

# Tygarts Valley Middle/High School Student Handbook 2017 - 2018



Steve Wamsley, Principal  
Joseph Arbogast, Assistant Principal

Rt. 1, Box 290  
Mill Creek, WV 26280  
Phone 304-335-4575  
Fax 304-335-6963

# Tygarts Valley Middle/High School

## Staff 2017 – 2018

### Administration

Steve Wamsley, Principal  
Joseph Arbogast, Assistant Principal

### Teachers

Allen, Shana, Math  
Arbogast, Beth, Math  
Channell, Mitch, Social Studies  
Coberly, Delia, Guidance  
Currence, Brian, Phys. Ed./Health  
Currence, Sheri, Multi-Subject  
TBD, Spanish  
Depp, Michelle, SPED  
TBD, Skills  
Devores, Randy, SPED  
DiPasquale, Mike, Math  
Duckworth, Bruce, SPED  
Gallogly, Sharon, Guidance  
Garver-Daniels, Tessa, Art  
Green, Barbara, Band/Music  
Harris, Billy, Social Studies  
Laderach, Anna, English  
Lanham, Ramista, SPED  
Looney, Karin, Science  
Markley, James, Phys. Ed/Health  
Newsom, Betty, Health/Drivers Ed.  
TBD, Consumer Science  
Oldaker, Tom, English  
Postlethwait, Matthew, English  
Ramsey, Hilary, Tech. Integration Spec.  
Ramsey, Scott, Science  
Rice, Debbie, Science

Roth, Adam, English/Yearbook/Theater  
See, Cheryl, Math  
Shaffer, Kelley, Social Studies  
Snyder, Carol, Math  
Stalnaker, Seth, Social Studies  
Tallman, Alyssa, Science  
Taylor, Marian, SPED  
Walters, Melissa, English  
Wamsley, Tom, Math

### Support Personnel

Canfield, Shelly, Cook  
Chewning, Rhonda, Cook  
Henderson, John, Custodian  
Lambert, Debbie, Cook, Cafeteria Manager  
Lambert, Wayne, Custodian  
Longbon, Stacey, Secretary  
Louk, Jennifer, Secretary  
McLaughlin, Dennis, Custodian  
Shrader, Candance, Cook  
Ware, Judy, Aide

### County Office Personnel 304-636-9150

TBD, Assistant Superintendent  
Devono, Gabriel, Superintendent  
Proudfoot, Lynne, Attendance Officer  
Paine, Jonathan, Dir. of Technology  
Rosencrance, LaDonna, Coordinator of Child  
Nutrition and Pre-K  
Smith, Bradley, Dir. of Finance  
Simmons, Donna, Dir. of Special Education  
TBD, Coord. of Federal Programs

### Randolph County Board of Education Members

Anger, Rachel  
Auvil, Donna  
Smith, Amanda  
Newlon, Janie  
Wamsley, Lisa

# Tygarts Valley Middle/High School

## Student Handbook

### 2017--2018

#### MISSION STATEMENT

Tygarts Valley Middle/High School  
Preparing Today for a Successful Tomorrow

#### ATTENDANCE/ABSENCES/MAKE UP WORK

##### *Definition of Terms:*

1. Exemption – an absence that is designated as exempt will not be counted toward the final exam policy. School-approved field trips or activities or military absences are exempt absences.
2. Excused – an absence that is designated as excused will still count toward the exam policy but will be used by the county attendance officer to avoid truancy issues.

In accordance with Randolph County Schools Policy 5200, all students are expected to attend school each day that school is in session.

Students will be considered truant except for the following legally defined absences: (1) personal illness, (2) death in the immediate family, (3) medical appointments, (4) religious observances, (5) school-approved activities, and (6) military service.

Students must also request makeup work from their teachers within two days of returning to school. Teachers may opt to use makeup contracts with their students.

For additional information please see Administrative Guidelines 5421d “End of Course Exams and Grading” on page 28.

#### ADMISSION OF SUSPENDED OR EXPELLED STUDENTS

Prior to the admission of any student into any public school in the state, the student's parent/guardian must affirm in writing whether the student is currently under suspension or expulsion from any public or private school in West Virginia or any other state. Any student who has been suspended or expelled from another school, either public or private in West Virginia or any other state, may not be admitted to any public school in West Virginia until the period of suspension or expulsion has expired.

## ADVISOR/ADVISEE

Advisors meet with the students on a regular basis for the purpose of academic, career, and personal-social advising. Advisors have basic training in the school's guidance curriculum, limits of confidentiality, referral procedures, and active listening.

Advisory activities help students understand and follow the school-wide behavior plan, set goals and monitor their progress toward those goals, and give students a chance to develop a guidance relationship with a caring adult.

## ANNUAL NOTICES

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County Schools policies and procedures. These notices may be viewed on the Randolph County website at <http://boe.rand.k12.wv.us> under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

2260 - Nondiscrimination and Access to Equal Educational Opportunity	5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus
2260.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5611 - Disciple-Student Due Process Rights
2340.F2 - Parent Consent for Trip	5771 - Due Process Rights (Search and Seizure)
2416 - Student Privacy and Parental Access to Information	5771.F2 - Record of Student Search and Seizure
2431 - Interscholastic Athletics	5772 - Weapons
2431.F1 -Parent Acknowledgement of Risk and Release	5902 - Employee Code of Conduct (WVBE Policy)
2431.F2 -Student Acknowledgment of Risk and Release	6700 - Fair Labor Standards Act (FLSA)
2623D -Testing Code of Ethics	7211 - Appeals Procedures for Citizens
3122 - Nondiscrimination and Equal Employment Opportunity	5771 - Due Process Rights (Search and Seizure)
3122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5771.F2 - Record of Student Search and Seizure
3122.01.F2 - Certification Regarding Drug Free Workplace	5772 - Weapons
3122.01.F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention	5902 - Employee Code of Conduct (WVBE Policy)
3160.F1 - Emergency Medical Authorization Permit	6700 - Fair Labor Standards Act (FLSA)
3170 - Student Abuse and Neglect	7211 - Appeals Procedures for Citizens
3213 - Students Supervision and Welfare	7217 - Weapons

3217 - Weapons	7430.F1 - Physicians Certification for Use of a Respirator
3362 - Anti-Harassment and Violence	7430.F2 - Acknowledgment Training
3430.01 - FMLA Leave	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4122 - Nondiscrimination and Equal Employment Opportunity	8310 - Public Records
4122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	8330 - Student Records
4170 - Student Abuse and Neglect	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4217 - Weapons	8310 - Public Records
4362 - Anti-Harassment and Violence	8330 - Student Records
4372 - Student Rights and Responsibilities (WVBE Policy)	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4373 - Student Code of Conduct	8310 - Public Records
4430.01 - FMLA Leave	8330 - Student Records
5230 - Late Arrival and Early Dismissal	8330.F4 - Consent for Student Record Release
5310 - Health Services	8330.F9A - Parental Permission for Release of Publication of Students Photograph/Image
5341.F1 - Emergency Medical Authorization Permit	8431 - Asbestos in Schools
5517 - Anti-Harassment and Violence	8453.01.F2 - Training Record
5517.01 - Aggressive Behavior Towards Students	9130.F4 - Notification to Public Regarding Inspection of Instruction Materials
5530 - Substance Abuse Prevention	9150 - School Visitors

