

**TVEMS SCHOOL HOURS** 8:00 – 3:15  
**Staff Hours 7:30 – 3:30**

**Website address**

www.tuckervalleyschools.com

**TVEMS Mission Statement**

“Tucker Valley Where It’s All About the Kids”

**TVEMS Vision**

In partnership with parents, community members, all other school employees, the Tucker County Board of Education and our students, Tucker Valley Elementary Middle School will provide an education that has value and meaning, where all students will learn and achievement is stressed and rewarded. All students will develop skills that will enable them to make responsible choices and become productive members of our society.

**TVEMS Goals**

- 1) To increase student achievement for all students.
- 2) To encourage positive and productive parent involvement.
- 3) To demonstrate pride and respect.
- 4) To provide necessary instruction to enable all students to use available technology.
- 5) To implement Title I programmatic requirements.

You are now a member of one of the best schools in West Virginia. Take pride in it! It is your home for more than seven hours a day. Here are a few ways you can use these years to your best advantage:

- 1) Attend school regularly. Attendance is a key to good grades.
- 2) Be on time. Tardiness leads to many other problems.
- 3) Regularly complete quality assignments.
- 4) Protect school property and equipment. Help stamp out vandalism.
- 5) Support school activities as far as your time, interests and funds will permit.
- 6) Respect the rights and privileges of others.
- 7) Be a good sport – let your school spirit show through good sportsmanship at all events.
- 8) Be a lady or gentleman at all times.
- 9) Adhere to all Standards of Conduct at all times.
- 10) Academically strive to attain proficiency in all Content Standards & Objectives.

**TUCKER VALLEY ELEMENTARY MIDDLE SCHOOL!!!**

**School Mascot – Wildcat**  
**School Colors – Red, Black, Silver**

**School Song**

**Hail, Tucker Valley Wildcats**  
**Hail, We Are Mighty Wildcats**  
**Hail, Hail, To Victory**  
**When Put to the Test**  
**Hail, Tucker Valley Wildcats**  
**Hail, We Are Mighty Wildcats,**  
**Hail, Hail, To Victory**  
**The Leaders and the Best**

**To demonstrate school spirit, students stand during the school fight song.**

**Tucker Valley Elementary Middle School 2016-2017 Staff**

**Administrative Staff**

<b>Principal</b>	<b>Asst. Principal</b>
Teresa Brusak	Neil "Steelie" Kisamore

**Staff**

**Support Staff**

Teacher Name	Program	RM	Secretaries
Adkins, Ronda	School Counselor	102	Lois Lambert
Ambrose, Jim	Physical Education	Gym	Jane Leard
Befler, Teresa	Reading/Language Arts	133	
Burnside, Darren	Social Studies	136	<b>Custodians</b>
Crosten, Kellie	Social Studies/Science	138	Rob Rothenburg
Dibacco, Kathy	County School Nurse	104	Sandy Kresge
Dotson, Christina	Science	137	Ron Canfield
Falls, Kimberly	Second Grade	124	
Felton, Michele	Title I	114	<b>Cooks</b>
Flynn Kellie	First Grade	125	Regina Falls
Gafner, Kasie	Pre-school	Annex	Robbie Bennett
Gilligan, Karen	Fifth Grade	127	Sharon Eye
Hardy, Crystal	Kindergarten	122	Amy Nestor
Harlan, Tracy	Title 1	117	Debbie Thompson
Heckler, Susan	Academic Coach	114	
Helmick, Jeff	Special Education	129	<b>Kindergarten Aides</b>
Hood, Stephanie	Math 6	130	Trina Carr
Humphrey, Angie	Reading/Language Arts	135	Margaret Harper
Kovach, Sara	Third Grade	113	Dian Shifflett
Lansberry, Dale	Fifth Grade	128	<b>Special Ed Aides</b>
Lantz, Heather	Music/Choir/Theatre	Stage	Donna Bolinger
Markely, Rob	Special Education	111	Carole Pennington
Masten, Rob	Band/Music	149	<b>Preschool Aides</b>
McCrum, Kim	Third Grade	112	
Michael, Jan	Kindergarten	123	Teresa White
Moore, Amy	TIS	Tech Office	Renee Nestor
Mullenax, Michelle	First Grade	118	Bonnie White
Nestor, Courtney	Librarian	108	
Rapp, Alison	Second Grade	120	
Ray, Rose	Preschool	Annex	
Skonier, Louise	Special Education	129	
Smith, Lisa	Kindergarten	121	
Smith, Vickie	PE/Health	129	
Snider, Olivia	Art	109	
Stout, Donna	Second Grade	119	
Sypolt, Charity	Math	134	
Taylor, Brittany	Fourth Grade	116	
Thompson, Patricia	Special Education	117	
Underwood, Kelly	Reading/Language Arts	131	
Ward, Christina	Fourth Grade	115	
Waybright , Melinda	First Grade	126	
Wilfong, Jay	Preschool	Annex	
Winans, Alisha	Speech	103	

**Tucker County School Calendar**  
2016-2017

August 8	–	First Day for Staff
August 8 & 9	–	Continuing Education for Staff
August 10	–	Preparation for Opening of School
August 11	–	First Day for Students Grades 1-12
September 5	–	<b>HOLIDAY, NO SCHOOL</b> - Labor Day
November 8	–	<b>General Election Day – NO SCHOOL</b>
November 11	–	<b>HOLIDAY, NO SCHOOL</b> -Veterans Day
November 21- 25		<b>(Thanksgiving Break)</b>
November 24	—	<b>HOLIDAY, NO SCHOOL</b> -Thanksgiving Day
December 23 -31		<b>(Christmas Break)</b>
December 25	–	<b>HOLIDAY, NO SCHOOL</b> – Christmas
January 1	–	<b>HOLIDAY, NO SCHOOL</b> – New Year’s Day
January 2	–	<b>HOLIDAY, NO SCHOOL</b>
January 16	–	<b>HOLIDAY, NO SCHOOL</b> – Martin Luther King Day
March 16,17	–	<b>NO SCHOOL</b> , Outside of school Environment Day
April 7	–	<b>NO SCHOOL</b> , Outside of school Environment Day
April 14 - 21	–	<b>(Spring Break)</b>
April 27 – 28	–	<b>NO SCHOOL</b> , Outside of school Environment Day
May 8	–	<b>NO SCHOOL</b> , Outside of school Environment Day
May 29	–	<b>HOLIDAY, NO SCHOOL</b> – Memorial Day
May 30	–	Last Day for Students
May 31	–	Continuing Education for Staff
June 1	–	Continuing Education for Staff
June 2	–	Preparation for Closing Schools

\*\*June Non-Instructional days that can be converted to instructional days.

Our school website can be found at [www.tuckercountyschools.com](http://www.tuckercountyschools.com). Please check here often for school announcements, school events marked on the calendar, pictures of our students, and contact/website information for our teachers. This site is updated regularly, so information is current.

