

The purpose of the **AGENDA** book is threefold:

1. To provide a quick reference to the rules and regulations governing our school;
2. To help you with your organizational skills and study skills by providing a place to record daily homework assignments, reminders of test dates, project due dates, etc.; and
3. To maintain a record of leaving a class early to go somewhere else; assigned detentions; signed documentation to allow late entry to class, etc.

You must carry your **AGENDA** book with you AT ALL TIMES. It is YOUR responsibility to follow the rules listed and to utilize this book for its intended purposes only.

This book has been assigned solely for your use. STUDENTS MAY NOT SHARE AGENDA books. If you lose it, you will be charged \$5.00 for a new book.

2016 - 2017

STUDENT AGENDA

This Agenda belongs to:

Name: _____

Grade: _____ **Advisor:** _____

TYLER CONSOLIDATED HIGH SCHOOL

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ACTIVITY BUSES

Two (2) evening buses are provided throughout the school year for students who are involved in school sanctioned after-school activities.

This service drops students off only at designated main route locations, at designated times established by the Transportation Director.

The use of these buses is restricted to students involved in school activities, either extra-curricular and/or academic in nature. Staying after school to socialize or to take the place of a “sitting” service is not permitted. Any student who takes advantage of this service, or does not follow the prescribed rules governing after-school activities, will have the privilege of riding this bus revoked.

Before the buses arrive, all students must be at their activity or in the commons—nowhere else.

Teacher supervision is offered only until the activity buses depart. Any student not riding an activity bus needs to leave school grounds immediately after his/her activity ends. Unless under the supervision of a teacher involved in an approved activity, all students need to be off school grounds as soon as these buses leave.

ACADEMIC AWARDS CEREMONY

The following criteria is used to calculate student eligibility for the Peoples Bank Academic Awards Ceremony:

1. The top 15% of the class.

2. All 4.0 students.

3. Grades are calculated at the end of the 1st Semester.

ADVISOR/ADVISEE

Students are assigned a Teacher Advisor during the 9th grade year and keep the same Advisor until graduation. The Advisor's role is to provide academic guidance and to serve as a resource to students for questions, advice, etc.

ANNOUNCEMENTS/AM BROADCAST

Channel One News Program runs every morning in each classroom from 8:00 a.m. – 8:10 a.m.

The morning student broadcast runs every day during the last five minutes of 1st period – 8:55 a.m. Students are responsible for knowing information announced over the Broadcast.

ARRIVING LATE/LEAVING EARLY

Students arriving late to class after the 8:10 a.m. bell will be considered tardy. Any student coming late to school must report to the Asst. Principal, who will assign Detention or ALOP, based on the number of tardies. Students needing to leave school prior to dismissal at 3:21 p.m. must present a note to the Principal (or designee) explaining the reason. The Principal (or designee) has the authority to refuse a request for early dismissal, if deemed unnecessary. No student will be released to anyone other than the parent/guardian, grandparent or the two people listed on the emergency card (except in a true emergency).

ASBESTOS INSPECTIONS

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The Agency requires all schools to inspect their buildings and facilities, and to identify, sample and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parents, teachers and employees of schools where asbestos is found, be notified. This requirement will be a part of an inspection and management plan that will be on file at each school.

Tyler County Schools has conducted an inspection of the entire school facilities. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulation of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it is eventually removed.

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all of the school areas are safe and free of asbestos fibers.

ASSEMBLIES

Assemblies are planned periodically as special events to enrich the academic experience. Assembly behavior requires special attention to etiquette and good citizenship. Unacceptable conduct includes: whistling, uncalled for clapping,

yelling names, excessive talking, etc. Students not conducting themselves properly will be removed from the assembly and be denied the privilege of attending future assemblies. Students may also be denied the privilege of attending an assembly due to behavior problems, ISS, or OSS.

ATTENDANCE

Regular attendance is a vital factor in school success and is a responsibility shared by the school, the student and parents. In all cases of absence, whether excused or unexcused, it is the responsibility of the parent to send a signed note to the school within two (2) days of return explaining the reason for the absence. Ten (10) unexcused absences in a school year shall result in the Attendance Director serving written notice to the parent or guardian that a conference is mandatory. If the parent/guardian fails to report to the school as specified, the Attendance

Director shall file a formal complaint against the parent/guardian with a county magistrate or the county probation officer. Continued absences after legal notice has been served may result in the requirement to attend the Alternative Learning Opportunities Program in order to receive and complete assignments. Every student receives, at the beginning of the school year, an attendance policy brochure that explains the rules governing attendance.

State Board Policy 4110-10 clearly defines what is acceptable as excused and unexcused absences. State, county, and school procedures concerning attendance will be followed.

