



Taylor County Middle School

670 Spring Hills Road

Grafton, WV 26354

Phone (304) 265-0722

Fax (304) 265-4623

2020-2021 Student Handbook

PLEASE REMOVE THIS FORM FROM THE HANDBOOK, COMPLETE THE FORM, AND RETURN IT TO THE SCHOOL WITH IN 3 DAYS OF RECEIPT.

Taylor County Middle School
Office of the Principal
304.265.0722

Dear Parent:

PLEASE SIGN AND RETURN TO THE SCHOOL VIA YOUR CHILD BY AUGUST 30TH.

I have received and reviewed my child's Taylor County Middle School student handbook for the 2020-2021 school year. This handbook covers policies, regulations, and other important information about the Taylor County Middle School and our expectations of students. Students will be responsible for following the rules and regulations listed in this handbook. Parents should discuss the information with their child. Questions about any of the policies in the handbook should be referred to the school administration. The student handbook will be discussed with your child during a school assembly and/or in their homeroom.

I have read the Student Handbook and accept full responsibility with the policies and regulations as stated.

Name of Student: _____
(Print)

Student Number: _____

Homeroom Teacher: _____

Student Signature: _____

Parent's Signature: _____

Parent Email: _____

Date: _____

NOTE: The school system reserves the right to modify policies or building practices governing the operation of the school at any time such changes are considered necessary. Copies of complete Taylor County Policies are available upon request.

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Taylor County Middle School Personnel

Mr. Matthew Keener
Mrs. Stacey Spadafore
Mrs. Pamela Hoskins
Mrs. Tammy McDaniel
Mrs. Amanda Fernatt
Mr. Jerry Dooley
Mrs. Renee Mahon
Ms. Diana Simmons

Principal / Athletic Dir.
Assistant Principal
Assistant Principal
Financial Secretary
Front Office Secretary
Counselor
Counselor
School Nurse

5th Grade Staff

Richards – M, S
Nestor – M, S
Corbin – S, M
Myers – M, S
Peters – ELA, SS
Poling – ELA, SS
Uhl – ELA, SS

6th Grade Staff

Davis – S, SS
TBA – ELA, SS
Hays – S, M
Reed – M, SS
Shafferman – M
Duckworth – ELA, SS
Young – ELA, SS
Tonkery- ELA, SS

7th Grade Staff

Williams-S
TBA-M
Kieper – M
Beriford - ELA
Stewart – SS
Hess – SS
Hendershot-S
French-ELA

8th Grade Staff

Jones – ELA
TBA - M
Larew – S
TBA - SS
TBA - M
Stolzenfels - ELA

Creative Arts

Conti - Library
Carr - Computer
Mayle - Choir
Curry-Art
S Chiado – Music
Kallmerten - Computer J
J Chiado - Band
Moore – PE
Dye-Wellness
TBA-MATH 180
TBA –READ180
Reed-Wellness
Gray - Wellness

Special Education

TBA - 7
DePiano
Hanberry – 5
TBA-Gifted
Kisner-8
Lipscomb -7
TBA–6
TBA–5/6
Weber

Aides

McDaniel
Dillion

Custodians

Pinnell
Kirby
TBA
Thomas
Kisner

Cooks

Mills
Pinnell
Posey
Sheme

TCMS Daily Bell Schedule

Homeroom	7:45 – 8:15
1 st Period (Attendance)	8:18 – 8:56
2 nd Period	8:59 – 9:37
3 rd Period	9:40 – 10:18
4 th Period	10:21 – 10:59
7 th -4 th pd -Lunch 8 th -5 th pd - Lunch	
5 th Period	11:02 – 11:40
6 th -6 th pd -Lunch 5 th -7 th pd - Lunch	
6 th Period	11:43 – 12:21
7 th Period	12:24 – 1:02
8 th Period	1:05 – 1:43
9 th Period	1:46 – 2:24
Parent Pick Up Release	2:36
1 st Bus Call	2:40
2 nd Bus Call/Athletic	2:45

