



Tolsia High School

#1 Rebel Drive, Fort Gay WV

Student-Parent Handbook 2017-2018

Principal Mrs. Reva Wallace
Asst. Principal/CTE Mr. Ric Morrone

Tolsia High School

#1 Rebel Drive
Fort Gay, West Virginia 25514

Dear Parents/Guardian and Students,

On behalf of the faculty and staff, it is our pleasure to welcome you to Tolsia High School. We are looking forward to assisting our students in fulfilling their educational goals. Your success in school will depend upon the development of effective study habits, regular attendance and self-discipline. It is the sincere hope of each of us that you will learn to enjoy and motivate yourself in academic excellence during your years as a student at Tolsia High School.

Our goal at Tolsia High School is for each student to achieve his / her greatest potential. In order for this to occur, there must be a unified effort from students, teachers, parents, administrators, and the community.

As a school, we pride ourselves in academic, athletic, social, and moral excellence. It will be in your best interest to thoroughly become familiar with the regulations herein set forth. Upon receiving this handbook, you will become responsible for knowing the rules and policies of our school system. If you have any unanswered questions throughout the year, please feel free to call the office at (304) 648-5566 and we will do our best to help you. We are looking forward to celebrating with you the achievements of our students.

MISSION STATEMENT

Core Beliefs

Tolsia High School believes that ALL students, faculty and community members: Respect, Encourage, Believe, Excel, Lead and Succeed.

Mission

The mission of Tolsia High School is "To Challenge"

Through the Core Beliefs as our values, it is our duty as a school and learning community to challenge everyone to achieve. Our values or core beliefs is incorporated into a school cheer that is shouted out by all, communicated throughout school. It is driving force that guides our school on its mission to challenge and to achieve.

TEACHER, PARENT, AND STUDENT HANDBOOK

SEXUAL HARASSMENT POLICY

The Wayne County School system will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline the student or employee who sexually harasses a student or employee of the school system.

ASBESTOS NOTICE

We have on file at each school and the Wayne County Board of Education office the most recent inspection, operations, and maintenance plan for the control of asbestos in accordance with the asbestos hazardous emergency response act of 1986 (Public Law 995 19). These documents are located in the principal's office. A composite document for Wayne County Schools is located in the office of Matt Stanley, Administrative Assistant, P.O. Box 70, Wayne, WV 25570 or phone (304) 272-5116.

AUTHORITY OF PRINCIPALS, TEACHERS, BUS DRIVERS, COUNTY BOARD

1. Teachers may exclude from class for one class period or school day any student who fails to abide by the Student Code of Conduct. 2. Bus drivers may exclude from the bus in conformity with the WV School Transportation Regulations any student who fails to abide by the student Code of Conduct. 3. Principals may temporarily suspend from school any student who consistently fails to abide by the Student Code of Conduct or who commits a serious violation of the Student Code of Conduct.
4. The Wayne County Board of Education may expel from school any student who consistently and systematically fails to abide by the Student Code of Conduct, who commits a serious violation of the Code of Conduct which the Board feels could cause danger to other persons or property or who the Board believes will not, in the future, behave in accordance with the Student Code of Conduct.

RESPONSIBILITIES

1. The school will provide for immediate notification by telephone or other most immediate means to the parents or guardians of any child excluded from class, suspended from school or placed in in-school suspension, etc. This notice shall be followed by written notice of the suspension or other action to be mailed the next school day to the home of the parent or guardian.
2. Reasonable provision of appropriate educational services to students who are excluded or suspended from class or school shall be made. These shall

include the establishment of in-school suspension and alternative programs. 3. The Wayne County Board of Education shall provide due process hearings in accordance with procedures outlined in the Wayne County Board of Education Policy Manual and shall determine the appropriate length of expulsion or suspension for violations of this policy.

WAYNE COUNTY SCHOOLS STUDENT CODE OF CONDUCT

The Wayne County Board of Education believes it is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education. Most students willingly and routinely adjust their behavior appropriately in school and in the classroom. Some students will exhibit problem behavior and require external reminders or adult intervention. The purpose of the student code of conduct is to provide regulations governing the behavior of students that help promote a positive environment. This code sets forth appropriate standards of behavior for students.

PURPOSE

The Wayne County Board of Education recognizes the need of students, teachers, administrators, and other school personnel to have an orderly, safe and stimulating educational environment. The Wayne County Board of Education recognizes that education means meeting students' needs for learning, thinking, participating, enjoying and belonging throughout their lives. Promoting

effective discipline in the school requires a comprehensive program supported by everyone in the school organization, parents, or guardians, and the community. In order to assure that schools are able to address these needs and to comply with 18-2e-5 of the WV Code, the Wayne County Board of Education provides the Student Code of Conduct.

VISITORS

The school policy is to accept those visitors who have legitimate business to attend to at Tolsia High School. Tolsia High School does not permit students to bring other students or small children to school because it is an interruption to the educational process. Anyone who comes to school must obtain a pass from the principal or assistant principal. Visitors are expected to leave the school as soon as their business is completed. All visitors must check in at the office immediately upon arrival.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill. A substitute teacher is an important visitor whose impression of our school will be carried to the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teachers.

FUNDRAISING

All fund raising activities for school organizations, on campus and off, must have prior approval of the school principal. This is done so that no two groups will have the same project at the same time.