Excused absences will be for one of the following reasons:

- Illness

- Family emergencies

- Pre-arranged dental or medical appointments with an excuse from the dentist or
doctor

- Failure of the school bus to run (student not counted absent)
 - Religious observances

 - Authorized school activities

- Other pre-arranged principal approved absences

Unexcused absences include, but are not limited to:

· Absence from school with the parent's approval for reasons other than those

listed above

· Leaving school without the principal's permission

· Truancy

· Missing the school bus

· Failure to bring a note of explanation from the parent within two days of the

student's return to school

Any student who has ten or more unexcused absences may not be permitted to attend certain extra-curricular events. Some examples would be pep bus trips, dances, class trip, etc.

BUS PASSES

Only the principal or designee may sign approval of a bus pass if written permission by his/her parents has been submitted. Parent telephone requests for bus passes will be granted only upon emergency circumstances.

CLASS DUES

In an effort to decrease the number of school fund raising demands upon our

communities and still be able to produce a quality prom, graduation, and senior trip, class dues will be collected from each student.

All students will be charged class dues annually in the amount of \$15.00. Students must have their dues paid in order to attend all dances, senior trip, **and/or run for class officer.**

CLASS RINGS

Class rings may be ordered during the 10th grade year through the school's vendor.

CLOSED CAMPUS/LEAVING CAMPUS

West Virginia state law dictates complete school responsibility for student supervision for the entire length of the school day. To adequately provide this supervision it becomes necessary to restrict students to the campus for the duration of that day.

Students are not permitted to leave the school grounds at any time during the school day without permission from the Principal or designee. If one drives and must leave the building due to illness or any other emergency, he/she must sign out at the office and have parent permission.

Students will be released only to parents, grandparents or the two persons listed on the parent signed emergency card. Students must be personally signed out by one of the aforementioned.

CLUBS

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers with the help of the adviser.

COLLECTION OF DEBTS

Any debt to the school incurred by a student must be promptly paid. Student records will be

held if the student has a debt for lost or damaged textbooks, library books, lost or damaged athletic, club, or fund raising merchandise or money not returned, damages to school property, and/or lunch bills. All appropriate legal avenues will be pursued to collect debts.

COLLEGE VISITATIONS

Seniors wishing to visit a college or other post-secondary institution are permitted up to three (3) excused absences for this purpose. The appropriate form must be picked up in the guidance office and approved by the principal prior to the visit. Juniors may be permitted a college visit, if deemed necessary for scholarship purposes. For the purpose of determining exemption from taking semester exams in elective classes, an absence for a college visit shall not count as an absence.

COMMUNICATION/ELECTRONIC DEVICES

In order to maintain an appropriate and effective school environment, communication/electronic devices shall not interfere with the daily educational process. For the purpose of Tyler County Policy: JB, communication/electronic

devices are defined as cell phones, pagers, cameras, camera phones, flashing devices or any other device powered by electricity/battery that has the potential to

cause distractions from and/or interruptions to the daily educational process and safe transportation of students.

The use and/or display of communication/electronic devices will be prohibited during the school day. This applies to students riding school buses. These

communication/electronic devices may be used with the prior approval of the school Principal when their intended use relates to an educational or medical purpose, or with the approval of the school bus operator to arrange parent pickup times, if an unanticipated change in schedule occurs in route.

A violation of the Communication/Electronic Devices Policy will result in confiscation by the

Principal or bus operator, and possible suspension from school, or from the bus, depending upon where the offense occurred.

The first time an electronic device (defined above) is taken, the principal (or designee) shall keep that device for five (5) consecutive school days. The device will be released only to the parent/guardian after the fifth day. If the electronic device is taken more than once, it will be confiscated and kept for ten consecutive school days, after which it will be released to the parent/guardian.

If a student or parent of the student refuses to allow the school to confiscate the phone, the following rules shall apply. The first offense will be a three (3) day expulsion from school. The second offense will be a five (5) day expulsion from school. The third offense, and every offense afterwards, will result in a ten (10) day expulsion from school.

If a student is caught using a cell phone during school, and there is reasonable suspicion that a school violation or criminal act has occurred, their phones may be searched. These suspicions may include, but are not limited to, texting school work or test questions to other students, taking inappropriate photographs, or making contact for distribution of a controlled substance.

Students are permitted to use their cell phones after the school day is complete. This includes after school activities such as dances, games, intramurals, etc. Students may also use their cell phones on the bus when returning from extra-curricular activities to help arrange parental pickup times. The trip supervisor/coach will determine and communicate to the students when they may make such calls. Inappropriate use of communication/electronic devices during these times (prank phone calls, inappropriate picture taking, etc.) will result in the immediate confiscation of the equipment by the principal or bus operator, possible removal of cell phone privilege, and possible suspension from school.

