**Student**

**Handbook**

**Tug Valley High School 2023-24**



C. Douglas Ward, Ed.D, *Principal*

Mrs. Tamra Ferris, *Assistant Principal – CTE Director*

***Message from the Administration at TVHS***

Welcome Panther Students,

As summer comes to an end, it is our pleasure to welcome everyone back for a great year at Tug Valley High School. We are all excited to have students back in our classrooms and hallways, filling our building with energy and enthusiasm for learning. It is our mission to ensure that every student feel welcomed, connected, and a part of our Panther family. Additionally, we strive to continue the climb to overcome the learning loss and social-emotional stress that COVID has left upon our students. Our goal is to challenge each student to grow in his or her academic abilities and to be college or career ready by the end of their four years at Tug Valley High School. We believe that all students should graduate high school prepared for the demands of postsecondary education, successful careers, and productive citizens.

Thank you to all who are helping make 2023-24 the best school year ever at Tug Valley High School. It remains an honor and privilege to serve as your administrators. Please stop by and say hello. Together, I know we will make this school year one of growth and achievement for all students at TVHS.

Warmest Regards,

C. Douglas Ward, Ed.D, Principal

Mrs. Tamra Ferris, Assistant Principal

**Absence Excuse Procedure**:

(Additional information on absence/truancy is provided to all students) Students who have been absent from school must present a parent note or doctor’s excuse to their first period teacher. If no note or excuse is presented, the absence will be unexcused until documentation is produced. Late documentation can be presented to an assistant principal or a guidance counselor. A student is excused by a maximum10 parent notes per school year. Doctor’s excuses should be presented whenever appropriate. Excessive absences due to a chronic illness may be excused if the student’s physician provides appropriate documentation. More information on the attendance policy may be found in MCBOE policy 5200, which is accessible at [www.mingoboe.us](http://www.mingoboe.us) under the administration link.

When you miss school you must turn in excuse within three (3) days.

**Advanced Placement/Dual Credit:**

Rigorous Advanced Placement courses are offered to TVHS students. All students enrolled in an AP course will receive added value in computing the final GPA for class ranking. All students enrolled in AP courses will be expected to take the AP test for that course at the end of the school year. The cost of an AP exam is $95 per class per student. A deposit must be made upon enrollment of AP course. Waivers are available for some students, however a $15 deposit is required.

Dual Credit courses are designed to allow students to earn college credit along with high school credit. To be eligible for a dual credit course, a student must be a Junior or Senior and have a 2.5 GPA. In order to earn college credit in the course, a student must earn a grade of 75% or better. The fee to receive credit in these courses is $75.00 per semester.

The Early College Academy is a program made possible by the partnership of Mingo County Schools and Southern West Virginia Community and Technical College. The program offers the students the opportunity to obtain an Associate of Science and Associate of Arts degree in addition to their high school diploma. To be eligible for the program, a student myst be a Junior or Senior and have a 3.00 cumulative GPA.

**Bell Schedule 2023-24**

Prep Bell 7:32

Period 1 7:35-8:20

Breakfast After First 8:20-8:30 (Grab N Go; take to class)

Period 2 8:30-9:15

Period 3 9:17-10:02

Period 4 10:04-10:49

Mod/lunch A 10:49-11:19 (30 min. for lunch, MOD’s, activities)

Mod/lunch B 11:19-11:49 (30 min. for lunch, MOD’s activities)

Period 5 11:51-12:36

Period 6 12:38-1:23

Period 7 1:25-2:10

Period 8 2:12-2:57

BOMB THREATS:

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

BREAKFAST & LUNCH PROGRAM:

All students are encouraged to eat in the school cafeteria. Under the Community Eligibility Option (meal program), all students will be served a free breakfast and a free lunch.

Breakfast may be available before the start of school, however the main serving time is during an extended break following first period. The breakfast food must be taken to the second period class and may be eaten at the start of class. No application for free/reduced lunch is required for the 2023-24 school year.

**CELL PHONES:**

While we concede that smart phones offer many learning opportunities, students will not be permitted to have them during class time. All students are provided a Chromebook from Mingo County Schools that will be used for class work, so there will be no need for a cellular device. Cell phone usage during class time leads to distraction from academics and most likely a drop in student performance. All cell phones will either be left in teacher designated place upon entering the classroom or must be stored out of sight.