Two Hour Delay		Two Hour Early Dismissal	
Homeroom	9:45 – 10:15	Homeroom	7:45 – 8:15
1 st Period	10:18 – 10:32	1 st Period	8:18 – 8:32
2 nd Period	10:35 – 10:49	2 nd Period	8:35- 8:49
3 rd period	10:52 - 11:06	3 rd Period	8:51 - 9:05
4 th Period	11: 09- 11:47	8 th Period	9:08 – 9:22
7 th 4 th pd -lunch 8 th 5 th pd -lunch		9 th Period	9:25 – 9:39
5 th Period	11:50 – 12:28	4 th Period	9:42– 10:20
6 th 6 th pd - lunch 5 th 7 th pd -lunch		5 th Period	10:23 –11:58
6 th Period	12:31-1:09	7 th 4 th pd-lunch 8 th 5 th pd-lunch	
7 th Period	1:12– 1:50	6 th Period	11:01 – 11:39
8 th Period	1:53– 2:07	6 th 6 th pd -Lunch 5 th 7 th pd -Lunch	
9 th Period	2:10 – 2:24	7 th Period	11:42 – 12:20
Homeroom	2:27-2:36	Homeroom	12:23 -12:36
Parent Pick Up Release	2:36	Parent Pick Up Release	12:36
1 st Bus Call	2:40	1 st Bus Call	12:40
2 nd Bus Call/Athletic	2:45	2 nd Bus Call/Athletic	12:45

2020-2021 School Calendar

Taylor County Schools "Excellence for All" Christy Miller, Superintendent

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Aug 24 Employee First Day; CD Day
 Aug 24-Sept 4 Professional Learning/Curriculum Dev.
 Aug 31 Faculty Senate Meeting

Sept 7 NO SCHOOL- Labor Day
 Week of Sept 8 First Day for Students Grades 1-12
 Week of Sept 14 First Day for Students Grades PK-K
 Sept 25 Remote Learning Day-No Students Report

Oct 12 Remote Learning Day-No Students Report
 Oct 12 End of 1st 6 Weeks Grading Period 9-12

Nov 2 Remote Learning Day-No Students Report
 Nov 3 NO SCHOOL- Election Day
 Nov 11 NO SCHOOL-Veteran's Day
 Nov 23-25 Remote Learning Days-No Students Report
 Nov 25 End of 2nd 6 Weeks Grading Period 9-12
 Nov 26-27 Thanksgiving Break-NO SCHOOL

Dec 21-23 Remote Learning Days-No Students Report
 Dec 23 Faculty Senate Meeting
 Dec 24-Jan 1 Christmas Break- NO SCHOOL

Jan 18 NO SCHOOL-Martin Luther King Jr. Day
 Jan 20 End of 3rd 6 Weeks Grading Period 9-12

Feb 15 Remote Learning Day-No Students Report

Mar 3 End of 4th 6 Weeks Grading Period 9-12
 Mar 8 Remote Learning Day -No Students Report
 Mar 24 End of 3rd Nine Weeks Grading Period K-8

Apr 1 Remote Learning Day-No Students Report
 Apr 2-6 NO SCHOOL-Easter/Spring Break
 Apr 20 End of 5th 6 Weeks Grading Period 9-12

May 31 NO SCHOOL- Memorial Day

Jun 1 Students Last Day -2 Hr Early Release
 Jun 2 Teacher Prep Day to close buildings
 Jun 3-8 Out of School Environment Days

Taylor County Middle School
Challenging all students to realize their greatest potential!
670 Spring Hills Road
Grafton, WV 26354
Phone (304) 265-0722; Fax (304) 265-4623
Website: <http://www.taylorcountyboe.net/tcms>

Principal, Matthew Keener

Assistant Principal, Pamela Hoskins

Assistant Principal, Stacey Spadafore

Welcome to TCMS

We would like to take this opportunity to welcome you to Taylor County Middle School, home of the Knights. This handbook contains school policies, rules, and procedures established by our faculty and administration to help you adjust to our school. Although this handbook is for informational purposes and does not constitute an agreement with its students and parents regarding the contents herein, students are expected to know the policies of this handbook and understand that they will be held accountable to following these guidelines. The school reserves the right to modify any policies governing the operation of the school at any time such changes are considered necessary. We hope your year at TCMS will be very successful and you will make great gains in your academic endeavors!