## **Activities/Social Events**

**School activities, even those held after school or on weekends, are still school activities, and all school rules apply.** School activities, such as dances will be scheduled on Friday nights whenever possible. Faculty members must agree to be present at the dance. Dances will be closed, and once a student leaves, he/she will not be readmitted. Any inappropriate dancing, not halted when requested, will result in dismissal from the school dance. Students who are in or have received OSS or placement in the ALC for behavior or discipline reasons are not permitted to attend in school or after school activities or events. Violation of this policy is considered trespassing.

## **Appearance and Attire**

School is a student's place of business. Students are therefore expected to follow good taste in their dress and grooming. Clothing worn to school should be comfortable and modest, should not disrupt the learning process, not create a safety hazard, hygiene concern, or have any type of obscene writing or picture on it. Cleanliness and neatness are essential components to a positive school environment. We hope the following guidelines are taken in the spirit of cultural sensitivity, common sense, and respect for others. Students are expected to wear appropriate clothing while attending school, on field trips, or at any other school functions. It is important that a positive impression be formed as a result of student appearance and attire.

Failure to abide by the following Student Appearance and Attire Rules may constitute a cause for disciplinary action:

- All students will be fully clothed, clean, and well groomed.
- There will be no bare backs or midriffs showing.
- Appropriate tops may be worn providing they have a minimum of two-inch shoulder straps and the arm hole is less than width of a hand below the armpit, and no t-back shirts are allowed.
- Camis and tanks cannot be layered to equal the 2" shoulder strap requirement. The 2" strap requirement is that of ONE shirt. No bra straps or undergarments can be exposed at any time.
- Students will not wear see through clothing or wear underclothing as an outer garment.
- Hats, headbands, caps, hoods or any other type of headgear will not be worn inside the building. These articles are to be removed the moment the student **ENTERS** the building. Hats must remain in the locker. If this rule is violated the article will be confiscated.
- Gang related attire is unacceptable while attending school, attending school activities, or on school grounds.
- Students will not be permitted to wear pants below the waistline (sagging or dragging) or wear caps, bandannas, handkerchiefs, or any other item associated with gang related behavior.
- Clothing advertising alcoholic beverages, tobacco, or displaying inappropriate words, or off color implied suggestions, designs, or comments cannot be worn.
- Garments with holes are not permitted when the hole is higher than midway between the knee and hip.
- Any shirts that have been cut off or appear to be cut off at the bottom, sides, or arms are not allowed.
- Shorts must have an inseam of at least 5". All skirts and dresses must be at least as long as these shorts. Shirt necklines shall be no lower than the width of your student handbook from the base of your neckline. (No cleavage)
- Other items considered inappropriate are sunglasses, house slippers, excessive high heels, Big Johnson shirts, Beerstock shirts, ski goggles, spikes, chains, dog chains, rolled up pant legs, and pajamas or pants that have the appearance of pajamas.

*This policy is not applicable to school sponsored sports uniforms. These uniforms are determined by the Administration, Athletic Director and Coach for each individual sport.*

*\*\*Additionally, there will be some (common sense) consideration given to the smaller elementary school students in regards to 5" inseam length.*

## **Appearance and Attire Violations**

A student found to be in violation of the Appearance and Attire policy will be sent to the school office to change into appropriate attire. If the student chooses not to change clothing he/she will be sent to ISS due to insubordination. If ISS is not available, the parents will be notified and disciplinary action will be taken. The violation will be documented and the parent will be notified. Repeated violation of the Appearance and Attire Policy will result in changing the garment and one day of ISS will be issued for each additional offence.

## **Articles Prohibited in School**

Problems arise every year because students bring articles to school that are hazardous to the safety of others, or interfere with school procedure. Items of clothing advertising alcohol, drugs, or tobacco are prohibited, as are items of clothing of a suggestive nature. Items that could be dangerous to others, such as guns, knives, or weapons of any kind (including homemade, imitations or look-alikes) are prohibited with severe consequences. Pocket knives and knives of any size are prohibited. Tobacco products are prohibited on school property by law. Drug and alcohol products are prohibited at all times. Prescription and over-the-counter medication must be stored and dispersed by designated school personnel. Aerosol cans and/or spray products of any kind are prohibited. Pictures or posters of questionable nature are not appropriate for school. If a student possesses or consumes illegal substances or is intoxicated on school property or during a school sponsored activity, law enforcement agencies will be contacted.

## **Athletics/ Code of Conduct for Sports Participation**

The Administration and Athletic Department at TVEMS feel that participation in athletics is a privilege and requires certain criteria to be met before a student is permitted to participate. The following rules and regulations are a minimum and will determine the eligibility of the student to participate in a particular sport. Individual coaches have the ability to strengthen each rule to their discretion:

### **Attendance**

1. Athletes must practice on 14 SEPARATE days, exclusive of the day of a contest, before participating in an interscholastic contest.
2. Students are encouraged to attend school and practice regularly. However, such participation does not guarantee the students a starting position in his/her particular sport. On the other hand, a student, regardless of how talented, should not expect to earn a starting position in the sport if the student fails to attend school and practices regularly.
3. Athletes must attend all practices unless **prior** communication has been made to the coach. The coach has complete discretion to excuse or not excuse the player from practice.
  - 1<sup>st</sup> offense- disciplined by coach
  - 2<sup>nd</sup> offense- coaches' discretion with possible contest suspension
  - 3<sup>rd</sup> offense- possible dismissal from team (requires meeting with parents/coach/administration)
4. Athletes must attend school to be eligible for practice or games
  - 5 partial day absences (tardies and/or leaving early) during season will result in a practice or game suspension.
  - If tardy the day after a game, athlete will not be able to play the next game.
  - 5 unexcused absences from school will result in dismissal from the team.
  - An athlete must be in attendance for the full day of school to be eligible to practice or play a game. (doctor/dental excuses are exempt as are some other special circumstances that will be examined on an individual basis)

### **Behavior**

1. Student athletes will be disciplined according to WVSSAC standards.
  - 3.7.2. Any student who lays hands or attempts to lay hands upon an official may be declared ineligible by the principal or by the WVSSAC for up to one year. Any student who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible by the principal or the WVSSAC for a specified period of time up to one year, depending on the seriousness of the act. Athletes must show respect to coaches, players, teachers, officials, and all other members of the public.
2. Any athlete that has in-school, out of school, or a bus suspension will not be allowed to practice on the date of the consequence and will be disciplined as follows:
  - 1<sup>st</sup> offense- 1 game suspension
  - 2<sup>nd</sup> offense- 2 game suspension
  - 3<sup>rd</sup> offense- dismissal from team
3. An athlete caught or proven guilty of vandalism of any school property will be disciplined as follows:
  - 1<sup>st</sup> offense- the athlete will return or pay for damaged or stolen goods, plus a one (1) game suspension
  - 2<sup>nd</sup> offense- the athlete will be dismissed from the team.
4. Any athlete who is buying, selling, using, or in possession of any illegal substance on or off school grounds will be dismissed from the team immediately.
5. Any athlete who quits or is removed from a team for any reason, forfeits all rights to any awards, team photos, all conference or all state selections, etc.

### **Equipment**

Uniforms and all practice equipment issued by the school are the responsibility of the athlete. The value of lost equipment will be the responsibility of the athlete or his/her family. Failure to hand in or pay the equivalent cost of equipment may result in ineligibility for another sport. All equipment is to be given to the coach, not the secretaries, teachers, or athletic director.