EXTRA CURRICULAR ACTIVITIES A 2.00 AVERAGE IS DEFINED AS THE GRADE POINT AVERAGE TO PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITIES AT THIS SCHOOL

If you do not have a 2.00, you may attend summer school in an attempt to bring up your average. To determine your average: A =4 points, B=3 points, C=2 points, D=1 Point, and F=0 points. Add up the total points and divide by the number of classes you have. Summer classes

HOMEROOM POLICY

A student to move up to the next grade level homeroom he / she must have the following number of credits: 10th grade-6 credits at the end of the freshman year, 11th grade-12 credits at the end of the sophomore year, and 12th grade-18 credits at the end of the junior year.

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, financial aid for beyond high school, and interpretation of test scores, career information, study helps, problems at home, attendance issues, school and / or social concerns, or any question the students may feel they would like to discuss with the counselors.

LOCKERS

The office, for a fee of \$5.00, assigns lockers. Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your

locker. Lockers are not intended to be used as safes. Lockers are the school's property and may be searched at any time, when there is a legitimate reason to do so. Locks removed continually will result in forfeit of locker. Students are encouraged NOT to share a locker with multiple students. The school is not responsible for any loss you may have.

INFORMATION SERVICES

Tolsia High School's media center is open to students from 7:30 a.m.-3:30 pm. The primary function of the media center is to provide resource materials in multimedia formats to support all curriculum areas. All use of media center resources must be curriculum related. No food or drink is allowed in the library. A certified library / media specialist is on duty during media center hours of operation to provide reference assistance, reading guidance, and guidance in use of instructional hardware and software. Students may utilize the media center for research, browsing, or studying. Computer based research materials, data processing, and a wide variety of audio-visual materials and equipment are available for student use. Circulating library materials may be billed for replacement costs when materials or hardware is lost or damaged. Students must obtain permission to visit the media center from their classroom teacher. Admission other than at class time will be at the discretion of the media specialist.

COMPUTER SERVICES

Student use of computers in the computer lab areas and classrooms is a

privilege. Computers are provided for instruction related tasks. Services available include word processing, desktop publishing, presentation support, and online research. All students must have signed copies of the Wayne County School Acceptable use policy and the WV Department of Education application for Educational Internet Account on file with the media specialist before using the school's computer network. This is in accordance with the Wayne County Schools Acceptable Use Policy for Technology and the State of West Virginia Policy 2460 governing use of computers in school. No food or drinks are allowed in the computer rooms.

CAFETERIA

Our cafeteria serves a regular hot breakfast, lunch, and a salad bar. Students are expected to:

1. Enjoy their free breakfast / lunch in the cafeteria.
2. Stand in single line and quietly wait their turn.
3. Keep the tables clean and clear. Return trays to designated areas and put trash in containers.
4. Use proper table and eating manners.
5. Ample seating is provided for all students and students are encouraged to utilize the tables.
6. Tolsia High and Wayne Co. Schools are a part of the free breakfast and lunch program provided by the state of West Virginia.
7. Eat in the commons area or outside as permitted. Food IS NOT allowed in the hallways.
8. Remember breakfast / lunch numbers that are assigned to every student and must be used each day the student eats in the cafeteria.

FIRE DRILLS

Emergency drills are necessary for the

safety of the students and faculty. Everyone should know the specific directions for reading a point of safety from within the building. Fire drill information is posted in each classroom. General rules include: 1. Close windows. 2. Students will follow designated exit instructions, walk single file without talking to an area 100 feet from the point of exit. 3. Stay with your class group for roll call. 4. Teachers shall be the last one out of the room: they will take their roll book and keys with them and call roll when the group is safely away from the building. 5. No one is to return to the building until the principal gives a signal bell. The pulling of a fire alarm without just cause will result in suspension or possible expulsion from school. *NOTE: Emergency drills are serious exercises that could save your life. Please act in an appropriate manner.

SAFE SCHOOLS PLAN

Contingency plans have been created for Tolsia High School in the event of an emergency situation. These plans are on file with Wayne County Board of Education and the WV State Police.

ACCIDENTS / INSURANCE

The school is responsible for only immediate, minor first aid. The school does not pay for any medical bill or hospital bill incurred as a result of such accidents. The parent or guardian is responsible for the payment of such bills. Students are urged to obtain insurance protection against accidents. Insurance applications are handed out by your homeroom teacher at the beginning of school and are available in the office. Any student who is enrolled in weightlifting, JROTC,

advance manufacturing, agriculture, carpentry, welding, or culinary arts is required to have insurance with verification on file to take the course. Student Verification of Insurance forms are given to students in these programs are given to them on the first day of school. Athletes are covered by a secondary insurance plan that will pick up and pay what private insurance does not cover.

EMERGENCY PROCEDURE CARDS

Upon entering Tolsia High School you are required to complete an emergency procedure card. This emergency card needs to be completed and returned to your homeroom teacher the first week of school in order to be properly enrolled. This has important data about you that will help during an emergency. You need to complete this card in order to be properly enrolled in school. This information needs to be updated and correct annually.

CIVIL RIGHTS INFORMATION

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

FIRST AID & MEDICATIONS

No medications are to be taken at school unless a doctor prescribes them. The office is to be notified of medications, which need to be taken on a daily basis. All medications must be kept in the office. Students can obtain a medication form to be filled out by their parents and physician. Students can report to the office for any accidents or injuries, immediate care will be obtained. Parents will be notified.