## ATHLETIC PROGRAM

Tygarts Valley Middle School offers 7th and 8th grade football; 6th, 7th, and 8th grade basketball, and cheerleading. Tygarts Valley High School offers a variety of sports programs, including varsity and junior varsity football, girls' varsity and junior varsity basketball, boys' varsity and junior varsity basketball, baseball, softball, girls' volleyball, girls' soccer, cheerleading, golf, and track. All students are eligible to participate in sports provided they have passed the required number of courses in the preceding semester, maintain a 2.0 grade point average, meet eligibility requirements, and are physically fit.

Those who participate in athletics must be covered by insurance. All sports, with the exception of varsity football, will be adequately covered by general school insurance or private insurance if verified by a statement signed by parents/guardians attesting to said coverage. Athletes may not participate without insurance.

The athletic participant is representing his school throughout the region and the state and has the opportunity to set an example of exceptional behavior for his classmates. Any athlete who persists in the violation of any school policy will be removed from the team he is participating on and restricted from further athletic participation.

Athletic fees for 2017-2018 will be \$50 per student. This will be a one time charge regardless of number of sports played to assist with insurance and travel costs.

## **BOMB THREATS**

Consequences for involvement in a bomb threat will be an immediate 9day suspension with a recommendation to the Randolph County Board of Education for a year's expulsion (12 calendar months) from the Randolph County school system.

## **BUS TRANSPORTATION**

WV Code provides students the privilege of transportation to and from school when student conduct is appropriate. Any change of a student's bus, pickup site, or unloading site must have a note from the parent and the schools' approval on a daily basis. School approval will be granted prior to first period. If a student loses the privilege of bus transportation, it becomes the responsibility of the parent to provide the transportation. Disruptive behavior, disrespect for the rights of others, or failure to correct poor behavior will result in the loss of bus privileges. Parents will be notified of suspension of these privileges, and a conference will be scheduled if necessary. All students are to enter the school upon arrival. No bus student is permitted to go to the parking lot for any reason.

## **COUNTY DRUG TESTING POLICY**

This policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, those who wish to drive and park on school property, and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanctions imposed for violations of this policy, include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in interscholastic extra-curricular activities or drive to school. This policy supplements and complements all other policies,

rules, and regulations of Randolph County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Randolph County Schools campus is a privilege. These students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Students who elect to drive a privately owned vehicle to and from school and park on school property also carry an added accountability for the safe operation of a vehicle while on school property.

Each activity student, driving student, and opt in participant, along with their parent/guardian, must attend an orientation session prior to becoming a participating student at which they will receive and review a copy of the student drug testing policy. The Randolph County Student Drug Testing Policy can be viewed in its entirety at <http://boe.rand.k12.wv.us>.

## DISCIPLINE

The staff of Tygarts Valley Middle/High School believes in the importance of ensuring an orderly, healthy, and safe environment conducive to learning. In order to maintain this learning environment, unfortunately, sometimes it becomes necessary to administer consequences for violation of school rules.

Under the guidelines established by the Randolph County discipline plan, each teacher must read to his/her students and post in his/her room a classroom discipline plan. The plan is two pronged. One phase of the plan outlines the teacher's expectation regarding discipline in his/her room with results of violations specified. The other phase is the discipline plan for places and situations not handled by the classroom plan. Our disciplinary procedure is available to parents for their examination on request or on our school web site. No discipline plan can or should account for every possible contingency. Inevitably there will be breaches of conduct not specifically covered in our discipline policies. These omissions do not relieve the student of dealing with the consequences of his/her actions. The administration will usually abide by the discipline plan format but reserves the right to make decisions regarding any discipline problem in keeping with their own judgment.

WVDE Policy 4373 "Expected Behavior in Safe and Supportive Schools" may be viewed at <http://wvde.state.wv.us/healthyschools/ElectronicManual4373New.html>.

### Terms to Be Defined

*Lunch Detention (noted as LD)* -- The student will serve one hour in a restricted environment. He/she will eat lunch during this time and in this restricted environment.

*In-School-Suspension (noted as ISS)* –The student who receives ISS shall be placed in a self-contained environment in our school for the school day. The student will be provided all classroom assignments to complete.

*Out-of-School- Suspension (noted as OSS)* - The student must not come to school or to any -schoolrelated- events during the time period designated as OSS. These days count as unexcused absences. Ten days of cumulative OSS will be considered as "habitual rule violation" and could result in expulsion.

*Level I infractions* -- rules, when violated, which result in Level I consequences. These infractions are not considered as serious as Level II infractions or those mentioned in the WVDE Policy 4373.

*Level II infractions* - rules, when violated, that result in Level II consequences. These are serious infractions that may result in the expulsion of the student.

## ASSERTIVE DISCIPLINE POLICY

Behaviors	Definitions – Level 1	Interventions and Consequences
<b>LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.</b>		
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> <li>• Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced.</li> <li>• Counseling referrals and conference to support staff or agencies</li> <li>• Daily/weekly progress reports</li> <li>• <a href="#">Behavioral contracts</a> <ul style="list-style-type: none"> <li>◦ <a href="#">Sample Contract For Anger Management</a></li> <li>◦ <a href="#">Sample General Behavior Contract</a></li> </ul> </li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Detention (lunch, before and/or after school)</li> </ul>
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.	
Disruptive/ Disrespectful Conduct	A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.	



Failure to Serve Detention	A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.	<ul style="list-style-type: none"> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</li> <li>• Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• *<a href="#">WV Code §18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class.</li> <li>• While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days.</li> <li>• Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law issues warranting formal law enforcement intervention.</li> </ul>
Falsifying Identity	A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.	
Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.	
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).	
Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.	
Skippping Class*	In accordance with <a href="#">WVBE Policy 4110 - Attendance</a> , a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.	
Tardiness*	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.	
Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.	