As required by Federal law and regulations, the Taylor County Board of Education does not discriminate on the basis of gender, race, color, religion, socioeconomic status, genetic information or national origin in its educational programs and activities or employment. Furthermore, the Taylor County Board of Education has a "no tolerance" policy for harassment of any kind, issues related to discrimination or harassment must be reported to the Title IX County Coordinator, 71 Utt Drive, Grafton, West Virginia 26354 or call 304-265-2497.

General Student Information

Student Handbook/HallPass

The student planner will also be used as a daily hall pass. It must be carried at all times when the student is out of the classroom with permission. The hallway passport located in the back of the planner needs to be signed by the room supervisor each time the student leaves the environment. There are approximately 30 opportunities per nine weeks that you may utilize the hallway passport to ensure that learning is being maximized and hallway disruptions are kept to a minimum. Students are encouraged to use the restroom during morning bus room and/or lunch time. **If the student planner is lost, the replacement cost is \$6.00 (check made payable to TCMS).**

School Day:

Students are encouraged to arrive starting at 7:45 a.m. each morning in order to have time to get a breakfast, go to their locker, then settle into their homeroom for health check/announcements. The school day begins at 8:15 a.m. and morning absences are posted on/before 8:15 a.m. at the end of homeroom. **Any student arriving after 8:15 am will be considered tardy to school and will need to report to the office to get a late admittance to school slip. Just a reminder-Excessive tardiness to school causes instructional minutes to be lost.**

Meal service at TCMS:

Apply online for meal benefits: www.wvschoolmeals.net; pay for meals online www.parentonline.net
Students are NOT permitted to bring highly caffeinated and/or energy drinks to school. Drinks of this nature will be confiscated, and guardians may pick up at the end of the day. Soda is not encouraged to be sent with packed lunches. Students are permitted to carry water bottles to school and throughout the school day, which are permitted and can be refilled from the bottle filling stations located throughout the school. Students are not permitted to chew gum on the campus of TCMS.

Taylor County Board of Education Meal Prices 2020-2021

The Taylor County Middle School will continue CEP status for the 2020-2021 school year. All students will continue to receive free meals through June 2021.

Breakfast:

Breakfast is served in the commons area starting at 7:45 a.m. Students who choose to eat breakfast will report to their designated HR areas with their grab and go breakfast. All students eating or not will stay in HR area until 8:15 a.m. in order to complete a health check then be dismissed for the instructional day. Extra milk is 0.35 cash or charged.

Lunch:

Lunch is served in the commons area. Students may bring their lunch or choose from full menu and salad bar. 7th – 8th graders will eat during the first shift and will sit in designated seats in the cafeteria. Students are not permitted to be in their lockers during lunch. Students are not permitted to be in the restroom during lunch without the permission from lunch duty personnel.

Movement in the hallways, commons, and afternoon bus dismissal:

Students are NOT to run on campus unless directed by Physical Education teachers. Students are NOT to touch others in any way – no pushing, shoving, holding hands, tapping, kicking, etc. NO TOUCHING.

During class changes, students are to keep to the right of the hallway and WALK as quickly as possible to their next class. Students are to use the designated class stairwell staying the far right of each stairwell. Students are not to touch any other students in any way – no pushing, shoving, kicking, tapping, etc. Students are to carry their books with both hands and observe social distancing from others while moving in the hallway. During class time, students must have an authorized hallway passport to be out of class.

Attendance:

Students miss out on valuable education when they are absent from school. Students are expected to attend school every day. Attendance is taken during first period. **It is very important that your child be at school early enough to get to breakfast from 7:45-8:15, then to their 1st pd class by 8:18 a.m.** If your child must be absent from school, a written excuse is required the first returning day and **will not be accepted if it is more than 3 instructional days beyond the absence.** An absence note must include the following:

Student First and Last Name, Student Grade Level, Student ID number, Reason for absence, Signature of guardian

Phone calls will not be accepted as excuses for absences – a written note must be provided upon the next school day. Students who are absent multiple times per week will receive a call to a parent from your child's teacher. After accumulating three (3) unexcused absences a phone conference with parent and administrator will occur. Students who accumulate five (5) or more unexcused absences will be notified through an attendance letter/call of a required meeting at TCMS to discuss the excessive absences. Out of School Suspensions are unexcused absences.