PHYSICAL EDUCATION / MEDICAL EXCUSES

If for any reason you cannot participate in gym class, a doctor's note must be submitted indicating the length of time you are to be excused.

CURRICULUM

What is a Cluster? Clusters are a large grouping of related careers or occupations. Students choose a cluster in the 8th grade. What is major? Majors are smaller groupings of related careers or occupations within a cluster. Majors are chosen in the 10th grade. What clusters and majors are offered by Tolsia High School?

HEALTH CLUSTER

1. Therapeutic Services

BUSINESS AND MARKETING CLUSTER

1. Information Management

ENGINEERING AND TECHNICAL CLUSTER

1. Construction Technology
2. Welding Technology
3. Advance Manufacturing

ARTS AND HUMANITIES

1. Fine or Performing Arts (Musical

and Instrumental)

2. Visual Design (Art)

HUMAN SERVICES

1. Hospitality
2. Leadership

JROTC SCIENCE AND NATURAL RESOURCES

1. Agriculture Plant Systems
2. Research and Development

What is a Pathway? Pathways are the level of educational skills needed for a student to complete a chosen major.

1. Professional Pathway-for students interested in pursuing postsecondary 4-year degree.
2. Skilled Pathway-for students interested in pursuing a postsecondary 2-year degree, apprenticeship, or military service.

□ Pathways are predicted by a student's math class in 9th grade which are based upon test scores.

How many credits are required for graduation? Students must earn 24 applicable credits to graduate from Wayne County Schools. How are students classified? 1. Freshman- 0 to 5 credits 2. Sophomore-6 to 11 credits 3. Juniors-12 to 17 credits 4. Seniors-at least 18 credits (when entering the 12th grade)

HOMEWORK

Homework is to be used to enhance and reinforce the educational experience of the classroom. Teachers may assign homework for this purpose. Homework may be assigned so that students may spend an average of one to one and one-half hours per evening in homework for the total of their classes. The following policy will be used when students are absent from school for making up missed class work on the day they return to school:

1 day absent-1 day to make up work;
2 days absent-2 days to make up work;
etc. 5 or more days absent require
special permission from the office.

*NOTE: It is the student's
responsibility to see the teacher and
ask for assigned work that has been
missed and turn it in by the allotted
time.

Parents may call the office if a student
is going to be absent more than three
days due to an illness and work can be
collected for that student. Please call
before 9 AM.

Severe illnesses requiring absence for
two weeks or more should result in the
parents contacting the school for the
purpose of a homebound instructor.
Homebound teachers will assign
grades for work completed under his /
her supervision. Call (304) 272-5116
to obtain a homebound application.

WITHDRAWAL FROM SCHOOL OR TRANSFER

If you are moving from or
withdrawing from school you need to
follow this procedure:

1. Consult your counselor.
2. Have the proper withdrawal forms
filled out by teachers, return all
textbooks and library books, and make
sure that no debts are owed to the
school, sport, or organization. Take
completed form to the office for final
clearance by the principal.

STUDENT CODE OF CONDUCT

In order for every student to have the
opportunity to reach his / her potential,

every student in the public schools of
Wayne County shall:

1. Attend school regularly. Attendance
is the 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.
Remember you are a young adult.
9. Adhere to all Standards of conduct
at all times.
10. Academically strive to attain
proficiency in all content Standards &
Objectives.
11. Refrain from the possession or use
of any weapons, illegal drugs, alcohol,
or tobacco products (including E
cigarettes)

STUDENT BEHAVIOR

The following behaviors are
considered unacceptable when as a
result a. The educational process is
disrupted. b. The health, safety, and/or
morals of individuals are threatened or
the rights of the same are violated. c.
The property rights of others are
violated or threatened. d. State or
federal laws are violated.

TARDINESS

The proper operation of the school demands that all of us be punctual for appointments. However, we do accept that sometimes a student may be tardy for class. However, when you have been tardy 3 times for school or any one class period, disciplinary action will be taken. At the beginning of each semester a new count shall be made of times tardy. Excessive tardiness to school will result in the suspension of driving privileges.

VANDALISM

Students engaging in wanton destruction of property of the school shall be suspended and a report may be made to county administration with expulsion assigned to the guilty parties. Public restrooms are for your convenience. Please report any misuse of the restroom to the administration.

ARTICLES PROHIBITED AT SCHOOL

Problems arise every year because students have articles that are hazardous to the safety of others, or interfere in some way with school procedure. Such items include: water pistols, water bottles, knives, lighters, radios, tape players, cell phones, IPODS, MP3 players, pagers, smoke bombs, firecrackers, noise makers, etc. These items will be taken from the student and returned upon parental request after a conference has been held.

FIREARMS

Firearms have no place on school grounds at any times. This includes vehicles parked on school grounds. The administration will request that

any student in possession of firearms be expelled from school and legal action be taken against any student. 5. TOBACCO- There will be no tobacco (including E cigarettes) use on school property. The administration and staff have the right to confiscate any tobacco products students may have in their possession.

CONTROLLED SUBSTANCE POLICY

The use, possession, or state of being under the influence of alcoholic beverages or illegal drugs, or substances by students in school buildings, on school property, or a property being leased by the Wayne County Board of Education or its member schools during school hours, or after school hours at school sponsored activities regardless of whether the student is enrolled in the school sponsoring the event is prohibited. Students found to be in violation of this policy will be disciplined in accordance with Wayne County Public Schools due process procedure.