### **Grades**

1. An athlete must maintain a C average (GPA of at least 2.0 in core classes)
2. Athletes must complete all assignments. If an athlete has incomplete assignments, the teacher may notify the coach, and the coach may not allow the student to participate until assignments have been satisfactorily completed.

### **Transportation**

1. Parents or guardians must complete the TVEMS transportation form with appropriate insurance validation, prior to signing out any athletes.
2. All parents taking their child home from a contest must complete the sign out sheet with the coach if they wish to take their child home with them after an away contest. Athletes are not permitted to leave with anyone other than the parent or guardian, unless specific arrangements were made.

All participants are required to ride the team bus to away games.

## **Attendance Policy**

Compulsory school attendance covers a student from the time they enter school until they graduate. Parents are required to provide a written excuse for all absences, full or partial day. Excuses must be turned in to the school office or at the school website within five school days of the absence or they will be considered unexcused.

The following are considered excused absences:

- A. Illness of a student verified in writing by parent/guardian, not to exceed ten (10) days per year
- B. Illness in the family with written verification of a physician
- C. Medical or dental appointment with a written excuse from a physician or dentist.
- D. Calamity, such as fire or flood,
- E. Death in the family with a limit of three (3) days for each occurrence, except in extraordinary circumstances (mother, father, brother, sister, grandparent, aunt, uncle, brother-in-law, sister-in-law, siblings children, or any person living in the house).
- F. School approved curricular and extra-curricular activities.

- G. Legal obligations.
- H. Military requirements for students enlisted or enlisting in the military.
- I. Personal or academic circumstances approved by the principal.
- J. Failure of the bus to run
- K. Contagious parasite conditions, such as lice, not to exceed two (2) days. If the student's absences exceed two (2) days, the absences shall be unexcused unless written verification from a physician supports a longer time period.

Unexcused absences are accumulated when:

- A. A child does not turn in a written excuse for an absence
- B. Excuses are not received within five (5) school days
- C. All out-of-school suspensions.

A parent or guardian will receive written notification after three unexcused absences in a school year. After the fifth unexcused absence the parent or guardian must attend a meeting at the school with the attendance director, principal and/or school counselor. After the tenth unexcused absence the attendance director is to file a complaint in Magistrate Court against the parent or guardian.

Students will be provided the opportunity to make-up work missed as a result of an excused or unexcused absence. The make-up work shall be completed within the same number of days missed during the absence.

Full day attendance means being present at least .74 of the school day.

Half day attendance means being present at least .50 of the school day.

Partial day absences are being tardy at the beginning of school or leaving early before the end of the school day. All partial day absences must have a written excuse or will be considered unexcused.

Excessive tardiness or leaving school early shall be addressed by schools using the following procedures: *Middle school students will serve one day of lunch detention for each unexcused partial day absence.*

Repeated infractions of partial day absences may result in a complaint made against the violator(s) in the magistrate court.

Parents are encouraged to schedule medical, dental, legal and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day the student needs to bring a signed statement from that appointment and report back to school immediately after the appointment if school is still in session.

### **Availability of Asbestos Management Plan**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, each elementary and secondary school was required to inspect the friable and non friable asbestos and develop asbestos management plans that address the findings of these inspections.

- Our program for fulfilling the requirements of this law is described in our asbestos management plan.
- Tucker Valley Elementary Middle School contains no asbestos containing materials.
- You can review this plan, which is located in your school office and the local Board of Education Office.
- If you have any questions about our program, please, contact Mr. Jonathan Hicks at 478-2771.

### **Bus Transportation**

The school bus is an extension of the classroom. The same type of behavior is expected on the school bus as in school. Any behavior that might possibly endanger the lives of the other student passengers on the bus may result in suspension of school bus privileges. Once students have arrived on school property, they are not to leave the school until the end of the day. Generally, the following applies to school buses:

- 1) Students are to observe all safety precautions while loading/unloading and riding the school bus.
- 2) Students are **not** to run while boarding the bus for dismissal.
- 3) Bus drivers are to give each student bus rules.
- 4) Bus drivers are to enforce the rules posted in each bus.
- 5) Buses are considered school property, and students must not deface (write-on or damage) and school property.
- 6) Students are not permitted to ride any bus other than their regularly assigned bus without a bus pass.

Additionally, our office is extremely busy; however, the safety of your child is one of our utmost concerns. **For this reason any change in transportation plans must be submitted to the office in writing; there will be no exceptions.** Most areas do not allow bus changes; however, we are willing to work with you to the extent that we are able. If you have unforeseen circumstances preventing your child from riding their scheduled bus, please make personal arrangements to have your child picked up from school or have someone at the bus stop to pick up your child. **For your child's safety, we cannot take telephone calls making changes!**

### **Citizen's Complaint Procedure**

A grievance process is in place for parents and students in the event they feel a violation of state law, policy, or access to equal opportunity has occurred. Please see the county superintendent.

### **Conduct**

- a. (Classroom)

The classroom is the most important area in the school concerning learning. **Any behavior that disrupts** the learning process is totally prohibited. Examples of unacceptable classroom conduct are but not limited to unauthorized talking, being out of your seat without

permission, disrespectfully addressing a teacher, making any type of noise that would cause a disturbance, and the **unauthorized use of any electronic device such as, but not limited to, a cell phone or iPod.** (Policy 2320)

b. (Hallway)

Tucker Valley Elementary Middle School students are expected to conduct themselves in a quiet, courteous manner at all times in the hallways. Any type of behavior that constitutes any form of disturbance is strictly prohibited. Some basic forms of good conduct that should be observed at all times while in the hallways are as follows:

- **Walk at all times – do not run.**
- **Talk quietly at all times.**
- **Allow room for other students to pass.**
- **Students are never to be in the hallways during class time without a restroom or hand written and signed pass.**
- **Obey all standards of conduct while in the hallways.**

c. **(Student) Code of Conduct Expectations and Consequences**

**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.**

**Level 1 Offenses** Including But Not Limited To:

1. Cheating
2. Deceit (misrepresenting the truth and slander directed at school staff)
3. Disruptive / Disrespectful Conduct (impolite, bad mannered and/or rude)
4. Failure to Serve Detention
5. Falsifying Identity
6. Inappropriate Appearance (dressed in a manner that is distractive or indecent)
7. Inappropriate Display of Affection
8. Inappropriate Language (orally, in writing, electronically, or in drawings use profanity)
9. Possession of Inappropriate Personal Property
10. Skipping Class (failure to report to assigned class without prior permission)
11. Tardiness (automatic office referral see tardy section for disciplinary actions)
12. Cafeteria misconduct (throwing food, etc.)
13. Being in a restricted area during free time
14. Failure to bring provided materials to class or do homework

**Level 1 Disciplinary Actions:**

Immediate appropriate intervention to be taken by the teacher. Warnings may be issued. Should the teacher's actions fail to correct the student's behavior; the student will be referred to the office for the following disciplinary action:

- ❖ **First Offense**- - Lunch Detention (1 day)
- ❖ **Second Offense** - - Lunch Detention (3 days)
- ❖ **Third Offense**--- - Lunch Detention (5 days)
- ❖ **Fourth Offense**- - **Advance to level 2 Action Disciplinary Actions**

**Additional Consequences: Any or all of the items listed below may be used in addition to the above for any Level 1 offenses:**

1. Administrator/Student conference or reprimand
2. Administrator and teacher-parent / guardian conference
3. Academic sanctions may be used to deny credit for work resulting in cheating
4. Counseling referrals and conference to support staff or agencies
5. Daily/weekly progress reports
6. Behavioral contracts
7. Change in student's class schedule
8. School service requirement
9. Confiscation of inappropriate item
10. Revocation of privileges
11. Restitution / Restoration
12. **Denial of participation in class and / or school activities**
13. Immediate exclusion by teacher from the classroom with a recommended duration of one (1) period / subject of the school day for the first exclusion (WV Code 18A-5-1)

**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.**

**Level 2 Offenses** Including but not limited to:

1. Habitual Violation of School Rules or Policies
2. Insubordination (refusing to follow a request of any staff member)
3. Leaving School Without Permission
4. Physical Fight Without Injury
5. Possession of Imitation Weapon (student will not possess any object fashioned to look like a weapon)
6. Possession of Knife not Meeting Dangerous Weapon Definition (WV Code 61-7-2)
7. Profane Language / Obscene Gesture / Indecent Act Toward an Employee or a Student
8. Technology and School Property Misuse (including but not limited to chairs, desks, tables, projectors, buses, etc.)
9. Gang Related Activity

**Level 2 Disciplinary Actions**

Level 2 offenses should be referred to the office for disposition.

- ❖ **First Offense** -- In School Suspension (1 – 3 days ISS)
- ❖ **Second Offense** -- In School Suspension (3 – 5 days ISS)
- ❖ **Third Offense** -- In School Suspension (5-10 days ISS)
- ❖ **Fourth Offense** -- Out of School Suspension (1 -3 days) Students receiving OSS or ALC must take text books with them so they have the ability to completed assignments.
- ❖ **Additional Offences – Advance to Level 3 Action Disciplinary Actions**
- ❖ **All ISS and OSS will have assignment requirements that must be completed in order to be released or return to school.**

**Additional Consequences: Any or all of the items listed below may be used in addition the above for any Level 2 offenses:**

1. Administrator/Student conference or reprimand
2. Administrator and teacher-parent / guardian conference
3. Counseling referrals and conference to support staff or agencies
4. Daily/weekly progress reports
5. Behavioral contracts
6. Change in student's class schedule
7. School service requirement
8. Confiscation of inappropriate item
9. Revocation of privileges
10. Restitution / Restoration
11. Detention (before, during, and/or after school)
12. Denial of participation in class and / or school activities
13. Immediate exclusion by teacher from the classroom with a recommended duration of one (1) period / subject of the school day for the first exclusion (WV Code 18A-5-1)
14. The principal and / or Superintendent may recommend placement in an alternative education program
15. Expulsion
16. Law enforcement notification if warranted.

**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. School administrators shall address these inappropriate behaviors in accordance with WV Code 18A-5-1a, subsection (b) through (h)**

**Level 3 Offenses** Including but Not Limited To:

1. Battery Against a Student
2. Defacing School Property / Vandalism (writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, tables, clogging the plumbing system.)
3. False Fire Alarm
4. Fraud / Forgery
5. Gambling
6. Hazing
7. Improper or Negligent Operation of a Motor Vehicle
8. Larceny (a student will not, without permission, take another person's property or have another person's property in his or her possession.)
9. Sexual Misconduct (student will not display or transmit any drawing or photograph of a sexual nature)
10. Threats of Injury / Assault Against an Employee or a Student
11. Trespassing (student will not be in any location other than the location to which the student is assigned)
12. Harassment / Bullying / Intimidation (including engaging in these behaviors via a form of social media)
13. Possession, Use, Distribution, or Sale of Imitation Drugs
14. Inhalant Abuse
15. Possession or Use of Substance Containing Tobacco and/or Nicotine

**Level 3 Intervention and Consequences:** Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention that may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer, or actual arrest. 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:

- ❖ **Out of School Suspension for up to ten days - Students receiving OSS or ALC must take text books with them so they have the ability to completed assignments.**
- 1. Administrator/Student conference or reprimand
- 2. Administrator and teacher-parent / guardian conference
- 3. Referral to support staff or agencies for counseling or other therapeutic services
- 4. Notification of appropriate Health and Human Resources
- 5. Daily/weekly progress reports
- 6. Behavioral contracts
- 7. Change in student's class schedule
- 8. School service requirement
- 9. Confiscation of inappropriate item
- 10. Revocation of privileges
- 11. Restitution / Restoration
- 12. Detention (before, during, and/or after school)
- 13. Denial of participation in class and / or school activities
- 14. Immediate exclusion by teacher from the classroom with a recommended duration of one (1) period / subject of the school day for the first exclusion (WV Code 18A-5-1)



15. The principal and / or Superintendent may recommend placement in an alternative education program
16. Expulsion

**Level 4: Safe Schools Act Behaviors – are consistent with those addressed in WV Code 18A-5-1(a) and (b). The following level 4 behavior definitions are aligned with WV Code 61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1993. These laws require that the principal, superintendent and County Board address Level 4 behaviors in a specific manner as outlined in WV Code 18A-5-1a.**

**Level 4 Offenses** Including but Not Limited To:

1. Battery Against a School Employee
2. Felony
3. Possession and / or Use of Dangerous Weapon
4. Illegal Substance Related Behaviors (Alcohol and other Controlled Substances)

## **Curriculum**

All students at Tucker Valley are taught using the West Virginia Next Generation Common Core Standards appropriate for the grade level to which the student is assigned. There is a strong emphasis on reading and math with social studies, science, the arts and physical education playing significant roles in each student's educational development. Student progress is assessed via quarterly benchmark exams and at the end of the school year with the Smarter Balance Test (grades 3-8) for ELA and math and WESTEST for social studies and science (3-8). Results are sent home when they become available.

The West Virginia Next Generation Standards can be viewed by going online.

[http://wveis.k12.wv.us/Teach21/public/ng\\_cso/NG\\_CSO.cfm](http://wveis.k12.wv.us/Teach21/public/ng_cso/NG_CSO.cfm)

## **Deliveries**

Flowers, balloons, etc. can be disruptive to the educational process. We would prefer that these deliveries be made to the student's home. If this is not possible, deliveries will be kept in the office until the student's last class.

## **Directory Information**

Tucker County Schools will maintain records as directory information. This information may be released at the discretion of the school without parental or student permission. Some examples of the use of directory information include, but are not limited to: publication of honor roll, school yearbooks, and programs for athletic events, honors and/or awards, publicity pictures, video, school websites. As parents you have the right to prevent the release of any of this information. If you agree to have this information on your child included in the directory information, you need do nothing. **If you do not wish your child's directory information to be released, you must submit to the school a signed, written statement (on a separate sheet of paper) within ten (10) days of the beginning of the school year.**

If the school receives no written statement, the agreement for the child to be included in the directory information will be assumed.