Faithful/Perfect Attendance:

Perfect attendance at TCMS means that a student must be present for every class, every day. If a student misses a day or a partial day of any type of absence, they are not a consideration for a perfect attendance recognition.

Faithful attendance is earned when a student does not miss more than five (5) cumulative absences (partial or full).

Leave of Educational Value:

Leave of educational value may be granted only if the following stipulations are met:

- Prior approval must be granted by the school administrator at least two weeks in advance
- A detailed educational plan specifying activity to be completed during the trip must be submitted at least one week in advance of the trip.
- The educational leave must not exceed ten school days
- A written report documenting implementation of the plan needs to be submitted upon the student's next school day.

Additional documentation may include but is not limited to any of the following: brochures, admission tickets, receipts, etc.

Homework requests:

It is the responsibility of the student to make up all work missed during an absence. Students are encouraged to contact other students in their classes to get assignments and look at Live Grades for missed assignments. One day is given for each day missed for making up the work due to an excused absence. If your child is ill and will miss more than three (3) days of school, we ask that you call the main office before 9:00 a.m. and request homework. Guardians are asked to call before making the trip to pick up work to ensure the work has been collected. No homework is required to be sent home for an absence expected to be two or less days.

Deliveries at school:

Balloons and Flowers are NOT PERMITTED to be delivered to the Taylor County Middle School. All local florist have been informed.

Bullying/Harassment:

Bullying and Harassment (Physical, Emotional, and/or Social) is defined as REPEATED unwanted, harmful:

- Acts
- Words
- Or other behaviors (gestures)

Incidents of bullying and/or harassment will be investigated, and findings will be dealt with via the discipline policy of TCMS. Our guidance counselors, teachers, and administrators continue to educate and prevent incidents of this nature. Multiple security cameras are located across the campus and students should be aware that their actions are consistently monitored and recorded daily. We recognize that creating a safe learning environment is a critical part of helping each child achieve academic success. We ask that you contact the school to report bullying incidents and school safety threats.

Noble Badges

Badges are issued to each student at the start of the year. Students are required to wear these badges at all times. If the badge is lost, the student will need to request a replacement in the office at a cost of \$3.00.

Backpacks/Sling bags:

Students are not permitted to carry book bags of any nature during the school day.

Students are to carry their books/l-pad with two hands to/from each environment. Students are encouraged to store their personal items in a pencil pouch in their binders when necessary.

Fundraisers:

Any school fundraiser that involves food or candy will require parents to pick up the item(s) after 3:50 p.m. Items of this nature will not be sent home with students per state law.

Lockers:

Each student will be assessed a \$2.00 rental fee for a locker. Lockers have a combination lock that will be assigned by their homeroom teacher after payment. Each student will sign a locker agreement which explains the locker procedures. Students are permitted in their lockers in the morning, class change, and after the last class period. Lockers remain the property of TCMS and school officials will inspect the lockers when necessary. Students will be held accountable for items stored in their lockers and are not to give their combination to others nor keep their locker propped open.

Busses:

We encourage all students to ride the bus to and from school in order to prevent tardies and/or absences resulting from vehicular issues. Under no circumstances are students permitted to drive cars, four-wheelers, motorcycles, or bicycles to school. If a student is riding a bus other than his/her assigned bus, a written note must be brought to school and delivered to the first period supervisor. Bus notes will be recorded and distributed during lunch to each student. Students will not be permitted to ride another bus without written, school-approved permission. **Bus changes will not be approved over the phone and notes received after 12:00 p.m. will need to be approved by an administrator.** Forged notes will be submitted to administration for disciplinary action. Bus behavior violations may result in revocation of bus-riding privileges, acts of aggression may result in suspensions from school as well.

Emergency Procedure Cards:

Each student will be asked to complete and return an emergency procedure card to be kept on file in the main office. This card must be updated as contact numbers, addresses, custodial rights, etc. change throughout the school year. Only the names and telephone numbers listed on the card can be used by the office. For the safety of your child, we cannot permit any student to have contact with any person who is not indicated as a contact on his/her emergency card. Students failing to return a card cannot be permitted to leave with anyone other than parents or legal guardians. Identification of persons picking up students may be required to authorize the contact. Guardians are highly encouraged to keep the information on the emergency card up to date.