DRUGS

Students having controlled substances on school property shall be suspended with possible expulsion by the county administration. A petition will be filed with the Wayne County Sheriff Department or West Virginia State Police. This is to be construed to include drugs of any type and alcoholic beverages. Prescription medications should be taken to the office as soon as a student arrives on campus. (See Medications)

FIGHTING

Student fighting poses a serious safety problem, and violators are subject to a

5-day suspension for the first offense, 10 days for the second offense and expulsion from school for the third offense.

VERBAL THREATS

Verbal threats pose a disruption to the school environment and will result in disciplinary action.

FIRECRACKERS

A serious safety problem arises when students use any of the explosive firecrackers that are often available. This cannot be permitted in the interest of student safety. Those who use these shall be suspended and in the event the item is of the most explosive type we shall suspend and request expulsion for the remainder of the school term. Please remember that it is the student's safety we protect.

PROFANITY

At no time shall we allow profanity, cursing, or vulgarity to be used on the campus.

SOCIAL CONDUCT

All students are expected to conduct themselves as ladies and gentlemen while they are at school. This behavior prohibits physical contact, such as hugging, kissing, or any other behavior that is unacceptable in public. Dating is to be done at home, not at school. We accept holding hands only.

LITERATURE

Magazines, brochures, etc., pertaining to obscenity, drug purchases, etc. are NOT permitted on campus.

DRESS CODE: 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, and should not interrupt the learning process. Cleanliness and neatness are essential components to a positive school environment. We expect our students to dress in a manner becoming of young men and women. Any type of attire that attracts undue attention or is considered offensive to others, and thus is disruptive to the educational process is not acceptable. 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. All attire should be modest and appropriate for students. Any mode of dress that interferes with the operation of the school or classroom, creates a safety hazard, hygiene concern, or has any type of obscene writing or picture will be strictly prohibited. This applies to any and all school functions. Failure to abide by the following Student Appearance and Attire Rules (Dress Code) may constitute a cause for disciplinary action. If students violate the dress code, their parent(s) will be called to bring appropriate clothing to school. They will not be permitted to return to class until dressed according to the code.

To these ends, the faculty and administration shall enforce the following standards:

1. All students will be fully clothed, cleaned and well groomed.

2. There will be no bare backs or midriffs showing.
3. Hats, caps, sweatbands, or other head covering will be not worn inside the school building at any time. These articles are to be removed the moment the student enters the buildings.
4. No drooping pants or clothing worn so that underwear is showing. Pants must be worn at the waist and be size appropriate.
5. No pajamas or pajama pants and no blankets.
6. Skirts/shorts must be worn at or longer than four inches above kneecap.
7. No plunging necklines. Necklines must be modest and shirts and blouses buttoned to an appropriate height.
8. No immodest or inappropriately tight fitting clothing.
9. Layering of cameos and tanks DO NOT 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.
10. Tube tops, shirts with cut-off sleeves, half T-shirts, fish net shirts or torn clothing. No jeans with holes above the knee that reveals an excessive amount of skin.
11. Sleeveless shirts must extend to the point of the shoulder and have an arm opening no larger than the approximate size of the arm. No undergarments should be visible through the armhole. Shirts worn outside the waistband must be long enough that no flesh is exposed.
12. No clothing or accessories that contain obscene, suggestive or crude print, pictures, graphics or sayings, references to sex, tobacco, drugs, alcohol or gang related behavior.

SUMMARY OF THE WAYNE COUNTY SCHOOLS BULLY, HARASSMENT, AND INTIMIDATION POLICY

1. Any student who believes he or she has been the victim of any form of bullying, harassment, or intimidation should report the incident to their principal or assistant principal.
2. Any staff member who has or receives notice that a student has been or may have been the victim of bullying, harassment, or intimidation is required to report the alleged acts to the building administrators.

SCHOOL EVENTS

Students are expected to conduct themselves in a proper fashion at a school-sponsored event. No students will be excused for an event during regular school hours unless the principal has given prior approval. Students are to stay in the area where the event is taking place. Any inappropriate conduct will lead to withdrawal of that student from future school events. School events after regular school hours are a part of school activities and students are still responsible for their actions. Fighting and the use of alcoholic beverages, drugs, and tobacco will not be tolerated on school property at any time and violations will be dealt with appropriately. Students suspended from school due to disciplinary action are not allowed to attend after school events (dances, games, etc.).

PROM POLICY

The annual Junior-Senior Prom is a special time in the lives of all

upperclassmen. This event is viewed as “Not Just another Dance.”

Therefore, the event is attended by juniors, seniors, and their guests only. Tolsia High School Administration and Staff will chaperone the event. Guests not enrolled at Tolsia High School must have prior approval from the principal. The guests may not be over the age of 20. Also guests must be in 9th grade.

DRIVING AND ATTENDANCE

The Wayne County Board of Education provides free bus transportation to all Tolsia High School students living within the school district. Driving a car to school is a privilege. Students who drive to school and develop an attendance problem will have their driving privileges temporarily or permanently revoked.

DRIVING AND PARKING OF

CARS Students may drive to school as long as they do not abuse the privilege. Students who drive to school will park vehicles in the student parking lot of the school only. The vehicles are to be locked and remain so until time for departure. Students will not loiter or lounge in vehicles parked in the designated parking area. The front area is for faculty, visitors and school buses only. Cars are not to be used as lockers or for keeping lunch.