## **Electronic Device Policy**

In our efforts to provide an environment that fosters and supports learning and the exchange of ideas, Tucker Valley Elementary Middle School finds that the proliferation of personal electronics in our instructional arenas makes it necessary to address the acceptable use of these devices during the regular school day session. Using an electronic device for activities unrelated to the learning experience is viewed as a distraction and is also disrespectful. All extraneous devices, including cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, Palms, Ipods, MP3 players, texting calculators, camera phones, digital cameras or laptops, are **not to be used during class, lunch, or recess** unless the administration and or the instructor authorizes their usage for a class-related purpose.

A student may possess a cellular telephone or other electronic device on school property, at after school activities and at school-related functions, provided that during school hours (upon entry of school and sounding of dismissal bell) the cellular telephone or electronic device remains off and is stored out of sight. The use of cellular telephones and other electronic devices shall be strictly prohibited in any areas where individuals have a reasonable expectation of privacy, including but not limited to, locker rooms, classrooms, and bathrooms. Possession of a cellular telephone or other electronic device by a student is a privilege, not a right, and this privilege may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violation of this section of the student code of conduct may result in confiscation of the cellular telephone or electronic device for an extended period of time. Unless otherwise instructed, students will not take pictures during the regular school day. Students will not access their data plans or text during the regular school day. Tucker County Schools shall not be responsible for lost, damaged, or stolen cellular telephones or electronic devices. Parents/guardians are advised to contact their child during the school day by calling the school office (Tucker County Policy 2320).

### **Due Process for Electronic Devices:**

**First Offense** – The entire electronic device complete "as is" with battery, sim-card, cover and etc., must be surrendered and remain in the school's possession for 1 school day (or balance of the school day). Confiscated electronic devices for 1<sup>st</sup> offence will be returned to the student at the end of the school day. This is a level I behavior and will follow the disciplinary actions listed for such.

**Second Offense** – The entire electronic device complete "as is" with battery, sim-card, cover and etc., must be surrendered and remain in in the schools possession for an additional 3 calendar days. Confiscated electronic devices will only be returned to a parent or legal guardian after the 3 day period. This is a level I behavior and will follow the disciplinary actions listed for such.

**Third Offense** – The entire electronic device complete "as is" with battery, sim-card, cover and etc. must be surrendered and remain in in the schools possession for an additional 6 calendar days. Confiscated electronic devices will only be returned to a parent or legal guardian after the 6 day period. This is a level I behavior and will follow the disciplinary actions listed for such.

**Each Additional Offense** – All above applies, each additional offense will carry a 3 day confiscation period, (i.e. 1, 3, 6, 9).

## **Emergency/Fire Drills**

Emergency/Fire Drills are held periodically during the year to practice evacuating the building in the case of emergency, in accordance with the *School Laws of West Virginia*. When the alarm sounds, students should proceed to their designated areas quickly and in an orderly fashion. Teachers will review with each of their classes the designated areas where students are to report during a drill and the procedures to be followed during and after the drill. If a student **DOES NOT** vacate the building during a drill, the student will receive 1 (one) day of ISS.

## **Equipment**

All equipment used in athletic programs is the property of the Tucker Valley Elementary School Athletic Department and is loaned to the athlete for his/her use. It is expected that all equipment will be returned at the close of the season (cleaned and prepared for storage). No athlete is to cut or alter this equipment without the permission of the head coach. Any equipment lost, destroyed, or stolen is the responsibility of the athlete to replace.

All members of the TVEMS Athletic Teams will wear uniforms as prescribed by the coaching staff. This means there are no additions to or modifications of the uniform.

## **Field Trip Expectations**

Field trips are a privilege, not a right, and we must consider the comfort and safety of all students that attend the trip; therefore, students must be in good standing to be permitted to attend a field trip with his or her class. **Any student that has earned ISS, OSS, or placement in the ALC may not attend a field trip without special permission.** Students MUST follow the same rules and expectations that apply to the typical school day. If a student chooses to break a school rule, the same consequences will apply upon return. Remember, you are representing Tucker Valley Elementary Middle School at all times.

## **Food Service/Cafeteria**

All students are to eat in the cafeteria or outdoor commons area, regardless of what kind of lunch they eat. **Students who bring a lunch to school are to bring food "ready to eat". We are not permitted by law to use the kitchen to heat food for students.** Breakfast is not permitted to be taken into classrooms unless permitted by the individual classroom teacher. Second breakfast is for those students who did not eat first breakfast and lasts ten minutes. Second breakfast is termed "grab and go".

Students participating in the school food program fall into three categories: paid, reduced, or free. In order to receive free or reduced meals, the parent must fill out a form that will be given to all students the first day of school. Any student who received free or reduced meals last year will be given the same for the current year until the form can be filled out and processed. Forms are due by September 30 of current year.

### **NONDISCRIMINATION**

Children who receive free or reduced meal are treated the same as children who pay for meals. No child will be discriminated against because of race, gender, color, national origin, age or disability, in the operation of the child nutrition programs. If you believe that you have been discriminated against, write to the Secretary of Agriculture, Washington, D.C. 20250

## **Civil Rights Statement**

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## **Fundraising**

Any fundraising done on the behalf of Tucker Valley Elementary Middle School or any group that is associated with the school system, must be approved by the school and county administration and adhere to all fundraising rules and guidelines.

## **Gambling/Bartering**

No student shall participate in or entice other students to participate in any form of gambling while under the jurisdiction of the school. Bartering is defined as trading, exchanging, swapping, buying and selling, etc. Students are not allowed to be involved in any form of bartering while on school grounds or during any school related event.

## **Grading**

The basis for academic reporting is the teacher's evaluation of the quality of a student's performance in a subject expressed as a grade. A grade reporting system is used to indicate the specific level of a student's performance in relation to his/her mastery of the subject. A student must earn a minimum grade of 65% in order to receive credit for a subject. Please refer to Tucker County Policy 2011, Assessment Policy. West Virginia Board of Education Policy 2515 (Grading Policy) is listed.

**The following grade reporting system is used at Tucker Valley Elementary Middle School:**

<b><u>Average</u></b>	<b><u>Grade</u></b>	<b><u>Quality points</u></b>
<b>93 to 100%</b>	<b>A</b>	<b>4</b>
<b>85 to 92%</b>	<b>B</b>	<b>3</b>
<b>75 to 84%</b>	<b>C</b>	<b>2</b>
<b>65 to 74%</b>	<b>D</b>	<b>1</b>
<b>0 to 64%</b>	<b>F</b>	<b>0</b>

A student's academic average is determined on the basis of quality points, as calculated by the converting letter grades to specific point values and then by dividing the total number of points by the number of subjects taken.

Elementary School teachers have adopted a standards based report cards, and students are measured on the level of mastery of those standards.

**\*\* Some activities in school are for motivation and reward to students in "good standing". For a student to be in "good standing" the student must have average to above average grades, no missing assignments, and no referrals resulting in more than one day of lunch detention.**

### **Homework**

Homework is an extension of all classrooms and grade levels and is used to reinforce the content standards taught during a lesson. Students are expected to complete homework assignments and turn them in on time. Homework is designed to give students feedback, which may be graded, on their progress towards achieving content mastery. Failure to do homework may result in disciplinary actions.