Illness during the school day:

If students request to see the nurse during the school day, they will be permitted to do so unless otherwise directed by administration. Students will have their temperature taken along with a general check for symptoms of illness. If fever or other significant symptoms present themselves to the nurse and are serious enough, the nurse will notify guardians using the information supplied on the emergency card. Students are not permitted to utilize the nurse's station as a place to avoid instruction nor as an avenue to be truant from school. Even if the nurse contacts guardians regarding the illness, a parent note and/or doctor's note must be supplied to the school upon return.

Student First and Last Name, Student Grade Level, Student ID number, phone number, reason for absence, and guardian signature

Lice

Routine home-based checking provides the most appropriate strategy to detect and manage head louse infestations. Remember to check your child's head regularly throughout the year. Identification and treatment for lice is a parent responsibility. School screenings are no longer done routinely unless warranted if several students are reported to have lice in one classroom. The goal is to identify and remove lice and nits as soon as possible. Parents need to keep alert for signs that would require checking their child for lice (head scratching, complaints of itchy scalp, live lice) and treat if they find lice prior to sending to school. Lice pose no health risk and no disease is associated with head lice. Evidence based research has demonstrated in-school transmission is considered to be rare. Most importantly, in cases that involve head lice, as in all school health issues, it is vital that the school prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality. If your child is found to have live head lice at school, as a courtesy you will receive a phone call to please pick up your child from school and have him/her treated. A letter will be sent home with your child with recommendations of treatments and ways to treat the household and family members.

We highly encourage you to schedule medical appointments after school or on days when there is no school. If your child has a medical appointment during school hours, a physician's note is required upon the next school day. If you take your child home or to the doctor due to illness or plan on taking your child to a medical appointment, the following information is required on the signed note:

Student First and Last Name, Student Grade Level, Student ID number, Physician name, phone number, and time of the appointment

Medication:

All medication (including cough drops) must be administered from the nurse's office. Medication forms for students are available in the main office. Guardians must sign the forms and return them with the medication in the original container – **medication cannot be transferred to/from school with the student**. Students caught with medication will be disciplined according to the discipline policy. Students will not be given over-the-counter drugs without a signed medication form from a doctor.

Visitors/Security Entrance:

Visitors are always welcome but in our current situation will need to make an appointment to meet with a staff member. Thursday is designated as parent meeting days and will be held virtually if possible. TCMS has a security entrance in the front of the building where all visitors are to sign in/out. Visitors will need to provide identification if asked and will be buzzed into the building upon verification of their meeting with a staff member. All visitors are required to wear an identification badge while in the building. Guardians will remain in the entrance if they are signing out a student. All other entrances into the building are locked during the school day.

Cell phones/electronic devices of any nature:

- For communication during after school activities. School not responsible for lost items.
- Cell phones should not be used for personal use during school hours. Cell phones are to be put away during school hours 7:45 - 2:36. Cell phones can be used for educational purposes when deemed appropriate by teachers. This same policy applies to headphones/earbuds/speakers.

Dress Code:

Per Taylor County Student Code of Conduct Policy 4373, Section 7.10 Dress and Grooming – TCMS believes it is important to maintain a positive school environment that is conducive to learning and minimizes distractions; therefore, the following guidelines will be observed during the school day:

- Students are to be neatly dressed and well-groomed at all times
- Students are not to wear items (costumes, inciting language, harassing content or visuals) that disrupt the educational process
- Students are not permitted to wear shirts that expose midriffs or large areas of the back or armpits – no muscle shirts, spaghetti strap shirts nor halter tops that are not worn under a jacket or button up shirt
- Shorts, skirts, and pants with holes must be no shorter than 8.5 inches above the bottom of the kneecap – easily measurable when student handbook or sheet of paper is landscape orientation held above the bottom of the kneecap
- **No hats**, bandanas covering the head, hoodies nor sunglasses are to be *worn in the building* (unless authorized by administration) – **Hats must be removed prior to entering the building by all students**
- No clothing with inciting language or visuals that disrupt the learning process.
- No see-through clothing (stretched yoga pants or other material identifying undergarments), mesh, or fishnet are to be worn without adequate coverage.
- Articles that can be used as weapons (spiked jewelry, brass knuckles, chain wallets) are not permitted.
- Clothing cannot be worn in any manner that undergarments are visible (baggy, sagging)
- Clothing that presents a safety hazard – torn pants, shoelaces left untied, unsafe spiked heels – are not permitted.