COMMUNITY SERVICE RECOGNITION GUIDELINES

Each year, TylerConsolidated High School recognizes students who have contributed their time and effort to improve their communities. Community Service is **not** a requirement; however, students who perform **school-certified activities** receive recognition at the annual awards ceremony. Many colleges and organizations offer scholarships based on hours of community service, and it is a requirement for membership in some school organizations. While

Community Service is not a requirement for graduation, it may be required to be a completer in some Career Technical Education Programs.

Guidelines for Community Service:

1. Organizations who wish to offer Community Service credit for an activity must have approval of the Student Council Community Service Committee.

2. Students who want to receive credit for activities that they complete as

individuals should have such activities approved by the Student Council

Community Service Committee.

3. To earn the Community Service award, each student must complete at least 20

hours of approved Community Service by supporting at least three (3) different

organizations. In addition, not all 20 hours can be earned through donations.

4. Approved activities must be open to all TCHS students.

5. Examples of approved activities include:

· Assisting with any activity that benefits members of the community through

some non-profit organization.

- Assisting those individuals in the community who cannot perform necessary

activities themselves. However, CS credit is awarded only if no monetary

compensation is received.

6. Examples of activities that **would not** be approved include:

- Working on activities that do not benefit anyone other than those involved with

school-related organizations or activities. (Example: decorating for dances,

sweeping the floor at ball games, etc.)

- Doing anything for family members as individuals or as part of for-profit

businesses

- Assisting for-profit organizations, whether or not monetary compensation is

given.

7. Credit may be given to students who assist with the results of catastrophic events. A responsible adult must apply for credit on behalf of the students after the service is performed.

Students who would like to apply for Community Service recognition should pick up reporting forms from Mrs. Grover in room H120, have it signed by a sponsoring adult, and returned to Mrs. Grover in a timely fashion.

Organizations who would like their activity approved should contact Mrs. Grover in advance of the activity (if possible) to receive a form to fill out for school advertisement. Questions can be directed to Mrs. Grover at 758-9000.

The following lists contain approved community service programs for Tyler Consolidated High School students. Additional service opportunities may be announced and posted on the service bulletin board throughout the school year, Students who have questions regarding community service must see Mrs. Grover.

Service in the county sponsored by the following organizations:

Cancer Society Relay for Life

Marblefest

Jr. Athletics of Sistersville

4-H CampVolunteers

Middlebourne Youth League

“Hooked on Fishing”

Young Ethical Sportsmen

Teen vs. Tobacco

MiddlebourneCommunity Center

TylerCounty Museum

Tyler County Head Start

Sistersville Jaycees

StealeyGreene Community Center

Health Raisers

SistersvilleCare HavenCenter

Adopt a Highway

Family Resource Network

Jug 5K Walk/run

Sistersville Heritage Foundation

Summer Church camps

TylerCounty Fair

OhioValley River Sweep

Lincoln Day Dinner Banquet

Sistersville Heart Walk

Community Vacation Bible Schools

Girl/Boy Scout Camps

SistersvilleHospital Fitness Camp

Cemetery Clean-ups

VFW

Safety Carnival

Sistersville Oil and Gas Festival (no concessions) Adams House

Tyler County/Sistersville Alumni Banquets

Autism Speaks

Olive Branch Animal Reserve & Refuge

MiddleIslandGarden Club

Sistersville & Middlebourne Libraries

Momentum Performance Materials

Alma Fire Dept. Ladies' Auxiliary

Tyler Revitalization Assoc.

Middlebourne Business & Service Org.

Tyler County Master Gardener Assoc.

Friendly Lions Club

Tyler County Farmers Market

TylerCounty Youth Soccer Program

TylerCounty Emergency Management

Service outside of the county:

New MartinsvilleHealthCare Center

Linus Project

Cancer Society Walk for Life

Salvation Army Bell Ringer

Collect pop tabs for Ronald McDonald House

Habitat for Humanity

Smoke on Water and PadenCity Foundation 5K Run/Walk

Little LambsPre-School

Service within Tyler County Schools:

Assisting MS sport activities with approval of event coaches

AIB After School program

AIB/SES Energy Express

Parent-teacher conferences

SES Halloween Carnival/tutoring program

Service at Tyler Consolidated High School:

Peer tutoring

Open House

Assisting at athletic events with approval by event coaches

College Night

Canned Food Drive

Saturday Recess

Blood Drive Donations

Assisting with Prom, Baccalaureate & Graduation activities, with approval from
sponsoring faculty

Summer Camps

Recycling

Service hours should be turned into Mrs. Grover in a timely fashion. The last day for seniors to turn in service hours for the school year is the first Friday in May of that year. The last day for underclassmen to submit service hours for the school year is the third Friday in May of that year. Any hours submitted after these dates will be counted on the following school year.

