data for 2011-12 is expected in the spring, however other reports on the site will be updated throughout the school year.

If you would like to view the information but have difficulty accessing it or if you have questions, please contact the school.

Sincerely,

Mr. Johnny Branch, TVHS Principal

Cheer for Ole Tug Valley

School Song for TVHS

By Mr. Branch

To the Melody of "Sons of Marshall"



Cheer cheer for Ole Tug Valley

Black silver white we rally

Friends near and far and here at home will hail us

Foes we meet upon the court and field will fear us

Here's to the ones before us

We too will lift the standard high

Though forever we may roam

Naugatuck will be our home

Stand up and cheer cheer cheer for Ole Tug Valley

P-A-N-T-H-E-R-S