Students may be asked to participate in a dress code check by staff at any time during the school day. Students in question will be sent to the counselor for review. Students violating this policy will be dealt with according to Taylor Co Middle Discipline Matrix.

Emergency drills:

In the event of an emergency, it is extremely important that all students can respond quickly to administrative directives. Drills of our emergency practices are conducted throughout the school year and students are expected to adhere to each safety drill procedure as posted within each room by the light switch. During each drill, there is to be immediate silence so that directions can be heard. Students are not to be talking at any time during a drill or emergency event.

Textbooks /I Pad

Students are issued an initial free textbook and/or I-Pad by the Taylor County Board of Education. Textbooks/I-Pad are property of TCBE and must be kept in good condition and returned at the end of the school year. If a textbook/I-Pad is lost, a new textbook/I-Pad must be paid for in order to gain another textbook/I-Pad. A fee will be assessed to students who return damaged textbooks/I-Pad. Replacement cost will be billed to students who do not return their issued textbook/I-Pad at the end of the year.

Afterschool activities/Field Trips/Extra-curricular events:

Students who do not behave properly in any school-related events may be disciplined through the revocation of the privilege to attend those events and/or through the discipline policy. Events of this nature include dances, sporting events, field trips, reward trips, etc. For a student to participate in such events, the student is required to be at school for a minimum of half day of school on the day of the event. A doctor's note or excused absence approved by administration will permit a student who has missed more than half day to attend activities that are an extension of school.

End of day procedures:

Students are not permitted to be signed out the last 30 minutes of the school day. Any student being signed out by a parent must do so before 2:00 p.m. (this includes appointments). The office will not permit students to be signed out after this time. Again, parent pick up will be dismissed at 2:36 p.m.

The first bus call will be at 2:40pm, 2nd bus call will be at 2:5pm.

Mastery Testing for Course Credit for High School Graduation (Applicable for 8th grade students):

Based on WV Board of Education Policy 2510, students shall be provided opportunities to demonstrate mastery of state and county instructional goals and objectives for advancement to the next instructional level without being required to complete the regular course. TCBE mastery testing program will allow 8th – 12th graders who pass the exam(s) to “CLEP” out of one or more high school courses. A student interested in testing for graduation credit must complete and submit an application to the guidance office by February 1st prior to the school year in which he/she would normally take the courses. Testing is done by RESA VII in Harrison County. Contact your school guidance counselor for more information.

Grade Reports:

Progress reports are sent out at the mid-point of each grading period are set by the TCBE. Report cards are issued at the end of each nine-week marking period. TCMS utilizes an online grading system, Live Grades (www.livegrades.com), to allow parents to have more frequent access to his/her student’s progress. Parents are highly encouraged to register into the program and log in frequently. Parents can communicate via emails through the system and will have notifications from the school sent regularly regarding school events. Teachers are expected to update grades each week.

TCMS Grading Scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

ISS Behavior:

In-school suspension is a form of discipline that is used for minor offenses of school policy. Students are expected to read and work on school assignments, as well as, a behavior modification lesson that is reflective, restorative, and instructional, associated to the behavior that brought the student to ISS. If students exhibit poor behaviors in the ISS room, they will be administered OSS for the remainder of their suspension and possible future suspensions.

Inappropriate Behaviors: Codes, Definitions and Interventions and Consequences

The staff, and administration shall address Level 1 and 2 inappropriate behaviors in accordance with W. Va. Code. Level 3 and 4 behaviors require that the principal, superintendent and in some cases county board, along with law enforcement address behaviors.

LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.

Level 2: Behaviors are Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.

LEVEL 4: Safe Schools Violations - Safe Schools Act Behaviors -are consistent with those addressed in West Virginia Code §18A-5-1a(a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1994.