Permission to go to your car during school hours must be obtained from the office. Parking out of the designated area, or other abuse of rules will result in driving privileges being revoked. All students are to promptly leave school in an orderly manner upon dismissal, unless after school activity permits otherwise. The

entrance to the parking lot is NOT a racetrack. Appropriate speed must be used when entering and exiting the parking area. Excessive tardiness will result in the loss of driving privileges.

DRIVER’S LICENSE APPROVAL

If a student misses TEN (10) consecutive days or a total of FIFTEEN (15) unexcused days in a school year, he / she will have his / her license revoked, or in the case of new applications, a Proof of Enrollment will not be issued.

TEXTBOOKS and INSTRUCTIONAL ELECTRONIC DEVICES

Textbooks are furnished each year by the county and issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. Lost books are turned in to the office.

CLOSED CAMPUS

Tolsia High School is operated on a closed campus policy. Students are not permitted to leave Tolsia High School for any reason unless approved by the Tolsia High School Administration.

WAYNE COUNTY ATTENDANCE POLICY

The Wayne County Board of Education believes that regular attendance is a requirement for the delivery of formal education to the county’s public school students. The basic intent of this attendance policy is to promote school attendance and meet the individual needs of students to help them reach their potential. Since programs of studies are planned and learning outcomes taught so that each

day's work builds on work previously completed, all students are expected to attend school regularly and to be on time for classes. A direct relationship exists between good attendance, student performance, graduation, and good work habits in the marketplace. Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of each year or upon enrolling in the publicly supported kindergarten program and shall continue to be enrolled in a school system after the seventeenth birthday or for so long as the student shall continue to be enrolled in a school system after the seventeenth birthday. Each parent/guardian is responsible for fully cooperating in and completing the enrollment process for their children.

EXCUSED ABSENCES

Each school is required by the school laws of West Virginia to carefully monitor the attendance of its students. The following definitions shall be used for determining an excused absence. Should a student be absent, all excuses are due to the school administrator within five calendar days after returning to school.

1. Illness or injury of the student with a doctor's written verification.
2. Illness of the student verified in writing by the parent, not to exceed a total of five (5) days per semester. Absences verified by parent become excessive when they exceed five (5) per semester. The School Administrator has the discretion to confer with parent/guardian to verify reasons for absences. In the case of emergency or extenuating circumstances, the School

Administrator may choose to accept parent excuse past the five calendar day limit.

3. Illness or injury in the family when a doctor verifies the student absences as essential.
4. Home fire, flood or other emergency absence approved by the principal.
5. Death in the family with a limit of three days except in extraordinary circumstances. "Family" will be defined as mother, father, grandfather, grandmother, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, or any person living in the same household.
6. Education leaves with prior approval of the principal, which must include prior submission and approval of an educational plan, detailing objectives and activities. Verification of and the implementation of the educational plan is required upon the student's return. Any request for more than five (5) days must be approved by the Board of Education.
7. Routine early dismissal necessary for the student to receive on-going medical care, psychiatric care, psychological assistance, professional counseling, or related personal training if prior approval is obtained by the principal. The submission of a personal treatment or transition plan detailing objectives and activities of the program is required before the principal will consider a "Standing Approval for Early Dismissal" for the requesting student. The principal may require professional verification for such care from the provider of such services. Verification of the student's participation is required upon the student's return to school after such early dismissal.

8. School approved curricular or extracurricular activities.
9. Legal obligations with written verifications.
10. Failure of a bus to run or extremely hazardous conditions.
11. Observations of religious holidays.
12. Handicapped student's absences should be addressed in accordance with the Regulations for the Education of Exceptional Students (WV State Board of Education Policy 2419).
13. Participation in a home/hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement.

UNEXCUSED ABSENCES

Any absences not defined in section of "excused absences" shall be considered unexcused absences.

Unexcused absences may be reported to the Director of Attendance to determine if further action is necessary and will be used for denial and revocation of student driving privileges. Any student that accumulates Ten (10) consecutive or Fifteen (15) total unexcused absences during any school year the driving permit or driver's license will be revoked. Parents have the right to appeal application of this policy through the Appeals Procedures for Citizens (WV Board of Education Policy 17B-2-3).

CLASS TARDIES, EARLY DISMISSALS, AND HALF-DAY CREDIT

Class tardies and early dismissals (unless student has been granted a "Standing Approval for Early

Dismissal") by the principal as defined in "Excused Absences" are viewed as discipline problems and will be handled at each school with reasonable preventions and consequences.

1. Full-Day attendance is being present at least three-fourths of the school day.
2. Half-Day attendance is being present at least one-half of the school day. The student must check in before 11:20 or check-out after 11:20 for ½ day credit of attendance.

MAKING UP MISSED WORK FOR ABSENCES

Within the following time lines, students with absences are responsible for all work missed during absences. There may be no withholding of credit and/or grades unless the student, after given an opportunity to make up work fails to do so. 1. Upon return to school a student will be granted a day of make-up work for each day student is absent. It is the responsibility of the student to request make-up work. 2. If a student is absent from school on the day before a test and the test was announced prior to the absence, he/she must take the examination as scheduled or receive a grade of zero (0). If a student is absent on a test date, he/she has one instructional day after returning to school to take the examination. In order to minimize disruption to the classroom, a teacher may require the work to be made up outside the class.