### **Honor Code**

To provide an environment of moral excellence, Tucker Valley Elementary Middle School has established a code of honor. Every student enrolled shall be subject to the honor code. Students shall not participate in or condone dishonorable conduct of any form. This honor system strives to instill in each student a sense of integrity that will sustain him/her in his/her present as well as future endeavors. Cheating is a violation of school rules and policies. A student is not to cheat, assist others in cheating, plagiarize class assignments, and copying and pasting information from the Internet without proper citation. Parents will be notified. The offense warrants discipline actions to be made by the teacher and administrator(s).

*Plagiarism and Copyright Infringement:* Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Plagiarism will be dealt with by school administrators and teachers. Plagiarism is a form of cheating and will be dealt with as such. Students are expected to be honest and truthful. Additionally, respect for school and personal property is to be exhibited.

### **Honor Roll**

The purpose of the Honor Roll is to recognize students who have maintained outstanding scholastic achievement. Students with an average between 3.5 and 3.749 will be named to the Honor Roll. Students with an average of 3.75 or better will be named to the Principals Honor Roll. If a student receives an incomplete or failing grade on a Nine weeks Grading Report, that student will not be eligible for Honor Roll or Principals Honor Roll.

### **Inclement Weather**

When weather conditions become severe, the regular school schedule may be changed. Announcements of delayed openings and school closings are made over the radio on WELK 94.7 FM Elkins; WFBY 106.5 FM Clarksburg; WDNE 12.4 AM Elkins; WVAQ 102 FM Morgantown; WKMM 96.7 FM Kingwood; WV Public Radio 90.0 FM and notification from school through the School Messenger. Television stations WBOY Channel 12, Clarksburg, and WDTV channel 5, Bridgeport will also announce delays and school closings. The West Virginia Department of Education web site also carries weather related information. The web site is <http://wvde.state.wv.us> or check out our county website <http://www.tuckercountyschools.com>

### **Insurance**

All students participating in the TVEMS Athletic Program are urged to obtain the school accident policy for their protection. The financial responsibility for athletic injury rests with the students and their parents or guardians. Tucker Valley Elementary Middle School cannot assume any financial responsibility in this area. The school requires students to provide their own insurance and provide evidence of insurance coverage prior to participating in athletics.

### **Lockers**

- Lockers are provided to students for day storage of books and outerwear.
- Tucker Valley Elementary Middle School will not be responsible for items lost or stolen from lockers.
- Students who damage lockers in any way will be charged for the cost of repairing the damage.
- Placing stickers on and in lockers is prohibited.
- Students are encouraged to place locks on the lockers. However, teachers must be given the combination or an extra key.

### **Lost and Found**

"Lost and Found" items are placed in a tote box in the gymnasium or in the main office (for smaller more expensive items). Students who have lost items should check for the items in either of the two locations. Periodically, announcements are made to remind students to check for their lost items. After three days of reminders, the items in the lost and found are donated to a charitable organization in our community.

**To prevent permanent loss of items, we recommend that all items be labeled with student's name (especially for elementary school age students).**

### **Make-up Work**

Absent students shall be given the opportunity to make up any missed summative assessments without penalty. When a student is ill, we want that student to take the time to rest and heal; therefore, it is the policy of TVEMS to provide missed work once the student returns. **IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT TEACHERS AND MAKE ARRANGEMENTS TO MAKE UP MISSED WORK.** Students that have any missed work will be recorded as an "I" until such work is completed unless a teacher gives an alternative assessment to demonstrate achievement of CSO missed. If work is not made up in a reason time according to teacher and/or administrator's discretion, the grade will turn into an "F" or "U" depending on grade level. Missing classes or days due to an athletic event is not considered an absence. Those

student athletes **are responsible for all assignments missed** and assignment(s) are due upon the return to school the following day unless other arrangements are made. Make-up work must be turned in in a timely manner according to teacher discretion. The parent should discuss special circumstances such as hospitalization warranting consideration for an extension of time to make-up work with the principal, counselor and teacher.

### **Media Release**

**Photographs/Video Release to Media, for Community display or on the school website:**

If there is a security or personal safety problem with a picture of your child being released to the media or for display in the community or on the school website, please notify the school on a **separate** sheet of paper as follows:

**My child is NOT to have a picture or video of her/him released to any outside sources for her/his security.**

**Student Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Or, these documents will be available for download form the school website under the parent tab.**

### **Parent Conferences**

Parents may make appointments for conferences with teachers, the school counselor, Student Assistant Team, assistant principal, or the principal by calling the school in advance to ensure the desired party will be available. The principal and assistant principal have office hours and can only meet with parents during these times. The morning office hours are 8:15 – 9:00, and the afternoon hours are 2:15-3:00. **Remember all conferences are by appointment only.** Our primary concern is the education of your child, and frequent interruption to the education process interferes with this primary goal. Parents are encouraged to do so whenever they have a concern or suggestion. Please be aware to prevent the disruption of services that we provide to students, you may be required to leave a message instead of speaking immediately to the person you requested.

### **Parent/Guardian Pick Up/Drop Off**

We realize that at time it is necessary to pick up or drop off your child at school. School begins at 8:00; therefore, **students should not be dropped off before 7:35 A.M.** To avoid interference with buses, parents that bring their children to school should drop them off at the back door located next to the parking lot and the gymnasium. During the day, parents may park in the visitor spaces and enter the main office doors to sign in their child. In the afternoon if you wish to pick up your child, **students are to be picked up when walkers are released at 3:15;** the children will be dismissed from the doors located next to the back parking lot. Please be aware that students may at times be crossing at inappropriate places and your cautiousness is needed to ensure their safety.

### **Parking Permits**

At times high school students park at the TVEMS. In order to park at TVEMS, the same rules apply as is in force at the high school. Students must apply for a parking permit and pay the \$10.00 fee. Students must not carry passengers unless the passengers have had releases signed by the parents of the driver and the passenger. Finally, students must qualify for and have not lost driving/parking privileges from the high school.

### **Partial Day Absences**

Partial Day absences are students coming to school late or leaving early. This has become an issue for Tucker Valley Elementary Middle School. Most of the parents that we have spoken to regarding this issue blame the student. Therefore, if a student has a partial day absence without an acceptable written excuse from the parent will receive lunch detention for each incident.

### **Parties**

School parties are an important social learning event for elementary grades. However, as a school, we must balance social learning events with adequate academic instructional time. For this reason, we want to limit disruption to the academic day. Routinely most classes have parties for Halloween, Christmas, and Easter. These parties may begin as early as 1:30 p.m.; therefore, if parents decide to take their child home after the party, we will not be missing most of the day. Other holiday parties should be smaller in nature and not begin until 2:30 p.m. Remember, whenever, we have parent helpers for our parties, they must park in the regular parking lot, sign in, and wear visitor passes.

### **Personal Valuables**

Students should refrain from bringing large sums of money and other valuable articles to school. If it is necessary to bring such items, they should be brought to the office for "safe keeping" until they are needed. The school **cannot** be responsible for items left in a locker.