Taylor County Schools Discipline Matrix

Behavior	Definition	First Offense	Second Offense	Third Offense
Cheating	Plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions could result in academic sanctions.	<p>Homework/Class Assignment Redo assignment and conference with teacher</p> <p>Test Zero on test and call home</p> <p>GSA Automatically turned over to state</p> <p>Counselor Referral</p>	<p>Homework/Class Assignment Grade reduction, conference with teacher, and call home</p> <p>Test Zero on test and call home</p> <p>GSA Automatically turned over to state</p> <p>Counselor Referral</p>	<p>Homework/Class Assignment Zero on assignment</p> <p>Test Zero on test and call home</p> <p>GSA Automatically turned over to state</p> <p>Counselor Referral</p>
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.	Counselor Referral	Counselor Referral	Counselor Referral
Failure to Serve Detention	Fails to serve an assigned detention of which student and/or parent or guardian have been notified	<p>Lunch Detention Warning and given opportunity to redo</p> <p>After-School Detention Warning and reassign</p>	<p>Lunch Detention After-School Detention</p> <p>After-School Detention 2 Days After-School Detention</p>	<p>Lunch Detention ISS</p> <p>After-School Detention 3 Days After-School Detention</p>
Falsifying Identify	Provides false identification to any school official with intent to deceive school personnel or falsely obtain money or property	<p>Forging Signature – Field Trip Not allowed to go on field trip and call home</p> <p>Forging Signature – Bus Note Not allowed to get on that bus and call home</p>	<p>Forging Signature – Field Trip After-School Detention and forfeit field trip</p> <p>Forging Signature – Bus Note After-School Detention</p>	<p>Forging Signature – Field Trip After-School Detention and forfeit field trip</p> <p>Forging Signature – Bus Note After-School Detention</p>
Inappropriate Appearance	Dresses or is groomed in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Distractive or indecent dress that interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy	<p>Dress Code Violation Warning and change (parent can bring in change of clothes)</p>	<p>Dress Code Violation After-School Detention</p>	<p>Dress Code Violation 2 Days After-School Detention</p>
Inappropriate Displays of Affection	Engages in inappropriate displays of intimate affection, such as kissing or embracing	Warning	Counselor referral and phone call home	After-School Detention on separate days

Possession of Inappropriate Personal Property	Possesses personal property that is prohibited by school rules or that is disruptive to teaching and learning	Cell Phone/Speakers/Headphones Warning	Cell Phone/Speakers/Headphones Confiscate and turn in to Office <ul style="list-style-type: none"> 1st Offense – Can pick up in the office 2nd Offense - Parent pick up in the office 3rd Offense - Alter-School Detention and parent pick up in the office ISS 	Cell Phone/Speakers/Headphones Confiscate (depending upon severity of situation can return at end of class or send to office) <ul style="list-style-type: none"> Ex: If checking time, give back at end of class. If texting, becoming belligerent about putting phone away, turn in to office. 	Cell Phone/Speakers/Headphones Confiscate and turn in to Office <ul style="list-style-type: none"> 1st Offense – Can pick up in the office 2nd Offense - Parent pick up in the office 3rd Offense - Alter-School Detention and parent pick up in the office ISS
Skipping Class	Fails to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or by the parent or guardian. WV 126CSR81, WVBE Policy4110	Call home and send back to class <ul style="list-style-type: none"> Students want to be out of class. Don't give in to what they want. 	After-School Detention	After-School Detention	2 Days After-School Detention
Tardiness	Fails to be in his/her place of instruction at the assigned time without a valid excuse.	3 tardies, phone call home. Document that a phone call has been made.	5 tardies, office referral, After-School Detention	After-School Detention for each subsequent offense	
Vehicle Parking Violation	Engages in improper parking or a motor vehicle on school property	N/A	N/A	N/A	N/A
Intermediate Behavior					
Gang-Related Activity	Use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes:	Use of Violence 1 day OSS (aggressor receives OSS – aggressor may not be kicked out. If trying to stop fight, but both continue to fight, both will receive OSS).	Use of Violence 3 days OSS	Use of Violence 5 days OSS PRO officer will become involved at this point	
Gang Related Activity (Continued)	<ul style="list-style-type: none"> Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or 	Refer to counselor and change of clothes			