UNEXCUSED ABSENCES/PARENT NOTIFICATION SEQUENCE

For any student that has been absent for five (5) or more days during the

school year, the principal will audit the record or attendance notes on file. The nature of each absence should be verified in sequence. Should a student be absent for Five (5) unexcused absences cumulatively per year, the disposition of the case will base on West Virginia Code 18-8-4. Furthermore, the parents/guardians will receive notification at Five (5) unexcused absences concerning the students who are in danger of not achieving the minimum amount of instruction needed in order to receive credit for a class. In certain instances, the Student Assistance Team/Appeals Committee will meet, consider special circumstances (i.e., chronic and acute illness, dangerous home conditions, etc.) for consideration of appropriate interventions and to rule on such cases of excessive absences or tardiness, or other concerns that the School Attendance Director may deem necessary. The team will meet at the request of a student, parent, and medical provider.

SCHOOL ATTENDANCE AS A CONDITION OF LICENSING FOR PRIVILEGES OR OPERATION OF MOTOR VEHICLE

Any student at least 15, but less than 18 years of age, who is properly enrolled in a West Virginia public school, who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an Exemption A, B, or K non-public school may request from the Attendance Director. This documentation of enrollment/attendance/Academic Progress status must be provided on a form approved by the WVDE for

presentation to the WV Department of Motor Vehicles when making an application for, or reinstatement of, an instruction permits or license to operate a motor vehicle.

*Any student that accumulates Ten (10) consecutive or Fifteen (15) total unexcused absences during any school year, the driving permit or license will be revoked.

*Maintain Satisfactory Academic Progress stating that three of five credits earned annually must be from the core requirements; identified in WV 126CSR42, WVBE Policy 2510. Should a student's driving permit or license be revoked, the student is required to maintain satisfactory attendance? Satisfactory attendance being defined as no unexcused absences during one complete semester following the revocation of his/her driving permit or license. In accordance with WV Code 17B-2-3 and 17B-2-5, the West Virginia Division of Motor Vehicles shall they deny a license or instruction permit for the operation of a motor vehicle to any person under the age of eighteen who does not at the time of application present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state or documentation that the person:

- (1) is enrolled and making satisfactory progress in a course leading to general educational development certificate (GED) from a state approved institution or organization, or has obtained such certificate;
- (2) is enrolled in a secondary school of this state;
- (3) is a WV resident enrolled in an out-of-state school;
- (4) is excused from such requirement due to circumstances beyond his/her

control; or
(5) is enrolled in an institution of higher education as a full-time student in the state or any other state. No later than Five (5) days after following the appropriate due process from the date of withdrawal, the attendance director or chief administrator of the school system shall notify the WVDMV of the withdrawal from any school of any student fifteen years of age, except as provided in WV Code 18-8-11(d). For the purpose of this section and pursuant to WV Code 18-8-11, withdrawal is defined as more than ten consecutive, or fifteen (15) days total, unexcused absences during any school year. Suspension or expulsion from school or imprisonment in a jail or a WV correctional facility is not a circumstance beyond the control of the person. If suspended, the WVDMV may not reinstate a license before the end of the semester following that in which the withdrawal occurred.

HOMELESS CHILDREN AND YOUTH

These are individuals who lack a fixed, regular, and adequate nighttime residence and include;

1. Children and youths who are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train station, or similar settings.

4. Migratory children who qualify as homeless because the children or youth are living in circumstances as described in the above descriptions.

EARLY SIGN-OUT PROCEDURE

Occasionally a student may have to leave school before the end of the school day due to medical appointments or family emergency. To leave school early you need to follow this procedure: 1. If a student drives himself / herself, the parents must call prior to the time the student needs to leave. 2. Have a principal, assistant principal or secretary make sure you are listed on the sign-out sheet. This is your responsibility. 3. If parents are coming to pick you up, they **MUST** come in the office. Do not call and ask for a student to meet out front. This keeps someone other than parents from picking up students. 4. If a parent is having someone other than himself /herself pick you up, the parent must call and tell the principal or secretary. Students must remember that they are responsible for work missed when they are excused early, and they forfeit all rights to participate in extra-curricular activities for that day.

WORK RELEASE AND EARLY DISMISSAL

Students must have approval from the Wayne County Board of Education to be released any part of the school day.

CLASS TARDIES, EARLY DISMISSALS, AND HALF-DAY CREDIT

Class tardies and early dismissals (unless student has been granted a “Standing Approval for Early Dismissal”) by the principal as defined in “Excused Absences” are viewed as discipline problems and will be handled at each school with reasonable preventions and consequences.

1. Full-Day attendance is being present at least three-fourths of the school day.
2. Half-Day attendance is being present at least one-half of the school day. The student must check in before 11:20 or check-out after 11:20 for ½ day credit of attendance.

MAKING UP MISSED WORK FOR ABSENCES

Within the following time lines, students with absences are responsible for all work missed during absences. There may be no withholding of credit and/or grades unless the student, after given an opportunity to make up work fails to do so.

1. Upon return to school a student will be granted a day of make-up work for each day student is absent. It is the responsibility of the student to request make-up work.
2. If a student is absent from school on the day before a test and the test was announced prior to the absence, he/she must take the examination as scheduled or receive a grade of zero (0). If a student is absent on a test date, he/she has one instructional day after returning to school to take the examination. In order to minimize disruption to the classroom, a teacher may require the work to be made up outside the class.