Students will be able to utilize their phones outside of classroom time, UNLESS their phone privileges have been revoked by administration. Students who fail to comply with this policy will face disciplinary consequences consistent with the rules posted below. While we certainly understand that many students are connected to their phones, we will not allow cell phone usage to disrupt class time or the educational process at Tug Valley High School.

**\*\*\*A student may have their cell phone use revoked on school property for sharing inappropriate pictures, videos, messages, or any other form inappropriate material.**

Offenses and consequences for having cell phones out in the classroom will result in the following:

* **1st offense** – Teacher will handle in classroom
* **2nd offense** – Phone will be sent to office and must be picked up by parent or guardian.
* **3rd offense** – Student will face disciplinary action with school administration. Also, the administration will schedule a parent conference in which the phone will be returned to parent. Student will lose all cell phone privileges on school property.

**CLASS RANKINGS:**

Seniors will be ranked at the end of 8 semesters to determine overall class rankings. All subjects for which high school credit can be earned, including high school courses taken before ninth grade, must be used to calculate the total grade point average (GPA). In computing the final GPA for class ranking, an extra value will be added for each completed Advanced Placement (AP), Dual Credit, and Honors course. The scale for the weighted value is as follows: AP/DC: A=5; B=4; C=3; D=2 and Honors: A=4.5; B=3.5; C=2.5; D=1.5

Transferring AP and Honors Credits

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

**ACADEMIC CHEATING**:

 **AI Policy Statement—**The use of Artificial Intelligence (AI) tools to create, develop, or complete any coursework or course assignments without instructor approval/permission is prohibited. Unauthorized use of AI in coursework completion is considered a violation of the Student Code of Conduct and is considered academic dishonesty. Use of AI tools may be permitted but requires permission by the course instructor.

CLOSED CAMPUS:

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

Tug Valley High School maintains a CLOSED CAMPUS. Students are not permitted to sign out for lunch and return after lunch. No student is to leave school property during school hours unless signed out by a parent/guardian or another approved adult as explained in sign out policy. Violators will be subject to school and county discipline policies**.**  If a student has been signed out he/she may not remain in the building.

**discipline: Student Conduct and EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS**

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

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

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

 Level 1: Minimally Disruptive Behaviors

 Level 2: Disruptive and Potentially Harmful Behaviors

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

 Level 4: Safe Schools Act Behaviors

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

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

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

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

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

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

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

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

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

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

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

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

DRIVING & PARKING:

All students who drive to school must provide consent to random drug screening as required by Mingo BOE policy 5530.01. Failure to follow this policy may result in the revocation of driving privileges. Driving privileges may be revoked in the event a driving infractions should occur on school property. Students are discouraged from transporting others to and from school, except for siblings or close family members.

**DRESS CODE:**

TVHS students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. The appearance and dress of any student is the primary responsibility of both the student and the parent/guardian.

The following are examples of clothing or items that are considered to be inappropriate:

* Clothing and/or any adornment displaying messages or images not appropriate for school. Examples would be messages containing profanity; sexual innuendo; references to drugs, alcoholic beverages, tobacco products, or violence; or messages that incite hate towards other students or student groups
* Clothing that is designed to reveal the buttocks, torso, undergarments, or the lack of undergarments
* Heavy and/or long coats
* Strapless tops or spaghetti-straps
* Any item that might cause a concern for student safety
* Blankets and pillows
* Students are not permitted to carry signs, flags, or non-educational items that the school can reasonably forecast will substantially or materially disrupt the school environment.

Students who violate the dress code may face disciplinary action

**DRUG TESTING (MCBOE policies 5530.01 and 5530.02)**

Beginning with the 2013-14 school year, two policies were adopted by Mingo County Schools to require participation in random drug screening of student drivers, student athletes, interscholastic extracurricular and interscholastic co-curricular activities participants, and participants in CTE and CTEWPS.