COUNSELORS

Two Guidance Counselors are available to assist students with questions regarding class scheduling, career choices, social problems, and crisis situations. Students are encouraged to make use of these professionals by arranging for an appointment through the Guidance Office. For 2016-17, Mrs. Stollings is the Counselor for freshmen and sophomores, and Mrs. McCoy is the Counselor for juniors and seniors.

CYBERBULLYING

Cyberbullying in schools is relatively new, paralleling the proliferation of electronic communication devices. Just like traditional bullying, cyberbullying can continue off campus. Courts generally agree that school districts are within their legal rights to intervene in cyberbullying, even if initiated off campus, if those incidents result in a substantial disruption to the educational environment. Bullying and cyberbullying can persist at any time of the day or week and be broadcast to a much larger audience.

Students must follow three basic rules:

1. Any student who uses a school-provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school grounds or at a school-related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
3. In any instance in which cyberbullying creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary proceedings.

Any violation of these regulations shall result in the loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by Board policy, or possible prosecution through the judicial system.

DANCES

All out-of-school dates, either from other schools or recent graduates (within 2 yrs.) must be signed in, a week in advance, at the office and can only attend at the discretion of the Principal. Standards of behavior are the same as those for any other school activity. Middle school students or high school dropouts, regardless of age, are not permitted to attend high school dances.

Students may be selected to no more than one dance “court” during the school year.

DELIVERIES TO SCHOOL

Due to the shared nature of the high/middle school offices and a large student population, deliveries to students will not be accepted. This includes flowers, balloons, or any other good luck or congratulatory item.

DISCRIMINATION PROHIBITED

As required by federal laws and regulation, the Tyler County Board of Education does not discriminate on the basis of gender, race, color, religion, handicapping condition, marital status, or national origin in employment or in its educational programs and activities. Inquires may be referred to the Title IX Coordinator, or

Section 504 Coordinator, Tyler County Board of Education, Box 25, Middlebourne, WV26149, telephone number 758-2145, or the Department of Education’s Director of the Office for Civil Rights.

DRIVING REGULATIONS

Students wanting to drive to school must have a Driver’s form completed and signed by their parent, and return it to the Asst. Principal. If approved, the vehicle must be parked during school hours, in the designated student parking area. Student drivers must arrive no later than 8:05 a.m. On entering the student parking lot, turn right and proceed around the perimeter of the lot. Follow the arrows to a parking space.

The parking lot is NOT for recreation/socializing. All students are to exit from the vehicle immediately and report to school. At the end of the school day, students are expected to leave the parking lot immediately, in an orderly fashion at the direction of the teacher on duty. When buses begin their departure, all cars must stop in the parking lot and wait for all buses to exit the bridge. Students who wish to move their vehicle to the back parking lot may do so after 3:45 p.m.

No public display of affection is permitted in the parking lot. All other school rules also apply to the parking lot.

The school parking permit must be displayed, without obstructions, on the rearview mirror while parked at school.

School officials may search a student's vehicle if they have reasonable suspicion that the search will disclose evidence that the student has violated or is violating either the law or school policy.

Violations of the rules listed above and/or the following rules will result in temporary or permanent revocation of driving privileges:

- Speeding or reckless driving on the highway coming to or from school

- Speeding or reckless driving on school property

- Being in a vehicle during school hours

- Repeated tardiness to school while driving

For safety reasons, if Tyler County is operating on a one or two hour delay, school administrators urge students not to drive their own car. Please take the school bus like everyone else.

Lunch bills must be paid in full before a student can receive a proof of enrollment form.

Students cannot receive a driver's permit without this form.

EDUCATIONAL/VACATION LEAVE FORM

Any student planning on vacationing during the school year needs to get an educational leave form from the office and have it completed at least three weeks prior to the trip. You will need to complete a planned project and present it to your class upon your return. These procedures must be completed in order for the absences to be excused. Please keep in mind that while the days will be excused, it will still count against you for elective exams.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and current address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of two adult family friends or relatives who will assume temporary care of the student if the parent cannot be reached.
5. Physician's name and phone.
6. Medical alert information.