Behaviors	Definitions – Level 2	Interventions and Consequences
<b>LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.</b>		
Gang Related Activity	<p>A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes:</p> <ul style="list-style-type: none"> <li>• Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.</li> <li>• Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.</li> <li>• Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.</li> <li>• Recruiting student(s) for gangs.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> <li>• Referral to support staff or agencies for counseling or other therapeutic services</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</li> <li>• Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>• In-school suspension</li> <li>• Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in <a href="#">Chapter 6, Section 2</a>) <a href="#">WV Code §18A-5-1 (d)</a> prohibits the use of suspension solely for not attending class.</li> <li>• The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter.</li> <li>• Expulsion</li> <li>• Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials rather than criminal law</li> </ul>
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.	
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a	

	book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.	issues warranting formal law enforcement intervention.
Leaving School Without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.	
Physical Fight Without Injury	A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.	
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.	
Possession of Knife not meeting Dangerous Weapon Definition ( <a href="#">WV Code §61-7-2</a> )	A student will not possess a knife or knife-like implement under 3½ inches in length. <a href="#">WV Code §61-7-2</a> clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.	
Profane Language/ Obscene Gesture/ Indecent Act Toward... An Employee or A Student	A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	
Technology Misuse	A student will not violate the terms of <a href="#">WVBE Policy 2460</a> , Safety and	

	Acceptable Use of the Internet by Students and Educators.	
--	---	--

Behaviors	Definitions – Level 3	Interventions and Consequences
<b>LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.</b> The principal shall address these inappropriate behaviors in accordance with <a href="#">WVCode §18A-5-1a, subsections (b) through (h)</a>		
Battery Against a Student	A student will not unlawfully and intentionally injure another student.	<p>Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention which may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer or actual arrest.</p> <p>In collaboration with law enforcement, the school shall also implement intervention strategies and meaningful consequences that promote and support appropriate behavioral changes. These strategies include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator and teacher-parent/guardian conference</li> <li>• Referral to support staff or agencies for counseling or other therapeutic services</li> <li>• Notification of appropriate Health and Human Resources</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate item(s)</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> </ul>
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.	
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.	
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.	
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	
Hazing	A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or	

	organization, including both co-curricular and extra-curricular activities.	
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.	
Larceny	A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with <a href="#">WV Code §61-3-13</a> .	
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.	
Threat of Injury/Assault Against... An Employee A Student	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in <a href="#">WV Code §61-2-15</a> .	
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.	
Harassment/ Bullying/ Intimidation	<p>A student will not bully/intimidate/harass another student. According to <a href="#">WV Code §18-2C-2</a>, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> <li>A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;</li> </ul>	<ul style="list-style-type: none"> <li>Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (<a href="#">WV Code §18A-5-1</a>)</li> <li>Voluntary weekend detention (<a href="#">Superintendent's Interpretation of May 12, 2006</a>)</li> <li>In-school suspension</li> <li>Out-of-school suspension for up to ten (10) days (See guidelines in <a href="#">Chapter 6, Section 2</a>)</li> <li>The principal and/or superintendent may recommend placement in an Alternative Education program as described in <a href="#">Section 5</a> of this chapter.</li> <li>Expulsion</li> </ul>
		<p>Upon receipt of a complaint of racial, sexual and/or religious/ethnic harassment or violence that has been substantiated through investigation, the appropriate school official shall take action appropriate to the status of the offender (student, staff or public guest). Such action for students may include all options listed above. Actions for staff may include but not be limited to, warning, suspension, termination, revocation of licensure, notification of law enforcement and/or human services. Actions for public guests may include but not be limited to removal from school property and school</p>

	<ul style="list-style-type: none"> <li>• Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or</li> <li>• Disrupts or interferes with the orderly operation of the school.</li> <li>• An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</li> <li>• Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/disability; or other characteristic.</li> <li>• When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows: <ul style="list-style-type: none"> <li>○ <b>Sexual harassment</b> consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical</li> </ul> </li> </ul>	sponsored functions, notification of law enforcement and/or human services.
--	---	---

	<p>conduct or communication of a sexual nature when:</p> <ul style="list-style-type: none"> <li>▪ Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or</li> <li>▪ Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or</li> <li>▪ Creating an intimidating, hostile or offensive employment or educational environment.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Amorous relationships</b> between county board employees and students are prohibited.</li> <li>○ <b>Sexual harassment</b> may include but is not limited to: <ul style="list-style-type: none"> <li>▪ Verbal harassment of a sexual nature or abuse;</li> <li>▪ Pressure for sexual activity;</li> <li>▪ Inappropriate or unwelcome patting,</li> </ul> </li> </ul>	
--	--	--

	<p>pinching or physical contact;</p> <ul style="list-style-type: none"> <li>▪ Sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;</li> <li>▪ Behavior, verbal or written words or symbols directed at an individual because of gender; or</li> <li>▪ The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.</li> </ul> <p>○ <b>Racial harassment</b> consists of physical, verbal or written conduct relating to an individual's race when the conduct:</p> <ul style="list-style-type: none"> <li>▪ Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;</li> <li>▪ Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or</li> <li>▪ Otherwise adversely affects an individual's employment or academic opportunities.</li> </ul>	
--	---	--



	<ul style="list-style-type: none"> <li>○ <b>Religious/ethnic harassment</b> consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct: <ul style="list-style-type: none"> <li>▪ Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;</li> <li>▪ Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or</li> <li>▪ Otherwise adversely affects an individual's employment or academic opportunities.</li> </ul> </li> <li>○ <b>Sexual violence</b> is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: <ul style="list-style-type: none"> <li>▪ Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;</li> <li>▪ Coercing, forcing or attempting to coerce or force the touching of</li> </ul> </li> </ul>	
--	--	--

	<p>anyone's intimate parts;</p> <ul style="list-style-type: none"> <li>▪ Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or</li> <li>▪ Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.</li> <li>▪ Threatening or forcing exposure of intimate apparel or body parts by removal of clothing.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Racial violence</b> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.</li> <li>○ <b>Religious/ethnic violence</b> is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.</li> </ul>	
Imitation Drugs: Possession, Use, Distribution or Sale	A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.	The selection of appropriate interventions and consequences for substance abuse must be considered very carefully depending upon the severity of the behavior and potential safety concern for others in the school. The first action must be to conference with the parent/guardian and appropriate law enforcement representatives in an effort to direct the student to appropriate addiction services. Referral to tobacco cessation services/treatment and substance abuse treatment services shall be a priority intervention strategy for these behaviors.
Inhalant Abuse	A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of	

	"getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.	
Possession/Use of Substance Containing Tobacco and/or Nicotine	<p>A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the of a county school system, including all activities or events sponsored by the county school district.</p> <p>Special considerations according to <a href="#">WV Code §16-9A-3</a> and <a href="#">WV Code §16-9A-4</a>, . control</p> <ul style="list-style-type: none"> <li>• No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events.</li> <li>• Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.</li> <li>• An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. <a href="#">WVBE Policy 2422.8 - Medication Administration</a> must be followed in order for students to use such products on school property or at school sponsored events.</li> </ul>	

Behaviors		Definitions – Level 4
<b>LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Codes <a href="#">§18A-5-1a(a)</a> and <a href="#">(b)</a>.</b> The following Level 4 behavior definitions are aligned with West Virginia Codes <a href="#">§61-6-17</a> , <a href="#">61-6-24</a> , and <a href="#">18A-5-1</a> , and in the <a href="#">Gun-Free Schools Act of 1994</a> . These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in <a href="#">WV Code §18A-5-1a</a> and paraphrased in <a href="#">Chapter 3</a> , <a href="#">Section 4</a> and <a href="#">Section 5</a> of this manual.		
Battery Against a School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in <a href="#">WV Code §61-2-15(b)</a> .	

Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in <a href="#">WV Code §18A-5-1a(b)(i)</a> . Such acts that would constitute a felony include, but are not limited to, arson ( <a href="#">WV Code §61-3-1</a> ), malicious wounding and unlawful wounding ( <a href="#">WV Code §61-2-9</a> ), bomb threat ( <a href="#">WV Code §61-6-17</a> ), sexual assault ( <a href="#">WV Code §61-8B-3</a> ), terrorist act or false information about a terrorist act, hoax terrorist act ( <a href="#">WV Code §61-6-24</a> ) and grand larceny ( <a href="#">WV Code §61-3-13</a> ).
Illegal Substance Related Behaviors	A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the <a href="#">Uniform Controlled Substances Act</a> as described in <a href="#">WV Code §60A-1-101, et seq.</a> or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of <a href="#">WVBE Policy 2422.8 - Medication Administration</a> and instances of prescription drug abuse.
Possession and/or Use of Dangerous Weapon	<p>According to <a href="#">WV Code §18A-5-1a(a)</a>, a student will not possess a firearm or deadly weapon as defined in <a href="#">WV Code §61-7-2</a>, on any school bus, on school property or at any school-sponsored function as defined in <a href="#">WV Code §61-7-11a</a>.</p> <p>As defined in <a href="#">WV Code §61-7-2</a>, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, <a href="#">nunchaku</a>, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.</p>

#### Level 4 Behaviors are Used in the Identification and Classification of Persistently Dangerous Schools

As required by [20USC7912 Title IX, Part E, Section 9532 \(No Child Left Behind\)](#), the following criteria is set forth to determine whether a school will be classified as a Persistently Dangerous School. Data indicating the number of substantiated inappropriate behaviors will be collected using the WVEIS in order to identify and classify a school as persistently dangerous. **A West Virginia public school will be classified as a Persistently Dangerous School on or before August 1 of each year if the school has, for two consecutive years, substantiated Level 4 behaviors that exceed five percent (5%) of the total number of students enrolled in the school based on the school’s second month enrollment:**

Battery on a school employee as defined in [WV Code §61-2-15](#).

Commission of an act that would constitute a felony under the laws of the state on the premises of an educational facility, at a school sponsored function or on a school bus.

Possession of a firearm or deadly weapon as defined in [WV Code §61-7-2](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

Sale of a narcotic drug as defined in [WV Code §60A-1-101](#) on the premises of an educational facility, at a school sponsored function or on a school bus.

County School System Requirements Related to Persistently Dangerous Schools:

Provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3% of the total number of students enrolled in the school, based on the school's second month enrollment;  
Develop a corrective action plan for any school identified as persistently dangerous, submit it to the WVDE, and implement the plan in a timely manner; and  
Conduct a timely notification process to inform parents of each student attending a school identified as persistently dangerous of this; provide the opportunity for students to transfer to a safe public school within the county school district; and complete the transfer process for all students wishing to transfer.

**WVDE Requirements Related to Persistently Dangerous Schools:**

Provide targeted technical assistance to any school that has, for two consecutive years, substantiated Level 4 behaviors that exceed 3.75% of the total number of students enrolled in the school, based on the school's second month enrollment.

A student attending a school identified as persistently dangerous or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public school that the student attends, shall be allowed to attend an alternate safe public school within the county school district.

## **DRIVING AND PARKING PROCEDURE**

Randolph County Schools provide bus service for most students. This is the safest, most dependable way to get to school. We would prefer all students be transported by bus. Being authorized to drive a private vehicle on school grounds is a privilege. In order to maintain such privileges, students must abide by stipulations outlined in the parking agreement, signed by both the student and the parent. Unauthorized driving, reckless driving, and excessive speed will not be permitted. The Randolph County Board of Education or TVHS will not be liable for any accidents occurring on the way to or from school or on school property. Students may not drive a vehicle or ride in any vehicle other than a school bus when traveling to or from the RCTC, with the exception that students may drive a vehicle to the Center to work on it (by special permission of both principals and parents). Student parking will be adjacent to the football field only.

*To obtain a parking pass, students must present the following:*

1. Valid driver's license
2. Valid registration for primary vehicle
3. Valid insurance statement for primary vehicle
4. Signed parental consent form
5. A spare set of keys to be kept in the office.

*To obtain and maintain a parking pass students must comply with the following school regulations:*

1. Student drivers must purchase their own permit at a cost of \$50 per year. (There will be no refund for violations that result in exclusion of the parking privileges.)
2. Permits must be visible, preferable on rearview mirror.
3. Students must park in designated areas. No vehicle may block any vehicle or road.

4. Students given authorization to park at school will not go to the parking area until the designated time to leave school grounds without permission from a school official.
5. If a vehicle is used to leave school for a reason that is not authorized by the school administration, the student will forfeit their parking privilege. (There will be no refund on the fee.)
6. Students in automobiles on school property are subject to the same behavior expectations as outlined for students in the building.
7. Students with six or more unexcused absences in a semester or more than three tardies to 1st block will have their parking privileges revoked for the remainder of the semester.
8. Students demonstrating unsafe driving practice on school property will lose parking privileges.

**\*\*Noncompliance of parking rules or safety violations will result in the towing of the vehicle at the owner's expense and confiscation of the parking tag without prior warning.**

## DRIVER'S LICENSE ATTENDANCE VERIFICATION

Attendance verification forms must be completed at the school level and at the county level. A student who has more than 10 consecutive or 15 accumulated unexcused absences during a school year shall not be verified for a license or an instruction permit. The Department of Motor Vehicles shall be notified of this fact and shall send notice that the license or instruction permit of such student shall be rescinded. The students may still be enrolled in school but has lost this privilege because of unexcused absences. Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of the student and, therefore, will count as an unexcused absence.

To reinstate a license/permit, a student must go through a semester with no unexcused absences and must be passing all classes.

## EMERGENCY CARE FORMS

The possibility exists that a student may become quite ill during the course of the school day. In order to facilitate the handling of these health problems, it is necessary that each parent fill out completely the Emergency Care Form provided for each student to take home to his parents. The Emergency Care Form gives us information as to how parents can be reached in an emergency, alerts us to any specific health problems that students may have, and also lets us know who the family doctor is and how he can be reached.

If parents do not return the form and should their child become ill, the administrators of Tygarts Valley Middle/High School will use their own judgment in determining whether a child should be sent to the emergency room of the local hospital or to a private physician. In either case the parent/guardian will assume full responsibilities for any and all debts incurred by this action. Parents whom we reach by phone, may of course, refuse medical care for their child,

but in such instances the parent must immediately come to the school to pick up said child and take him/her home.

## FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

All school rules and regulations apply to students who are on a schoolrelated trip. These trips are considered to be part of a regular school day. A short information form must be completed with a parent or guardian's signature and returned to the trip sponsor before the trip is taken. This also includes any activities/ events at another school sponsored by the schools, such as athletic events. These are structured experiences designed by the schools to enhance the school experience as well as to teach discipline, good manners, responsibility, and citizenship. Experiences outside the school day or environment are opportunities for maturing and carry the same expectations as events/activities held during the school day or on the home school site. Coed. seating will not be permitted.

## FIRE DRILLS

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the teacher's directions promptly and clears the building by the prescribed route as quickly as possible. Students should not talk or run. Noise and panic can be killers.

## EMERGENCY OPERATION PLAN

### *Code Orange (Evacuation Onsite/Offsite)*

- No students will be released to parents/guardians without permission from administration
- No use of cell phones

### *Code Yellow (Precautionary Lockdown)*

- All students remain in classrooms
- Classroom instruction continues
- All doors locked
- All windows covered

### *Code Blue (Medical Emergency)*

- Code Blue Team Members will report immediately to designated area
- 911 will be called if necessary
- Students will be kept in classrooms
- No use of cell phones

### *Code Red (Lockdown)*

- All doors and windows will be locked
- Any windows will be covered. Students will be moved to an area of the classroom to avoid being seen from outside
- Lights will be turned off
- Silence will be maintained
- No one may leave or enter any classroom
- No use of cell phones
- Building will be evacuated if necessary



### *Code White (Weather Emergency)*

- All doors and windows are closed
- Students will be evacuated from classrooms to designated areas inside school that are against inside walls
- Students will assume a kneeling position, head down with hands covering their heads (duck and cover position)
- No use of cell phones
- Silence must be maintained

### *Code Green (All Clear)*

- Doors unlocked
- Coverings removed from windows
- Normal classroom activities resume

## FOOD SERVICE

School lunches and breakfasts are provided FREE to ALL students on each day school is in session. In addition, our school participates in the "Grab and Go Breakfast Program," that provides breakfast for students who arrive close to the morning arrival bell. Students will give their WVEIS numbers as they pass through the lunch line. Students are requested to take only those food items they intend to eat since plate waste adds considerably to the cost of the food service. The type of food served and the size of portions are controlled by the federal government. Appropriate menus are available for students with special dietary needs. Please be advised that our school follows WVDE Policy 4321.

Adult Price Breakfast -\$3.00    Lunch- --\$3.75

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) FAX: (202) 690-7442; or
- (3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

This institution is an equal opportunity provider.

## GUIDANCE DEPARTMENT

The Guidance Department of Tygarts Valley Middle/High School exists for the purpose of helping students and teachers. Developmental guidance is provided for all middle school students. In addition, counselors are available to assist and advise each student about personal problems, academics, career choices, scheduling, new student enrollment, student transfers, and withdrawals. Students who leave TVMHS must officially withdraw through the guidance department. Students who reenter or enroll must do so through the guidance office. Students and parents wishing to meet with the counselors should call or check with individual counselors for an appointment. Crisis situations involving students will take precedence over other meetings.

## HONOR ROLL

Students will be eligible for the "Honor Roll" by achieving a grade point average of 3.5 or higher in all subjects.

## INSURANCE

At the beginning of each school year parents are given the opportunity to purchase insurance for their children.

## LATE ARRIVAL

Students who report late to school must sign in at the office prior to reporting to their assigned class. Students arriving late on a bus must also report to the office prior to reporting to class. Excessive late arrivals will be dealt with on an individual basis by the office.

## LEAVING SCHOOL

Students will not be permitted to leave school with someone other than an immediate family member without prior approval from the office. All students leaving early must be signed out by an approved adult and receive verbal permission from the office staff. Tygarts Valley Middle/High School is a "closed campus." Students are not permitted to leave school grounds at any time without prior approval as stated above.

Students leaving class after 45 minutes into a block or 25 minutes into a period will not be counted absent for that class.

## LOCAL SCHOOL IMPROVEMENT COUNCIL

The LSIC is designed to improve the rapport between the school and community concerning education. It includes parents, teachers, students, administration and citizens. The LSIC meets quarterly.

## LOCKERS

Lockers are assigned to the student body on the basis of one student per locker. Lockers will cost \$3 per student for the 2017-2018 school year. Each student is given a new combination at the start of the school year. It is the full responsibility of the student to keep that number private. The student, at his own expense, must replace any items stolen from a locker. If a student abuses the locker in any way, he/she will lose the privilege of having a locker. Students should not leave valuables in the lockers.

## MEDICATION

Students are not to carry any type of medication on their persons without permission from the administration and a note from their parents. If it is necessary for a student to take medication while at school, a parent must come to dispense the medication or in the case of long term medication a physician's order must be presented.

## NATIONAL HONOR SOCIETY

This society is affiliated with the National Association of Secondary School Principals. Its purpose is to promote academic excellence for students in grades 9<sup>th</sup>-12<sup>th</sup>. The requirements for admission are a 3.5 or better cumulative grade point average beginning in the 9th grades, in conjunction with outstanding character, leadership, and service. Criteria and requirements for selection are posted in the office.

## NATIONAL JUNIOR HONOR SOCIETY

Students who qualify for the National Junior Honor Society must have a cumulative grade point average of 3.5 or above. They are chosen from the 7th, 8th, and 9th grades. Eligibility requirements are based on scholarship, leadership, citizenship, and service. Criteria and requirements for selection are posted in the office.

## PARENTAL INVOLVEMENT

Parents are encouraged to be actively involved in the education of their children. ParentTeacher Conferences are held twice a year. Periodic open houses may also be held throughout the school year. In addition, parents should feel free to call at any time during school hours to set up appointments to speak with individual teachers.

## POSITIVE BEHAVIOR INTERVENTION/SUPPORT

School-wide Positive Behavior Interventions and Support (PBIS) is a program put in place to guide and monitor behavioral practices for improving important academic and behavior outcomes for all students. All students are taught appropriate behaviors in advisor/advisee and are expected to exhibit these behaviors throughout the school year to maximize academic engagement and achievement to create a more engaging, responsive, and productive learning environment.

## PROMOTION AND RETENTION

The promotion and retention policy of the Randolph County Schools shall be structured to promote a balance of a "grade standards" approach in advancing the students through grades 6--12. Please refer to county policy for full information. Randolph County Schools maintains students should be evaluated on their progressive performance in the sixth, seventh, and eighth grades. All 6th, 7th, and 8th grade students must pass 80% of their core curriculum classes and 75% of their related arts classes. Promotion to the next grade relieves the student of repeating a subject failed in the lower grade. However, a student must pass two years of math and two years of reading/language arts during the three year period in order to be promoted to the 9th grade with at least one of these at the eighth grade level.