MAKING UP MISSED WORK FOR ABSENCES AND OUT OF SCHOOL SUSPENSIONS

Within the following timeline students with absences and out of school suspension are responsible for all work missed during their absences.

1. Upon return to school, a student will be granted a day of make-up time for each day the student is absent. It is the responsibility of the student to request makeup work.
2. The student must request make-up work with 24 hours after returning to school. It is the responsibility of the student to request make-up work.
3. Upon teacher approval, additional time may be granted to complete work missed depending upon the type and scope of the make-up assignment.
4. Failure to complete missed work will result in a zero. In order to minimize disruption to the classroom, a teacher may require that missed work be complete outside the regular class period.
5. If a student is absent from school on the day before a test and the test was announced prior to the absence, he/she must take the test as scheduled or receive a zero. If a student is absent on the test date, he/she has one instructional day after returning to school to take the test.

TOLSIA HIGH SCHOOL

#1 Rebel Drive
Fort Gay, WV 25514
Telephone: (304) 648-5566
Fax: (304) 648-5447

Dear Parents / Guardians and Students:

On behalf of the administration, faculty, and staff of Tolsia High School, we invite all students to participate in the Rebel Tutoring Program (RTP) funded by WVDE 21st Century Community Learning Grant. It is our goal at Tolsia High School to assist all students in successfully fulfilling their educational goals.

Tolsia High School practices high expectations in all classrooms while engaging all students in the learning process at his /her greatest potential. The Rebel Tutoring Program was implemented as a safety net and structural system to provide extra time / extra help so that all students can succeed. RTP puts in place a systematic structure to enable students who may lack adequate preparation to complete an accelerated Program of Study that includes high-level academics and technical content.

RTP meets after school each Monday, Tuesday, Wednesday and Thursday from 3:10 to 4:30 P.M. and is available to ALL students throughout the entire school year. Faculty members provide tutoring in Math, Science, English, Drama, JROTC, Band, Chorus, and Sports. The school Media Center becomes a "Homework/ Computer Research Center" along with students staying for Make-Up Tests and / or Re-Testing. In addition to the extra time / extra help, an after-school snack and bus transportation are provided.

We invite and highly encourage all of our students to take advantage of this award winning program. For further information, please contact Reva Wallace, Principal, at 648-5566 (Ext 11).

Sincerely,

R.S. Wallace

Reva Wallace, Principal "Home of the Rebels"

TOLSIA HIGH SCHOOL DISCIPLINE POLICY

SCHOOL DISCIPLINE PROCEDURES

In order to grow educationally, socially, and emotionally, students need to be in an environment in which firm, consistent and positive limits are set, while support is provided for appropriate behavior. Maintaining acceptable school conduct is the responsibility of students, parents, and the entire school staff. Students referred to the office are subject to school disciplinary actions. Students may be referred to the office when other classroom disciplinary measures have failed to correct student behavior. Examples of classroom measures may include warnings, conferences with students, parent communication, and assigned detention from the teacher. Students may be referred immediately when behaviors are extremely disruptive or pose a danger to self and others. The administration of Tolsia High School reserves the right to be flexible with this plan and make decisions based on the details regarding the specific incidences of each individual case. In certain cases, the actions of the students may be reported to the Wayne County Sheriff Department and the school has the option to file charges with the court system. A DMS electronic folder will be kept on each referred student as part of the WVEIS system. Behavior, which disrupts the learning process, is discouraged, and although certain misbehaviors are not major, the frequency can result in substantial disruption. Therefore, the number of referrals to the office can dictate the punishment. Prior to all suspensions,

the principal shall inform the student of alleged charges or accusations and the basis of the charges or accusations in writing. If it is possible or necessary, a parent or legal guardian of the student shall be present at the hearing. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she shall be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called to offer testimony, they shall not be permitted to be present during the testimony of other witnesses. The student shall be allowed to observe all evidence offered against him/her. A record will be kept.

COURTESY AND RESPECT

Students are expected to show:

1. Courtesy and respect for each other.
2. Courtesy and respect for faculty and all school employees.
3. Courtesy and respect for parents.
4. Courtesy and respect for school neighbors.

DRESS CODE: 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, and should not interrupt the learning process. Cleanliness and neatness are essential components to a positive school environment. We expect our students to dress in a manner becoming of young men and women. Any type of attire that attracts undue attention or is considered offensive to others, and thus is disruptive to the educational process is not acceptable.

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. All attire should be modest and appropriate for students. Any mode of dress that interferes with the operation of the school or classroom, creates a safety hazard, hygiene concern, or has any type of obscene writing or picture will be strictly prohibited. This applies to any and all school functions. Failure to abide by the following Student.

PERMISSION TO LEAVE CLASS, TARDINESS, SKIPPING

All students are assigned a place to be every minute of the time they are in the building or on school property. Any deviation from this requires permission. Each teacher must have a set of classroom rules established which must be provided and explained to each student and posted so that it is visible to all who enter the classroom. Minor infractions such as no paper, pencil, homework, etc. should be handled internally within the classroom as per established classroom rules. If these issues become chronic, then further disciplinary action by the principal can result.