7. Both parents(guardians)signature

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Students must notify the school secretary

immediately if there is a change of address or telephone number during the school year. **Failure to maintain an updated emergency card will result in assigned detentions.**

EXTRACURRICULAR BEHAVIOR

Students are encouraged to participate in and be spectators at extracurricular activities. Student conduct at extracurricular activities is expected to be above reproach as they are responsible to the school for their actions. Those misbehaving in any manner (drinking, fighting, vulgarity, disrespect, etc.) will receive disciplinary action including the possibility of removal from participation or attendance at future events.

EXTRACURRICULAR ELIGIBILITY

In order to participate in the extracurricular activities to which this policy applies, a student must maintain a 2.0 semester average. A 2.0 average is a grade point average (GPA) of 2.0 or better on a scale when an "A" mark earns 4 points, a "B" is awarded 3 points, a "C" is worth 2 points, a "D" is given a value of 1 point and an "F" is worth 0 points.

In order to be eligible to participate in or attend any extracurricular activity, a student must have been in attendance for the entire school day on the last day that school was in session prior to the event. The principal may make an exception to this restriction for a partial day absence if the circumstances were unavoidable.

FIGHTING

Fighting is strictly forbidden in the school or on campus. This includes evening extracurricular events. Breaking this rule will result in an immediate and automatic suspension from school and a conference with the student's parents. If injury results from a fight, the police

will investigate. Students who antagonistically verbalize

with other students (fussing, etc.), which result in a physical altercation, are subject to suspension.

The administration will attempt to determine if one or the other student involved was the aggressor. If an obvious one-sided fight cannot be determined, both students will be suspended.

FOOD AND DRINKS

Food and drinks, except bottled water, are not permitted in the academic wings.

They are restricted to the commons and the outside eating areas.

FOOD SERVICE/CAFETERIA RULES

The commons eating area has been designed and furnished to provide a comfortable and relaxed eating area. Students are encouraged to utilize the food service program for both hot breakfast and hot lunch. The same general rules for behavior apply in the cafeteria as in the classroom. All lunches (hot and cold) must

be eaten ONLY in this area, unless approval has been granted to eat in a teacher's

room.

Lunch bills must be paid monthly.

Students

Adults

Extra milk is \$0.40

Breakfast \$1.25

Breakfast \$2.40

Lunch \$1.75

Lunch \$3.40

The U.S. Department of Agriculture prohibits discrimination against its' customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille,

large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

RE: Chemical Treatment for Insects and Pests

Please be advised the Tyler County Board of Education contracts out pest and insect infestation treatment to a licensed pest control contractor. Building treatments occur during the summer months and when necessary during the school year. No pesticides are ever used when children are on school grounds.

If you wish to be informed of any chemical used for pest infestation and/or treatment during the school year, please contact your child's school. A pest control

management notebook is kept at each school's office for public information disclosure.

Tyler Consolidated is an asbestos free facility.

ILLNESS & INJURY

In case of illness or injury, a student will be cared for temporarily by the nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the hospital emergency room. The Emergency Squad will be used when deemed necessary. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

LOCKERS

Lockers are the property of the school and may be checked at the discretion of the administration if there is reasonable cause.

LOST AND FOUND

Students who find lost articles should take them to the main office where they can be identified and claimed. Students should check regularly if they have

something missing. Items not claimed within a reasonable time will be discarded.

MAKE-UP HOMEWORK REQUESTS

It is the student's responsibility to make up work that he/she has missed while absent. All students are responsible for obtaining all assignments from their teacher(s). Students who miss classes because they are participating in school functions are entitled and required to make-up work.

Students will receive two (2) calendar days to make up work for the first day missed, and one (1) additional day for each consecutive absence thereafter. There may be withholding of credit and/or grades if the student, after given opportunity to make up the work, fails to do so.

A parent may request make-up work for students who will miss an "extended" period of time. Requests may not be considered for absences that will not extend beyond two consecutive days.

MEDICATIONS

Per WVDE Policy: 22422.8

No internal medication can be given to a student by school staff members without

written permission from the student's parent or guardian. Medication must be labeled with the student's name, dosage and times to be administered. Students need to drop all medication off with the school secretary first thing in the morning. Please use the medication order form, which can be obtained from the school nurse or secretary, and attach it to the medicine with relevant information.

MISCELLANEOUS "DO NOTS"

Public display of affection, smoking on school property, obscene language, and disrespect toward school personnel or property will not be tolerated. Radios, skateboards, games, pocket knives, chains, musical devices, etc. are contrary to the

learning environment and are not permitted at school. Such items will be subject to confiscation.

Taking care of our school campus is everyone's responsibility. Not littering, not walking on grassy areas, and not wearing street shoes on gym floors are within expected student behavior.