## REQUIREMENTS FOR HIGH SCHOOL GRADUATION

*Classification of students, based on prior credits earned, shall be as follows. These are the credits required for promotion:*

9th to 10th Grade -- must have at least 6 credits applicable to graduation

10th to 11th Grade -- must have at least 14 units applicable to graduation

11th to 12th Grade -- must have at least 20 units

### Graduation Requirements

Students must earn 26 credits to graduate. The requirements for 2018 graduates are:

*Graduates choose one of two pathways: CTE or Non-CTE.*

#### *Requirements for CTE:*

English 4 credits

Health 1 credit

Math 4 credits

Science 3 credits

Fine Arts or Related Arts\* 1 credit

Social Studies 4 credits

Physical Education 1 credit

Capstone Project & Portfolio 1 credit

Technology 1 credit

Electives 4 credits

Program of Study 4 credits

Workbased Learning 10 hours

#### *Requirements for Non-CTE:*

English 4 credits

Health 1 credit

Math 4 credits

Science 4 credits

Fine Arts or Related Arts\* 1 credit

Social Studies 4 credits

Physical Education 1 credit

Capstone Project & Portfolio 1 credit

Technology 1 credit

Electives 6 credits

Program of Study 2 credits

Foreign Language 2 credits

Workbased Learning 10 hours

\*Fine Arts or Related Arts include Band, Choir, Art, Theater, and Dance

*All West Virginia High School students shall be fully enrolled in a full day of high school and/or college credit bearing courses.*

## RESPONSIBLE STUDENT PROGRAM

Staff and administration feel that students who have demonstrated responsible behavior in the areas of academics are to be commended and rewarded for their efforts. Criteria and requirements for selection to the responsible student program are filed in the office.

## RANDOLPH TECHNICAL CENTER

Students who elect to take classes at Randolph Technical Center and who are accepted into the RTC program are expected to attend RTC on a continuing basis. Vocational students may be excused from their classes at the RTC in order to attend special functions at TVHS or be excused from TVHS classes in order to attend special functions at RTC. Permission to do

so must be granted by both principals at least three days prior to the event if possible. RTC students arriving from or leaving for the RTC will be expected to refrain from going to lockers, walking in the halls, etc., since the buses arrive and leave during regular class periods. A student suspended from TVHS for a number of days is also suspended from the RTC. Conversely, a student suspended from the school for an incident occurring at the RTC is automatically suspended from TVHS since, in these instances, the schools function as one unit. Going to the Technical Center is a privilege that could be forfeited by not adhering to the above guidelines.

## SCHOOL CLOSING

In cases of school closing, a SchoolMessenger phone message will be sent out to all parents who have opted into these automated messages. If parents are unsure if they have opted in, they may call the school office.

School closings are also announced on radio stations WDNE and WELK and television channels 5 and 12.

## SCHOOL SEARCH AND SEIZURE LAWS IN PUBLIC SCHOOLS

From the WV Attorney General's office regarding search and seizure law in public schools . . . searches of students, their belongings, lockers, or cars parked on school property can be conducted by educators who have an individualized "reasonable suspicion" that a student is violating the law or school rules . . . ." A locker is jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

The "less than probable cause" standard has been adopted by the United States Supreme Court and has been followed by the West Virginia Supreme Court of Appeals. Searches by educators will be governed by this more lenient standard.

The WV State Code provides educators with the right and the responsibility to search if conditions warrant. The staff of Tygarts Valley High School, in order to provide a safe, drugfree environment, will not hesitate to follow the law.

## SCHOOL SUPPLIES

Students may be asked to provide their own school supplies, if requested to do so by their

teachers.

## SEMESTER EXAMINATIONS AND GRADING (SECONDARY SCHOOLS)

### **5421D – END OF COURSE EXAMS AND GRADING (Secondary Schools)**

The West Virginia Board of Education and the Randolph County Board of Education believe that regular attendance is a requirement for the delivery of formal education to West Virginia public school students. It is further noted that regular attendance is necessary in order for an individual to be successful upon entrance to College and the World of Work. The basic intent of Administrative Guideline 5421D-End of Course Exams and Grading is to promote school attendance so that the individual needs of students are met in preparation for College and Career success.

All students are expected to attend school regularly and to be on time for classes.

Students have the opportunity to demonstrate evidence of mastery of content standards on a daily basis in lieu of completion of end of course exam(s) by attending school regularly.

### **GUIDELINES FOR MIDDLE SCHOOL**

#### **NINE WEEKS TESTS**

All students will complete a nine weeks test at the conclusion of the first, second, and third nine weeks.

#### **END OF COURSE EXAMS**

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

- Ten or fewer absences during the school year according to the individual teacher's records as recorded in Engrade
- Passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on the end of course exam will count twenty (20) percent of the student's final grade for that class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course. The exam grade will only count if it raises the student's final grade.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

Quarterly and/or semester grades will be determined by using the following:

#### **A. First, Second and Third Nine Weeks:**

The nine weeks grade average will be based on the following

assessments:

- Tests
- Quizzes
- Homework
- Class Work
- Participation
- Portfolios
- Projects
- Research Papers
- Other—to be determined by the teacher

The grade representative of those assessments will be computed as follows:

(9 weeks grade x 4 + 9 weeks exam grade \5 = the 9 weeks grade)

**B. Semester grades will be computed as follows:**

1. **First Semester –**

- The average of the first and second nine weeks will equal the semester grade.

2. **Second Semester –**

- For students not taking the end of course exam---the average of the third and fourth nine weeks will equal the second semester grade.
- For students who have to take the end of course exam: The average of the two nine weeks grades x 4 + end of course exam grade divided by 5 will equal the semester grade.

**C. Final grades will be determined by averaging the two semester grades.**

**GUIDELINES FOR COURSE FOLLOWING TRADITIONAL (PERIODS) SCHEDULE**

**FORMAT – GRADES 9-12**

**NINE WEEKS TESTS**

All students will complete a nine weeks test at the conclusion of the first, second, and third nine weeks.

**END OF COURSE EXAMS**

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

- Ten or fewer absences during the school year according to the individual teacher's records as recorded in Engrade
- Passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on that exam will count



twenty (20) percent of the student's final grade for the class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course. The exam grade will only count if it raises the student's final grade.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

Quarterly and/or semester grades will be determined by using the following:

**A. First, Second and Third Nine Weeks:**

The nine weeks grade average will be based on the following assessments:

- Tests
- Quizzes
- Homework
- Class Work
- Participation
- Portfolios
- Projects
- Research Papers
- Other—to be determined by the teacher

The grade representative of those assessments will be computed as follows:

(9 weeks grade x 4 + 9 weeks exam grade \5 = the 9 weeks grade)

**B. Semester grades will be computed as follows:**

**First Semester –**

- The average of the first and second nine weeks will equal the semester grade.