**For student drivers, student athletes and extracurricular participants**: Participation in school-sponsored interscholastic extra-curricular activities and permission to drive to school and park on a Mingo County Schools’ campus is a privilege. Illegal and performance-enhancing drug use of any kind is not compatible with the physical, mental, and emotional demands placed upon participants in interscholastic extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of Mingo County Schools. For the safety, health and well-being of students who are permitted to drive to school and/or participate in interscholastic extra-curricular activities, and/or voluntarily choose to participate, the Mingo County Board has adopted a drug testing policy (MCBOE policy 5530.01) for use by all participants in interscholastic extra-curricular activities, and/or drive and park on school property, and/or voluntarily choose to participate in the drug testing. Additional policy information can be obtained from the school office or by online access on the Mingo County Schools website [www.mingoboe.us](http://www.mingoboe.us).

**For Career/Technical Students**: Illegal and performance-enhancing drug use of any kind is not compatible with the physical, mental, and emotional demands placed upon participants in the CTE/CTEWPS and upon the positive image these students project to other students and to the community on behalf of Mingo County Schools. For the safety, health and well-being of students who are in the CTE/CTEWPS, Mingo County Schools has a drug testing policy (MCBOE policy 5530.02) for use by all participants in the CTE/CTEWPS program. Additional policy information can be obtained from the school office or by online access on the Mingo County Schools website [www.mingoboe.us](http://www.mingoboe.us).

**GUIDANCE OFFICE:**

The guidance office is located in the office suite on the first floor. The welfare of the student comes first with the counselor. Students may visit the Guidance office for counseling as counselors are available. If possible, prior notice to counselors should be made and appointments are encouraged. Please inform teachers if a class is to be missed.

**COMPUTERS:**

Every student is assigned a computer for school use. Students are to take care of their school issued computer equipment. Students will be charged a fee for damaged or lost school issued computer devices and chargers.

**2023-24 School Year Repair and Replacement Charges**

 Lost or Damaged Chargers $25.00

 Broken Screens 50.00

 Lost or Damaged Computer Devices 100.00

**Email Addresses**

The technology integration specialist for TVHS will assign official school email accounts for all students. This email address will be used as the official/primary address for all school communication.

FIRE DRILLS:

Fire drills are required by law and are an important safety precaution. Everyone must exit the building immediately upon hearing the alarm. Students should be familiar with the fire drill exit for each area of the building and the classrooms. Do not stop or go to lockers when exiting the building for a fire alarm.

All persons will assemble, with their assigned teachers, on the athletic field, and will await further instructions.

**GRADING SCALE:**

Grade % Points

A 90-100 4

B 80-89 3

C 70-79 2

D 60-69 1

F 59-0 0

**Summative Assessment Grades will count 50% of quarterly grade for students at TVHS.**

**harassment, intimidation, or bullying:**

Acts of harassment, intimidation, or bullying will not be tolerated at Tug Valley High School. The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation.

**In School Suspension (ISS):**

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

ITEMS NOT ALLOWED AT SCHOOL:

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

**Live Grades:**

**All students and parents will be given user name and password for LiveGrades. Students and parents are able to access information regarding grades and discipline as desired. LiveGrades will allow you to view missing assignments, grades, and student behaviors. Parents and students may also message teachers through LiveGrades.**

LOCKERS:

Lockers will be assigned at the request of the student for the storage of textbooks and personal possessions. It is the student’s responsibility to make certain that the locker is kept locked at all times. ONLY school combination locks are to be used. Lock rental cost is $5.00. These locks must be returned to the school office at the close of the school year or if the student transfers or withdraws.

**MEDICATIONS:**

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

**Mod Schedule for Lunch and Other Activities:**

Students eat lunch during one of two modified class periods. Other activities, such as academic support, tutoring, credit recovery, club meetings, guidance and advising and intramural sports will be offered in each of the two Mods. Students will be scheduled according to their needs and interests. Parents are encouraged to participate in the placement process.

MONEY AND VALUABLES:

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

**PDA (Public Displays of Affection):** Not permitted.

**SCHEDULING:**

Every effort is made to place students in courses that are appropriate for their abilities and future educational or career interests. Students entering the ninth grade should have completed a two-year plan which lets the counselor know which courses are preferred. After the first semester of the tenth grade year, students and their parents will meet with the counselor to complete a three year plan, which directs the students to choose a major area of study from their cluster areas. Scheduling for the 11th and 12th grades will be determined from these plans.