Students are not permitted to use the elevator unless authorized by the administration.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an organization that will promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academic endeavors, leadership, honorable and admirable character, as well as service that demonstrates the member is willing to

use talents and skills for the improvement of society. The Honor Society chapter

provides individual members the opportunity to share their talents with other students, their school and their community, upholding the motto of the National Honor Society, "Noblesse Oblige".

1. The chapter name is Tyler Consolidated National Honor Society.

2. Students wishing to apply for NHS **must have attended TCHS for one full semester** and meet the following selection criteria in the areas of scholarship, leadership, service and character:

A. Scholarship: A 3.5 cumulative grade point average on a straight scale with no

rounding after the fourth semester or sixth semester.

B. Leadership: Students must hold or have held a position of leadership in some organization or activity within Tyler County or at Tyler Consolidated High School.

C. Service: Students applying after four semesters must have completed forty hours of community service. Sixty hours of service is required for those students applying after six semesters.

D. Character: There are 6 pillars of character: Respect, Responsibility, Tardiness, Trustworthiness, Caring and Citizenship. Students who have been suspended (**ISS or OSS**), assigned 2 or more detentions per semester, display continued disrespect, **including cheating** or have been under legal probation will forfeit their opportunity for selection. The standard National Honor Society form as written in the National Honor Society handbook published by NASSP will be completed by prospective members. Each student identifies extracurricular activities, community service hours completed, leadership positions held, work

experience, awards and honors received. Prospective members must meet

application deadlines completely. Failure to do so forfeits the student's

eligibility. A written proposal for a community service project must be

submitted with the applications. If selected the student must complete their

proposed project by May 1st.

3. All National Honor Society members must maintain a 3.5 grade point average, earn the community service award and complete 25 hours of individual community service, display good character at all times and complete more than 50% of the group community service projects to retain membership.

OFF-LIMIT AREAS

High school students are restricted from the middle school side of the building at

all times. The only exception will be if their class schedule requires them to be there. All mechanical rooms, kitchen areas, and teacher workrooms are not to be entered by students, unless under the supervision of a teacher. All students are to

remain in the designated dining areas during lunch periods.

PERSONAL APPEARANCE

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming which is determined by the Principal as possibly being disruptive to the teaching/learning climate will not be permitted.

1. Shirts must have sleeves and be of length that they could be tucked in at the waist. Shirts advertising such things as alcoholic beverages or tobacco, or clothing with printings in poor taste may not be worn. Tops must also not expose a female's chest area.
2. See-through clothing, such as sheer blouses or fish net shirts may not be worn.
3. Shoes must be worn.
4. No conspicuous or ridiculous costumes may be worn.
5. Hats, caps, headbands may not be worn.
6. Sunglasses are not to be worn in school unless prescribed by a physician to be worn indoors for medical reasons.
7. Shorts that are mid-thigh in length are permissible (mid-thigh means right about the knee). Spandex and yoga pants may not be worn unless worn with suitable over garments.
8. Chains, dog collars, and other jewelry that could be used as a weapon may not be worn.
9. No holes or distressing above the knee.

10. Students dressed inappropriately will be given a clean T-shirt to wear during the school day.

PROM

The Junior/Senior Prom is the social highlight of the school year. To ensure an enjoyable time for all involved, certain regulations must be in place.

1. Dance hours will be 7:00 p.m. – 11:00 p.m.

2. Students leaving the dance or any after prom activity will not be readmitted.

3. School rules dealing with school activities are in effect at the dance and at after-prom school-sponsored activity.

4. Non-TCHS dates must be registered with the principal and signed in at least five (5) days prior to the dance. **Permission to attend will be determined by the Principal.** Guest age will be a critical issue in determining approval. A general

rule of thumb is that a student who graduated more than 2 years prior or over the age of 21, is too old for a high school prom.

5. TCHS students are responsible for the actions of their guests.

6. Students below the 10th grade or dropouts are not permitted to attend prom, under any circumstances.

7. Relatives of a student are not eligible to attend as an “out-of-school date”.

RELEASE OF DIRECTORY INFORMATION

Tyler County Schools Directory Information may include the following

information on students: Name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height, members of athletic teams, dates of attendance, degrees and awards received and the most recent educational institution attended by the student, and other similar information, including photographs.

Directory Information to Armed Services recruiters shall include a student's name, address, and telephone number of juniors and seniors. This information must be used solely for armed services recruiting purposes and for informing students of scholarship opportunities through the Armed Services.

If a request is received from the Director of the Mountaineer Challenge Academy for high school dropouts, that information, including the former student's name and address shall be disclosed if neither the student or their parent opted out of disclosure of directory information prior to leaving the school system.