**Second Semester –**

- For students not taking the end of course exam---the average of the third and fourth nine weeks will equal the second semester grade.
- For students who have to take the end of course exam: The average of the two nine weeks grades x 4 + end of course exam grade divided by 5 will equal the semester grade.

**C. Final grades will be determined by averaging the two semester grades.**

## **GUIDELINES FOR END OF COURSE EXAMS FOR COURSES FOLLOWING A BLOCK SCHEDULE FORMAT**

Mid-term exams will be administered to all students. Students who have missed four (4) or fewer days in a class and have a passing grade in that class may elect not to take the end of course exam for the course.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade. **Under this option, the end of course exam will not lower the final grade in the course. The exam grade will only count if it raises the student's final grade.** Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course exam.

Students missing five (5) or more days during the course term will be required to take an end of course exam. The end of course exam will count twenty (20) percent of the final grade.

Quarterly and/or semester grades will be determined by using the following:

### **Mid-term and/or final grades will be determined using the following:**

- A. Mid-term and end of course examinations are to be counted twenty (20) percent of the respective grade
- B. Mid-term grades will be computed as follows:  
 **$(9 \text{ weeks grade} \times 4 + \text{mid-term exam grade}) \div 5 = \text{mid-term grade}$**
- C. Final grades will be computed as follows:  
 **$(\text{Average of two nine Weeks grades} \times 4 + \text{final exam}) \div 5 = \text{final grade}$**
- D. Final grades for those students not taking the end of course exam will be determined by the average of the two mid-term grades.

## **EXEMPTION GUIDELINES FOR ALL SCHOOLS**

The following absences may be claimed by any student upon proper verification for an exemption and shall not count towards the total number of absences for end of course exams purposes as defined in this administrative guideline. ***The procedure does not exempt any student from taking a required end of course examination at the Randolph Technical Center and/or at their home school.***

Exemptions will be made based solely on the following criteria:

- A. School sponsored activities which have prior administrative approval (NOTE: Upon return to the next class meeting, the student must be prepared for that day.) Documented injuries incurred through participation in a school activity shall not penalize the student.
- B. Failure of a bus to run.

- C. Mandatory Military Duty for Students who are actively enlisted in the Armed Services. Appropriate documentation must be provided to the school prior to absences.

Randolph County Board of Education – 12/16/69, 02/3/70, 09/15/70, 02/4/75, 03/15/77, 05/16/83, 02/20/84, 04/13/87, 08/7/89, 08/27/90, 08/16/93, 06/6/96, 11/15/99, 08/21/06, 09/15/08, 04/30/13

## SEXUAL HARASSMENT

Sexual Harassment is UNWANTED or UNWELCOMED behavior that makes the victim feel afraid, ashamed, embarrassed, angry or upset, or upsets to the point that the individual cannot learn, teach, or be effective in his/her job. Sexual harassment is illegal under Title IX of the Education Amendments of 1972 for students and employees. It is also illegal under Title VII of the Civil Rights Act of 1964 (as amended) for employees to be sexually harassed.

### *Sexual Harassment is . . .*

- Illegal
- Exerting one's power over another person
- Forcing one's self on someone who does not want the sexual attention
- Getting gratification at another person's expense
- Abusing power over another person
- Violating another person's rights
- Sexually Harassing Behaviors include . . .
- Sexual rumors
- Sexual name calling
- Touching/grabbing/pinching
- Inappropriate comments about one's body
- Dirty stories or jokes
- Dehumanizing graffiti
- Threats/demands
- Suggestive or obscene letters/notes
- Overly personal conversation
- Display of suggestive pictures
- Assault or attempted assault

## SPECIAL EDUCATION

Disclosure of Information & Confidentiality Policies and written procedures have been established that assure confidentiality rights to all students through the Family Educational Rights and Privacy Act (34CFR part 99) and procedures for the Collection, Maintenance, and Disclosure of Student Data (WV Policy 4350) effective August 1999.

Additional confidentiality rights & requirements apply specifically to students with handicaps

under the Education of the Handicapped Act (34 CFR 300, 560576), and Policy 2419: Regulations for the Education of Exceptional Students, effective August 2001. Copies of both documents are on file at the State Department of Education, in each principal's office and at the Board of Education.

## SPECIAL EDUCATION SERVICES

Randolph County Schools offers services to all identified exceptional students between the ages of three and twenty-one. Staff members or parents interested in making referrals for special education services consideration of school age students are to contact the Student Assistance Team within the student's school. Preschool referrals can be made by parents, Early Intervention, and/or other parties/agencies. All referrals are afforded due process procedural safeguards. Services are provided in the areas of autism, behavior disorders, blind and partially sighted, communication disorders, deaf/blind, deaf and hard of hearing, gifted, exceptional gifted, mentally impaired, preschool handicapped, other health impaired, specific learning disabilities, and traumatic brain injury.

Two documents that provide detailed information regarding the provision of special education services, Policy 2419: Regulations for the Education of Exceptional Students, published by the West Virginia Department of Education, and Randolph County Schools Policies and Procedures for Special Education, are on file at the State Department of Education, in each school with the principal, and at the Board of Education office.

## STANDARDS OF DRESS

Good standards of dress and appearance reflect good judgment, poise, and increased maturity. This helps to create a businesslike and purposeful atmosphere of a good school. Student clothing must be in accordance with dress code specifications. In keeping with these general principles, the following standards are deemed inappropriate.

1. Clothing of an inappropriate length. Shorts, skirts and dresses are to be at a length of at least or beyond the tip of the fingers when arms are extended down to the side. Any slits, cuts, holes, etc. in clothing must also meet this standard.
2. Clothing of an inappropriate fit (i.e. too tight).
3. Clothing with obviously profane, inappropriate, obscene, or suggestive intent
4. Clothing with drug, alcohol, or tobacco slogans
5. Clothing with obvious and/or suggestive sexual innuendo
6. Clothing that exposes underwear and/or bras
7. Pajama shirts and pants
8. Hats in the school building

9. Doo rags, skull caps, bandannas, sweatbands, toboggans, and hoods (except for religious observation with proper documentation and spirit week activities)
10. Clothing with racial and/or ethnic overtones
11. Jewelry, chains, and/or dog collars that might be considered to pose a risk of injury will be deemed inappropriate.
12. Any type of clothing or accessories that are deemed inappropriate for an educational setting will be prohibited in all school building, on school grounds, in school leased or owned vehicles, and at all school affiliated functions.
13. Any shoes with wheels
14. In addition, tops worn by both males and females must adhere to the Square Rule:
15. Tuck thumbs in the armpit and extend fingers upward—straps must come out this far.
16. Tuck thumbs in the armpit and extend fingers across the chest—the top must be at least as high as the index finger with no holes, slits, etc. lower than this. This would also extend to the back.
17. Straps must be at least 2” wide.