### **Pesticide Application Notification**

Tucker County Schools adheres to an Integrated Pest Management Plan in accordance with Title 61 Series 12J rules of the West Virginia Department of Agriculture. Pest is controlled primarily through preventive measures. When pesticides are required the least hazardous material will be used.

Pesticides are classified as Level 1, Level 2, Level 3, or Level 4 depending upon the degree of hazard associated with their application.

- Level 1 -----Non-chemical
- Level 2-----Least hazardous (low toxicity, non-volatility baits or dust)
- Level 3-----EPA caution (limited volatility liquids)
- Level 4-----EPA warning or danger (broadcast and space treatments, Spraying and fogging)

As a parent or guardian you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification please complete the Information requested below and returns this form to the principal. Please Note: Level 3 and 4 pesticides **will not** be applied when students are present

To: \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Principal)  
\_\_\_\_\_  
(Name of School)

Please notify me at least 24 hour prior to the application of Level 3 or Level 4 pesticides at this facility

From: \_\_\_\_\_  
(Name of Parent or Guardian)  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_  
(Home) (Work)

### **Physical Examination**

All athletes must pass a physical examination prior to participating on athletic teams. Costs involved for the physicals are the responsibility of the parents or guardians of each athlete. The staff will try to arrange free physicals when feasible.

The Tucker County Team Trainer has the final say on which athletes may or may not participate due to injury, etc. Following an injury, an athlete must have a release from the attending doctor and a signed permission slip from the parent or guardian prior to participation in practices or games.

### **Pornographic or Obscene Materials**

Students are not to have in their possession any material or publication which is considered obscene or disruptive to the educational process.

### **Respect for Teachers**

Students must realize that a state of mutual respect should exist throughout the school for there to be an effective learning atmosphere. **Students must realize that the authority of staff extends throughout the school. Students must completely obey and respect the authority of teachers.** Disrespect, or failure to properly address a teacher by Mr., Miss, Mrs., or Ms., or any other form of disrespect will not be tolerated at Tucker Valley Elementary Middle School.

### **School Events**

Unacceptable actions:

- Making noises, disrespectful remarks and refusal to remove hat during the National Anthem.
- Doing anything deemed derogatory toward the opposing team, coaches, players, cheerleaders, and/or fans.
- Participating in any fashion of intimidating gestures or cheers designed to be unsportsmanlike in nature.
- Participating in cheers using vulgarity or bringing unwanted attraction to the school or team.
- Unsportsmanlike gestures or chants focused on the officials.
- Chanting opposing player's names in repetition.
- Use of signs must be approved by administration or athletic director.
- It is unsportsmanlike to turn your back or put newspapers in front of you when the opponent is introduced. Be respectful of their introduction and time commitment they have made to be a part of a team.
- Using profane language.

### **SPECTATOR CODE OF CONDUCT**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I agree not to criticize, belittle, antagonize, berate or otherwise incite the opposing team, its players, coaches, cheerleaders, fans or officials/judges by word of mouth or by gesture.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
18. I will park my car only in assigned parking spots and not in illegal areas such as emergency lanes or handicapped spots.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

1. Verbal warning by official, head coach, and/or administration.
2. Written warning by administration.
3. Parental game suspension with written documentation of incident kept on file.
4. Parental season suspension.

### **School Nurse**

The school nurse's office exists for emergency situations and for students to be checked if feeling ill while at school. Parents are encouraged to administer any necessary medications (prescription or non-prescription) at home if at all possible. If a student must take medication while at school, the medication has to be brought to school in the original container with an order from the prescribing medical provider. Medications brought in anything other than the original bottle, without an order, will not be given. Students are not permitted to have any type of medication with them while at school. Any questions regarding medications should be directed to the school nurse.

ALL 7<sup>th</sup> graders beginning in August, 2012, are required to have Tdap and Meningitis vaccines for school admission. This is a state law – not a suggestion. The school must have proof that the immunizations were given BEFORE they can start school.

### **Sign-in/Sign-out Policy**

**Any student that arrives after the first bell of the day or leaves prior to the last bell of the day must sign in or out of school in the office.** A school administrator must give prior approval before any student may leave school, **permission will not be given without prior written permission from a parent or guardian with a follow-up phone call to parents/guardian. Early dismissal notes must be brought to the office before the school day begins.** Students must sign out on the sign-out sheet before leaving school, and the parent will fill out the proper forms to remove that student from school. If student sign-outs become habitual, the Truancy Officer of Tucker County Schools will be notified and further action may be taken. **Parents are cordially asked to make dental or doctor appointments after school or on Saturdays in order to minimize the number of their son's/daughter's absences.** If it is necessary for a student to be picked up for an appointment during school hours, only the parent(s) or other designated person over the age of 21 can pick up their child. Parents may authorize other responsible adults, preferably members of the immediate family or relatives, to pick up their child by contacting a school administrator by phone. **Students will not be released to any individual under 21 years of age.**

Students who become sick during the school day should report to their teacher and request permission to report to the office. An administrator will then determine whether the sickness warrants sending the student home. The parent will be contacted and asked to sign out their child.

### **Skipping**

Students who fail to attend school for an entire day or whom fail to attend class are considered to be skipping. An absence or late arrival to school is excused with a note from a parent or legal guardian in accordance with the Tucker County Attendance Policy.

- Students who do not show up for class for any portion of a period without proper **written permission** will be considered to be skipping and will be issued one day of ISS. An additional day of ISS will be added to each additional offence. All students are **required to report directly** to their scheduled classroom teacher prior to the tardy bell. A student altering his or her official schedule in any way is prohibited without prior documentation and permission from the teacher of record.

### **Spanish**

Spanish in the middle school is a two year commitment. Students enroll in Spanish 1A in 7<sup>th</sup> grade and Spanish 1B in 8<sup>th</sup> grade. Students receive one high school credit at the end of their 8<sup>th</sup> grade year for successfully completing both sections at the end. This class requires self-discipline and studying. New information is acquired daily and builds on the previous day's lesson. Students must be prepared to work quickly and efficiently every day. Internet access at home is extremely helpful and highly recommended though not required. To determine eligibility for this class, we look at the following prerequisites: mastery on the annual standardized tests, at or above grade level on ELA benchmarking, ELA grades, excellent school attendance, well-disciplined, and excellent work and study habits.

### **Teacher Request**

Many factors are taken into account when deciding the placement of students in classrooms. For this reason, it is at the discretion of the administration where students are placed. We understand that at times there are circumstances that might warrant a certain placement. In these cases you may submit a request in writing. There is no guarantee of any placement in any classroom.

### **Technology/Acceptable Use Policy** (See County Policy 2030)

TVEMS has an abundance of technology tools including iPads. Students must keep good care of these tools. If a student intentionally destroys, abuse, or steals this equipment they will be held responsible to pay for its replacement. Local law enforcement may also be contacted in criminal cases. Acceptable Use Policy (AUP) will be distributed to students the first day of school and must be returned immediately signed by the student and parent. Extra forms can also be downloaded from the school website under the parent tab.