Each teacher must keep a record of all incidents and disciplinary action for each student. (Classroom or DMS documentation)

1. To leave the classroom, students must first ask teacher for permission. Only one student is permitted to be out at a time. A note or hall pass that has the teacher's name and time excused must be in the student's possession.

2. To leave during the school day, students must:
 - a. bring written permission from parent/guardian or have parent/guardian sign them out;
 - b. sign out as they leave the building and then they must leave campus;
 - c. Students who leave school without signing out will be considered skipping.
3. Any student taking part in demonstrations, protests, walkouts, etc., that result in the disruption of the normal school day will be subject to disciplinary action which may include suspension from school for 1-10 days with possible recommendation for expulsion.
4. A planned skip day, such as "Senior Skip Day", is prohibited. If the principal determines that a skip day has occurred, all students who are absent on the date of the skip day shall be considered as skipping school on that date unless the student can verify one of the following:
 - a. attendance at the funeral of a family member;
 - b. a medical reason for the student's absence by having his /her personal physician (not receptionist, secretary, physician's assistant, etc.) telephone the principal
 - c. a medical stay at a hospital;
 - d. his/her absence as having been previously approved by the principal.
 Any student who participates in any "skip day", such as "senior skip day" shall attend school through the last regular day of instruction (not including ISE - Instructional Support and Enhancement - Days) in the school calendar and shall take semester examinations in all classes in which they are enrolled. Seniors who do not participate in any "skip day" shall attend their last day of instruction five

(5) days prior to the last regular day of instruction (not including ISE Days) in the school calendar and shall take semester examinations as per county policy and guidelines.

5. Being tardy for class in unacceptable. Repeated tardiness interrupts class. Tardy for class means you are not in the classroom when the tardy bell rings. Being tardy and entering the classroom after five (5) minutes of the class period will be reported as skipping. Repeated tardiness discipline procedures are:
 - The first incident of tardiness results in a teacher warning.
 - The second incident of tardiness results in a communication to the parent or guardian. First via LiveGrades, then by phone.
 - Three (3) cumulative tardies per class in one semester will be treated as a 1st offense and reported. The consequence will be three days of lunch detention.
 - The fourth (4th) tardy to a class will be reported and will result in five (5) days of lunch detention.
 - A fifth (5th) tardy to a class will be reported and will receive one day of In-School-Suspension (ISS).

IN-SCHOOL SUSPENSION (ISS) RULES

1. Students will be called to the office after the first bell in the morning.
2. The student cannot leave the ISS room for ANY reason.
3. In the ISS room students will sit in the study carrels.
4. Students must remain in their seat unless given permission by ISS supervisor to move from seat.
5. No electronic devices are allowed at any time. (ISS supervisor may utilize

technology in any behavior modification assignment)

6. Students will write ISS rules and regulations and keep in their folders.
7. Students must complete the work assigned by detention supervisor.
8. Student will receive one restroom break in the morning and one in the afternoon for a time period of 5 minutes.
9. Lunch will be provided and is to be eaten in the ISS room.
10. Failure to comply with ISS rules will result in further disciplinary action by the principal up to and including Out-Of-School Suspension (OSS).

OUT-OF-SCHOOL SUSPENSION (OSS) RULES

whenever students are suspended (out of school) from any school in Wayne County, they are also suspended from all extra-curricular and co-curricular activities at the school during the inclusive dates of the suspension. Suspension from extra-curricular and co-curricular activities shall become effective immediately upon notice to the students of their suspension from school. If the students' suspension dates from school include a weekend, holiday, or other dates that school is not in session for students, the suspension from extra-curricular and co-curricular activities is all-inclusive (includes all dates/activities) from the day/date the students are informed of the suspension through the last day/date that the students are suspended from school. For example, if a student is suspended from school for three days for something occurring on a Wednesday and school is in session on the following Thursday, Friday, and Monday, the suspension from extra-curricular and co-curricular

activities begins on that Wednesday and continues through the following Monday. The student can then return to school on Tuesday and participate in extra-curricular and co-curricular activities on that Tuesday as well. If a student receives a suspension from school near the end of a school year and there are not sufficient school days remaining in the current year's calendar for the complete suspension to be served, said suspension shall carry over to the following school year's beginning instructional term. The student would not, however, be suspended from extra-curricular or co-curricular activities during the summer months when school is not in session. The remainder of such a suspension from school and from extra-curricular and co-curricular activities would be completed starting with the first day of the instructional term of the following school year at the school the student is then attending. Whenever students are suspended from school, the principal shall inform the students and the students' parent/guardian of the length of the suspension from both school and from extra-curricular and co-curricular activities. Questions about such suspensions should be directed to the school's principal.

COUNTY AND STATE POLICY WILL SUPERSEDE ANY AND ALL TOLSIA HIGH SCHOOL POLICIES.

SCHOOL-PARENT COMPACT

The Tolsia High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2017-2018.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS School Responsibilities

The Tolsia High School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

Fall and Spring Semesters TBA

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

Progress Reports each 6 wk grading period.

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Parent/Guardians can call and schedule apt. with staff.

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

Contact Main Office for volunteer opportunities or to visit and observe classes.activities at School.

Parent Responsibilities :We, as parents, will support our children's learning in the following ways: * *Monitoring attendance.*

- *Making sure that homework is completed.*
- *Monitoring amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*



We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.]*

The Tolsia High School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs

(participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Tolsia High School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

Reva Wallace

School

Parent(s)

Student