Please be reminded that our standards of dress and safety policies, as outlined in the Tygarts Valley Middle/High School Student Handbook, will be enforced! These policies have been established in order to keep our students safe and to maintain an environment that is conducive to learning. Students who violate the above restrictions may be asked to have their parents come to school either to take them home (unexcused absence) or to bring them suitable attire.

### STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team (SAT) is a cooperative group of administrators, classroom teachers, and guidance counselors working together to seek positive solutions for concerns about individual students. Its purpose is to provide additional support to students who are experiencing difficulties that are preventing them from succeeding in general education, because they are either performing below or above expectations. The SAT team's role is to be a support and a resource to the parents and the teacher.

### STUDENT GRIEVANCE PROCEDURE

Students who feel that they have a legitimate complaint concerning any phase of the school operation have recourse to channels that will assure that the complaint will be acted on by the administration. An informal solution would be to bring the complaint to the class president or to the student council member who represents the class. The complaint will then be heard and acted on at the next class officers/student council/ administration meeting. Another avenue open to students is direct contact with administration on an informal basis. Information concerning the formal student grievance procedure may be obtained at the principal's office.

# SUPPORT FOR PERSONALIZED LEARNING

## **What is SPL?**

West Virginia Support for Personalized Learning (SPL) is the framework that uses a configuration of multiple supports for all students and includes the elements referred to as Response to Intervention (RTI). SPL is a multi-level process that emphasizes how students respond to instruction and provides support for students performing below State-approved grade-level standards as well as those students exceeding grade-level standards. In the early grades, teachers intervene early to prevent students from falling behind. For older students, SPL provides differentiated and scaffolded instruction to help all students with the demands of multiple learning environments. The SPL process includes problem-solving teams at the school level who examine student performance data and make recommendations for improving student achievement.

## **What does SPL look like in West Virginia schools?**

In West Virginia, student's learning is supported through a process that personalizes their instructional needs. These instructional needs are identified, monitored and evaluated through a variety of assessment processes including screening/interim, formative/classroom, progress monitoring, diagnostic and summative assessments. For some students, CORE instruction alone may not be sufficient. For these students, a multi-leveled system including, TARGETED and INTENSIVE support, progressively increases the type and amount of instruction provided.

## **What are the key components of the SPL process?**

The SPL framework includes the delivery of high-quality research-based instruction configured to meet the full range of student needs. SPL provides a seamless system of resources and instruction which allows students to make significant progress whether they are at-risk for failure, currently exceeding State-approved grade-level standards, or at any point along the continuum.

## **INSTRUCTION**

- **CORE INSTRUCTION** is for ALL students and includes high quality curriculum and instruction in the general classroom. CORE is provided by teachers and support staff.
- **TARGETED INSTRUCTION** and customized scaffolding are triggered when a student's progress in the general education environment, despite strong commitment and high level instruction at the CORE level, does not meet State-approved grade-level standards or exceeds State-approved grade-level standards. It differs from quality CORE instruction because of increased intensity in scaffolding, time, assessment and expertise. TARGETED may be provided by general educators, specialists and special educators.
- **INTENSIVE INSTRUCTION** is triggered when a student's progress in the general education environment, despite rich and meaningful instruction at the CORE and TARGETED levels, continues to fall below State-approved grade-level standards. INTENSIVE support is distinguished from TARGETED support by further intensification of scaffolding, time, expertise and assessment. INTENSIVE may be provided by general educators, specialists, or special educators.

## **ASSESSMENT**

- **UNIVERSAL SCREENING** means that all students are checked to determine which ones are above, at or below grade-level standards in English/language arts, mathematics and behavior.

**PROGRESS MONITORING** occurs during TARGETED and INTENSIVE instruction to assess more specific instructional skills. Progress monitoring occurs more frequently to see how students are responding to instruction so that important decisions can be made by teachers, other school staff and parents

### **What is the relationship between SPL and special education?**

As a result of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), a process based on a student's response to scientific, research-based intervention is used in West Virginia as one piece of specific information when determining whether a student has a learning disability. For some students, the three levels of support provided within general education are not enough and special education services may be needed.

When students participate in the SPL process, parents are to be notified about the following:

- The amount and nature of student performance data that would be collected and the general education services provided (i.e., multi-level instruction framework and progress monitoring data);
- Strategies for increasing the student's rate of learning (i.e., research-based instruction) or for filling the gaps; and,
- The parent's right to request an evaluation at any time. If a referral is made, procedures for evaluating and determining eligibility are followed as with any referral to special education.

### **How Are Parents Involved in the SPL Process?**

Parents are important members of any child's educational team. Being informed about your school's SPL processes and procedures is the first step to becoming an informed, active parent participant in your child's education. Consider asking the following questions:

- What does the SPL framework look like in our school? Who is providing instructional supports? When are they provided? How do you know my child needs additional instructional support?
- Who are the members of our school's problem-solving teams?
- Is there information available about SPL such as an SPL Guidance Document? How is my child's progress being monitored? How often will my child be screened or monitored for progress?
- What communication regarding my child's progress can I expect? Who will provide the information?

- How will I know if my child needs TARGETED or INTENSIVE instruction?
- At what point in the SPL process will parents be informed of their rights under the IDEA 2004, including the right to request an evaluation for special education eligibility?

In addition to asking questions and receiving information from your child's school, the West Virginia Department of Education has a number of resources available at <http://wvde.state.wv.us/spl>

## TELEPHONE USE

The office telephones at Tygarts Valley Middle/High are essentially business phones and must not be tied up by students calling home or by parents and friends trying to call a student at school. Students may not use a phone for personal reasons during instructional time. With an excess of 500 students, telephone abuse can become a real problem. Secretaries will place a call, if necessary, for a student who is ill. Students are forbidden to use cell phones during the school day, except during lunch. Repeated misuse of cell phones may result in termination of cell phone privileges for an extended period of time.

## TEXTBOOK BILLING INFORMATION

Textbooks are considered school property. Undue abuse or loss of textbooks will result in replacement cost for the student.

## TITLE IX AND USDA

In accordance with Federal civil rights law and U.S Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be available in languages other than English.



To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/complaintfilingcust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave., SW  
Washington, D.C. 20250-9410
2. FAX: (202) 690-7441 or
3. EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### USE OF POLICE

It is the belief of the Tygarts Valley Middle/High School staff that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems with school administrators, according to policies and procedures established by the county and school. However, when violations of state law, federal law, or municipal ordinances occur or when students or parents refuse to work within the established policies or when the security of person or property appears in jeopardy, we will not hesitate to initiate arrest and prosecution proceedings.

### VISITORS

Tygarts Valley extends an invitation to visitors. Visitors must first report the office to obtain a visitor's pass before going through the building. Students may not bring friends to school. Visitors may not "sit in" on classes unless prior arrangements have been made with the classroom teacher. Visitors under the age of 12 will not be allowed since we cannot function as "baby sitters." Parents and/or visitors may not enter classrooms or confer with the teachers without first making proper arrangements with the administration.

(rev. 5/17)