### **Telephone Policy**

All Emergency phone calls must be made through the office by a staff member. Students are not permitted to use school phones without permission, and permission will be limited to emergency phone calls. Being on the school phone is not an excuse for being tardy. Cell phone use is **strictly prohibited**.

### **Textbooks and Fees**

Textbooks and library books are furnished to students by the Tucker County Board of Education. Students are responsible for the care and upkeep of their textbooks. Fines for damaged or lost textbooks and/or library books will be assessed at the end of the school year. Student report cards and official records will be withheld until textbook and/or library book fees are paid.

### **Theater, Drama and Music**

Theater, drama, and all music classes have both curricular and performance components. This means that students are expected, indeed required to play or sing in concerts, and take part in the production of plays as well as do the necessary classroom work. Students who do not participate in the performance, cannot complete the course requirements and cannot receive a high quality grade.

### **Throwing Objects**

The throwing of objects of any kind (including snowballs) at any time is prohibited. Throwing of objects could be interpreted as assault-like behavior. Legal action could be taken as a result of this action.

### **Travel**

All TVEMS Athletes are required to travel to and from away athletic contest by Board of Education approved transportation. Athletes may, with permission of the head coach and required signatures, return from away contest with their parents or guardians. In case of injury, etc., the head coach may desire to send the athlete home with his/her parents.

Travel attire for away athletic contest shall be determined by the head coach in charge. Each athlete, manager, and coach representing Tucker County is expected to present a good image of our school. The head coach is in charge of discipline on the buses. The athletes will remove any trash that is on the bus after arriving home.

### **TVEMS Non-School Sponsored Trips**

School attendance is a very important part of the educational process at Tucker Valley Elementary Middle School. We realize that situations arise from time to time when parents desire to remove students from school for family trips or vacations that are not sponsored by the school. We do not recommend or encourage families to plan vacations during the school year for educational purposes. Duplicating the educational experience and value of an instructional day is difficult to do while on vacation or on a trip. This issue becomes even more complicated when permission is requested for the absence(s) to be excused. The West Virginia State Board Attendance Policy (4110) and the Tucker County Board of Education Attendance Policy (4002) provides no provisions for these absences to be excused.

### **Vandalism**

Vandalism is damage done deliberately to school property that includes furnishings and buses and personal property. Students are not to commit acts of vandalism in which property is broken, defaced, or destroyed.

### **Verbal Abuse and Vulgarity**

Respect for adults and/or students are expected. Students shall not use profanity or abusive language or gestures (including any offensive or derogatory references based on a person's disability, race, national origin, sex, age, ancestry, or marital status) that is insulting, disrespectful, threatening, or offensive to any individual.

### **Violence/Fights**

Violence includes any act of exerting physical force that may cause damage to property or person. Fighting includes any act of exerting physical force that may cause injury or abuse to persons. It is prohibited for students to fight, threaten, or provoke violence by gestures or works or to inflict or cause violence in any manner while under school authority. **Fighting between parties will result in 3-10 days of either OSS or ISS or combination of both for both parties unless deemed by administrators to be one-sided.**

### **Visitor Policy**

State law requires all visitors to report to the office of the Principal before visiting on school grounds. After receiving approval from an administrator to visit school grounds, the visitor(s) will sign-in and will be issued a visitor's pass. When the visitor has completed his/her task, the pass is to be returned to the office. Unauthorized persons or persons demonstrating disrespectful or dangerous behavior will be asked to leave the campus. Failure to comply will result in local law enforcement officials being asked to take appropriate action. Students are not permitted to bring visitors to school without prior approval 24 hours in advance by a school administrator. **Such approval will be granted for educational purposes only.** It is our goal to increase community involvement, so any visitation that will achieve that goal is welcomed, (such as guest speakers) but visitation to chat or "hang out" with old friends is prohibited. *Class visitation is prohibited.* Any deviation from the above policies must be cleared through the office.

## **TUCKER COUNTY BOARD OF EDUCATION POLICIES**

All Tucker County Policies can be found on Tucker County's website <http://tuckercountyschools.com/Policy%20Manual.htm>

*For a quick reference guide on most used policies:*

**POLICY NUMBER: 2008 Parent & Volunteer Program**  
**POLICY NUMBER: 2010 Assuring Quality Education**  
**POLICY NUMBER: 2011 Assessment Policy**  
**POLICY NUMBER: 2029 Educational Program Development**  
**POLICY NUMBER: 2016 Homework Policy**  
**POLICY NUMBER: 2017 Testing Code of Ethics.**  
**POLICY NUMBER: 2018 Tobacco Control Policy**  
**POLICY NUMBER: 2019 Substance Abuse**  
**POLICY NUMBER: 2020 Field Trip**  
**POLICY NUMBER: 2021 Racial, Sexual, Religious, Ethnic Harassment and Violence**  
**POLICY NUMBER: 2022 Private Instruction in Home or Other Approved Placement**  
**POLICY NUMBER: 2023 Drug and Alcohol Testing**  
**POLICY NUMBER: 2025 Alternative Education Policy**  
**POLICY NUMBER: 2026 Criteria for Credit by Testing Out of Courses Grades 9-12**  
**POLICY NUMBER: 2029 Work-Based Learning**  
**POLICY NUMBER: 2030 Technology Acceptable Use Policy**  
**POLICY NUMBER: 4000 Communicable Disease Control**  
**POLICY NUMBER: 4001 Communicable Disease Control Regulations**  
**POLICY NUMBER: 4002 County Attendance Policy**  
**POLICY NUMBER: 4006 Collection, Maintenance and Disclosure of Student Information**  
**POLICY NUMBER: 4009 Bomb Threat Policy**  
**POLICY NUMBER: 4011 Standards for School Nutrition**  
**POLICY NUMBER: 4012 Rehabilitation Act, Section 504**  
**POLICY NUMBER: 4013 Student and Staff Wellness Policy**  
**POLICY NUMBER: 4014 Parking Policy for Students at Tucker County High**  
**POLICY NUMBER: 4031 Bullying, Harassment and Intimidation Policy**  
**POLICY NUMBER: 4032 Student Code of Conduct**  
**POLICY NUMBER: 4031 BULLYING, HARASSMENT, AND INTIMIDATION POLICY**  
**POLICY NUMBER: 7005 Visitors in Schools.**

Any Citizen's Complaints may be filed directly with the building administrator who shall direct investigations per Board policy:

The Tucker County Board of Education Office  
Title IX Coordinator  
501 Chestnut Street  
Parsons, WV 26287  
Phone: 304-478-2771

A complete copy of the WV Board of Education Policy 2421 may be obtained from the Tucker County Board of Education by calling 478-2771, or on the county website: [www.tuckercountyschools.com](http://www.tuckercountyschools.com).



FIRST QUARTER HALL PASS DESTINATION	DATE	TIME - OUT	TIME - RETURNED	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

SECOND QUARTER HALL PASS DESTINATION	DATE	TIME - OUT	TIME - RETURNED	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

THIRD QUARTER HALL PASS DESTINATION	DATE	TIME - OUT	TIME - RETURNED	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

FOURTH QUARTER HALL PASS DESTINATION	DATE	TIME - OUT	TIME - RETURNED	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				