The Tyler County Board of Education shall give public notice of its intent to

release directory information to media outlets, Armed Service recruiters, or Mountaineer Challenge. The Family Educational Rights and Privacy Act, the means of public notice shall be on the Board of Education website declaration that is

permanently displayed. (<http://tchs.tyle.k12.wv.us>) Any parent of a student under age 18 or any student 18 or older may prevent the release of this information in whole in part by filing a written objection with the Superintendent, P.O. Box 25, Middlebourne, WV 26149. Refusal forms must be completed and returned to the Principal by September 20th of each school year. Forms for this purpose may be obtained at the Principal's Office.

REPORTING TO SCHOOL

Students will go to their lockers after dismissal from the Commons area at 7:55 a.m. First period officially begins on the 8:10 a.m. bell. Student drivers may report directly to 1st Period no later than 8:05 a.m.

SCHEDULE CHANGES

Students may make adjustments to their schedules during the first two weeks of each semester by following this process:

1. See guidance counselor for an add/drop form
2. Complete form
3. Have form initialed by teacher(s) affected by change
4. Have form signed by parent or guardian

5. Return form to counselor

Students who experience special circumstances may apply to the administration

for a waiver of this policy. Low grades in a course do not warrant classification as special circumstances.

SCHOLARSHIPS/FINANCIAL AID

The guidance office annually develops a list of scholarships. This list includes the criteria for scholarships and the method of selection. An overview of the financial aid process and available scholarships is presented annually at an evening meeting for juniors, seniors and their parents. Students are responsible for seeking and completing applications. Late applications will not be considered. The daily

broadcast includes announcements of scholarship deadlines.

SCHOOL DAY

The regular school day begins at 8:10 a.m. and classes are in session until 3:21 p.m. Students are asked not to report to school earlier than 7:30 a.m., unless riding a school bus. Students will enter the building through the Tower Hall doors.

Students arriving before 7:55 a.m. are to report to the commons. Any student, not riding a school bus, will be considered tardy if entering the building after 8:00 a.m.

SCHOOL INSURANCE

All students participating in any extracurricular activity must have parental or school insurance. If they do not have insurance, the school assumes no responsibility whatsoever in case of an accident either during the regular school day or during the extracurricular activities. School time and 24 hour insurance will be offered at the beginning of each school year. Parents are encouraged to take

advantage of this service due to the cost of medical care.

SCHOOL LETTER QUALIFICATIONS

Athletic Letters

The criteria for earning a varsity athletic letter are specific to each sport.

Determination will be made considering such things as total number of varsity quarters played and total number of varsity games, matches, or meets played in. At the start of each season, the head coach will make known the criteria to earn a varsity letter.

The Varsity Cheerleading Squad is required to take part in Regional SSAC and OVAC competitions. Unless there is a medical excuse, failure to participate in these competitions will result in not lettering for the season. (Other competitions may be added by the coach).

Academic Letters

General Academics:

1. Students must have a cumulative grade point average of 3.5 at the end of the fifth six weeks of the school year.
2. A grade lower than "C" automatically disqualifies a student.
3. MOVTI grades count only once.
4. Semester grades and/or summer school do not count in determination of Academic Letter GPA.

5. Transfer courses with incoming students will be weighted by the Principal on receipt of transcript for Academic Letter only.

6. At the end of the fifth six-weeks, Academic Letter averages will be calculated by adding each of the five six-weeks averages together and then dividing by five.

7. No more than 15 absences at the end of the fifth six weeks of the school year are permitted.

Choir Letter

1. Must maintain an A for all six grading periods.

2. Must attend ALL performances.

3. Must demonstrate leadership and a positive attitude with the group.

4. Must attend Solo & Ensemble Festival.

Band Letter

1. Complete one full year of band.

2. Maintain at least a 77 percent average in band class.
3. Attend all required public performances and rehearsals.
 - A. May not receive an unexcused absence for a performance.
4. Demonstrate positive conduct:
 - A. Toward other band members and instructors
 - B. When in uniform
 - C. While representing school and community
5. Demonstrate professional qualities in the areas of punctuality, rehearsal techniques, public performance, and appearance

SCHOOL MISSION STATEMENT

The mission of Tyler Consolidated High School is to make it possible for ALL students to become self-supporting, contributing and caring citizens.

SCHOOL GOALS

1. Lunch tutoring will be accessible to all students in grades 9-12, beginning in mid-September through mid-May.
2. All students will master the WV Content Standards as measured by Smarter Balance.

SCHOOL SONGS

KNIGHTS FIGHT SONG

We are the mighty Knights

Hear us cheer

The hometown folks all know our name

We will fight for victory

We'll never stop until we win the game

We know our team will be the champions

Come on, let's cheer for the win

We'll put our name right down here in history

A Black and Silver victory

TYLER CONSOLIDATED ALMA MATER

The Tyler Consolidated "Alma Mater" may be sung at athletic events, thuses, graduations, and other special occasions. Be proud to stand and sing.