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

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

SCHOOL’S RIGHT TO SEARCH:

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

**SEMESTER EXAM POLICY:**

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

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

**SENIOR HONOR STUDENTS:**

Those students who have attained the highest level of achievement during their high school years will be recognized with Honor Cords at graduation. Recognition is as follows: Very High Honors (3.85 and above)- Gold; High Honors (3.5-3.84)- Silver; Honors (3.0-3.49)- Red; and Vocational Honors- Purple and Silver.

To be eligible for Very High Honors, a student must be enrolled at Tug Valley High School during the 1st semester of the junior year. To be eligible for High Honors or Honors, a student must have been enrolled beginning with the 1st semester of the senior year, according to Mingo County Schools policy.

**SIGN Out Procedure:**

Parents/guardians or close family members (Grandparents, aunt/uncle, adult sibling) must be physically present to sign out a student. Parents/guardians may request by notarized statement that a non-relative be approved for sign out. In this case the school will always attempt to contact the parent for prior approval. Drivers must have a note that is verified by phone confirmation by an administrator or designee.

**substance abuse:**

These items are prohibited on school property, by WV state law. Possession or use of these items will result in appropriate action as specified in WVBOE Policy 4373, and may include intervention by law enforcement or other agencies. As per state law, the public school campus is also tobacco free. Students may be referred to counseling services and/or to substance cessation education. Students will be suspended for one day from school if found smoking, chewing, or with any tobacco or cigarette lighter on their possession. Any item that violates the school’s policy will be confiscated.

Vaping, Smoking, and Tobacco Use:

Interventions and consequences for vaping, smoking and tobacco are listed below (as long as confiscated item only includes nicotine or tobacco and no illegal or CBD ingredients):

* 1st Offense – Out-of-school suspension for 1 day
* 2nd Offense - Out-of-school suspension for 3 days
* 3rd Offense – Out-of-school suspension for up to 10 days with a referral to alternative education

The school may also suggest students receive counseling or advisement from local board approved counseling agencies.

**\*\*\*All illegal substances found on school property will result in Out-of-school suspension up to 10 days and a referral to alternative education. Local law enforcement will also be notified.**

**Tardy Policy and Procedures:**

Late Arrival: Students who arrive late for school must report directly to the office and sign in. The student will be issued an admit slip for the current class period. Late arrival, unless for an excused appointment, will be considered tardiness.

Class Tardiness: Students have three minutes for class change. Teachers will generate behavior logs on Live Grades for any students who enter the classroom after the sounding of the bell for the start of class (tardy bell). Students may go to restrooms during the break but at the risk of being counted tardy. Students may sign out of class with a hall pass for restroom breaks.

Tardiness is a disciplinary issue. Students may be assigned lunch detention or ISS for tardiness at the discretion of the administration.

TELEPHONE/STUDENT MESSAGES:

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

VISITORS POLICY:

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

Parents may also contact professional personnel through e-mail. E-mail addresses are found on LiveGrades. In compliance with Federal privacy guidelines (FERPA) visitors are not permitted to attend classes with students. Small children should not be brought to school.

**Nondiscrimination Statement**

As required by federal laws and regulations, the Mingo County School District does not discriminate on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or any other characteristic protected by law (collectively, "Protected Classes") in employment or in the administration of and access to any of its educational programs or activities. Please report any concerns to the Title IX Coordinators: Rocky Hall or Leah Wireman, Mingo County Schools 110 Cinderella Road Williamson, WV 25661 Phone: 304-235-3333 Emal: Rocky Hall-rahall@k12.wv.us or Leah Wireman:-lwireman@k12.wv.us If you have web accessibility issues, please contact: Virginia Lee Taylor-Mounts @ vmounts@k12.wv.us or 304-235-3333 .

**School Song for TVHS**

**Written by: Dr. Johnny Branch**

**To the Melody of “Sons of Marshall”**

***“Cheer for Ole Tug Valley”***

Cheer, cheer, for Ole Tug Valley

Black, silver, white we rally,

Friends near and far and here at home will hail us

Foes we meet upon the court and field will fear us.

Here’s to the ones before us,

We, too, will lift the standard high

Through forever we may roam

Naugatuck will be our home

Stand up and cheer, cheer, cheer for Ole Tug Valley

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