Our Alma Mater stands up tall with pride

Among the rolling West Virginia hills

We thank you for the memories fond and true

That we will cherish for our whole life through

We pledge ourselves to do our best in life

And to help build a world that's free from strife

Oh grant us now, the sense to make the best

Of all the endless opportunities

That you can give us during our short time here

We will be true to God, ourselves, and Thee

And when the time comes that dear friends must part

Silver and Black will long live in our heart

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy—Toward teachers, fellow students, and the official of athletic activities.
2. Pride—In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship—The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

SOLICITATION

Students are not to be soliciting for money unless a project has been approved by the principal. No sale of items is to be conducted at the school by students for community drives or other outside school activities/events.

STUDENT EXPECTED BEHAVIORS IN SAFE

AND SUPPORTIVE SCHOOLS

The Tyler County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe,

and stimulating educational environment. The purpose of these regulations is to

provide a policy of student conduct that will ensure an orderly and safe environment that is conducive to learning. These regulations also require that all TylerCounty schools respond

immediately and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. The Tyler County Board of Education believes further that schools should undertake proactive, preventive approaches to ensure a nurturing and orderly and safe school environment that fosters learning and personal-social activities. Schools must create, encourage, and maintain a safe, drug-free, and fear-free school environment in the classroom, and at school-sponsored activities. Assuring such an education environment requires a comprehensive program supported by everyone in the school organization, as well as parents and the community. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable.

Expected Behavior in Safe and Supportive Schools – Policy 4373 addressing student behaviors and consequences can be found on the county website at www.tylercountyboardofeducation.org A copy is also kept in each school library. If you would like to have a written copy, please send a written request to the school. Due to the large number of pages that this policy contains, it is financially infeasible to print the policy in the handbooks.

STUDENT COUNCIL/STUDENT GOVERNANCE

The primary goal of Student Council is to create an atmosphere in which students can learn the practices of democratic society. Student Council also strives to provide the student body with a program which the student body has created and to offer a program for the development of leadership, citizenship, sportsmanship, scholarship, and understanding of human relations.
Another governance

opportunity is being a class officer. These positions of leadership require a

willingness to carry out the responsibilities of the “office”. Students who do not

fulfill their responsibilities will be removed from office by the Principal, upon recommendation of the Advisor. Class officers must have paid class dues and

cannot have received an In-School or Out-of-School suspension the previous year and/or while serving in Office.

STUDENT DROP OFF/PICK-UP

For students' safety while loading and unloading buses at Tyler Consolidated, the following procedures must be followed:

1. The circle in front of the main entrance is designated for bus loading/unloading ONLY during school hours. During the hours of 7:30 a.m. - 8:10 a.m., 3:10 p.m. - 3:40 p.m., and 11:25 a.m. - 12:45 p.m. on early dismissal day, no vehicles are allowed in the circle.

2. In the morning, students must be dropped off in the designated student parking lot. On entering the student lot, turn right and proceed around the perimeter. Follow the arrows to proceed to the steps for drop-off of all students.

Students may be picked up in the afternoon in the lower student parking lot only. No students will be permitted to enter or leave from the back of the school without permission from the Principal. Violations will be subject to detention.

STUDENT RIGHTS AND RESPONSIBILITIES

State law gives broad authority to the County Boards of Education to control the schools and the behavior of students to ensure that the educational program proceeds without disruption. Student rights and responsibilities are detailed in the Student Handbook - Rights and Responsibilities, published by the WV Department of Education. Copies are located in the Principal's Office, Counselor's Office, and the library. This Handbook helps students understand their rights and responsibilities while attending the public school system and helps to ensure the

orderly and business-like operation of the educational process by providing disciplinary guidelines.

TELEPHONE USE

Teachers phones ARE NOT to be used by students. Students needing to make a call during

the school day must go to the office and use the secretary's phone. No cell phones may be used during the school day.

TEXTBOOKS

Textbooks are provided free of charge by local levy monies. Students will be issued specifically numbered books in each class. If a textbook is lost, misused, or damaged beyond reasonable wear, the student shall pay the replacement cost for the book.

VALUABLES

Students are cautioned **NOT** to bring large amounts of money or other possessions of monetary or sentimental value to school. Students, not the school, are responsible for the security of personal property.

VISITORS

Students are NOT permitted to bring a guest during the school day. Our increased population severely limits seating in the commons and in some classrooms. Additional "guests" could cause a disruption to an orderly school climate.