	otherwise symbolizes support of a gang.				
Gang Related Activity (Continued)	<ul style="list-style-type: none"> Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. Recruiting student(s) for gangs. 				
Gang Related Activity (Continued)					
Habitual Violation of School Rules	Persistently refuses to obey the reasonable and proper orders or directions of school employees, school rules, or policies. Student must have had one or more previous discipline referrals.	<i>This must be a pattern violation of the SAME rule 6 or more times.</i> Teachers should make contact home before involving office. ASD for 1 day with social skills conference	<i>This must be a pattern violation of the SAME rule 6 or more times.</i> ASD for 3 days	<i>This must be a pattern violation of the SAME rule 6 or more times.</i> 1 day ISS with restorative instructional lesson with parent sign-off	
Insubordination	Level 1 (examples of, but not limited to... Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class or school related activity not listed herein)	Counselor Referral and Conference with student	Counselor Referral and Conference with student and phone call	Parent meeting With repetition of behavior further consequences at discretion of administration.	
Insubordination	Level 2 (examples of, but not limited to... Ignores or refuses to comply with directions or instructions given by school authorities. Refusing to leave a hallway when requested by a school staff member, running away from school staff when told to stop.)All constitute insubordination/unruly conduct	Hallway conference with student Counselor Referral	Make seating change for student Positive behavior contract/plan Counselor Referral	Call administration to have student removed from classroom	
Fraud/Forgery	Deceiving another or causing another to be deceived by false or misleading information or signing the name of another person in order to obtain anything of value or defraud authorities.	Parent Contact	Parent contact and counselor referral	Parent contact and 1 day ASD	

Gambling	Engaging in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	Parent contact	Parent contact and counselor referral	Parent contact and 1 day ASD
Harassment/Bullying/Intimidation	<p>W. Va. Code 18-2C-2, defines harassment, intimidation or bullying as any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:</p> <ul style="list-style-type: none"> - A reasonable person should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; - Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; <p>or</p> <ul style="list-style-type: none"> - Disrupts or interferes with the orderly operation of the school. <p>An electronic act, communication, transmission or threat includes but is not limited to, one which is administered via telephone, wireless phone, computer, pages, or any electronic device, and includes but is not limited to transmission of any image or voice, email or text message using any such device.</p> <p>Act of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported</p>	<p>Student conference.</p> <p>H/B/I with physical contact Aggressor receives 1 day OSS</p> <p>H/B/I with verbal threat Referral to counselor</p> <p>Any H/B/I that administration deems an immediate threat to students or personnel, law enforcement may be contacted.</p>	<p>Parent contact</p> <p>H/B/I with physical contact Aggressor receives 3 days OSS</p> <p>H/B/I with verbal threat Referral to counselor, administrative conference with parent contact</p> <p>Any H/B/I that administration deems an immediate threat to students or personnel, law enforcement may be contacted.</p>	<p>Referral to Title IX – investigation if appropriate</p> <p>H/B/I with physical contact Aggressor receives 5 days OSS</p> <p>H/B/I with verbal threat Referral to counselor and 1 day ASD</p> <p>Any H/B/I that administration deems an immediate threat to students or personnel, law enforcement may be contacted.</p>

				<p>using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation; mental/physical/developmental/sensory disability; or other characteristic.</p> <p>When harassment, intimidation or bullying are of a racial, sexual and/or religious/ethnic nature, the above definition applies to all cases regardless of whether they involve students, staff or the public. Detailed definitions related to inappropriate behavior of this nature are as follows:</p> <p>Sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to the conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education; by creating an intimidating, hostile or offensive employment or educational environment.</p> <p>Amorous relationships between county board employees and students are prohibited.</p> <p>Physical, verbal or written conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile or</p>
<p>Sexual Harassment</p>				

<p>Religious/Ethnic Harassment</p>	<p>offensive working or academic environment; or otherwise adversely affects academic opportunities.</p> <p>Physical, verbal or written conduct related to an individual's religion or ethnic background when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;</p>			<p>Referral to counselor and 1 day ASD</p>
<p>Sexual Violence</p>	<p>Physical acts of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:</p> <p>Touching, patting, grabbing or pinching another person's intimate parts, whether that person is the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening or forcing exposure of intimate apparel or body parts by removing of clothing.</p>			<p>Referral to counselor, administrative conference with parent contact</p>
<p>Racial Violence</p>	<p>Physical act of aggression or assault upon another because of, or in a manner reasonably related to, race</p>		<p>1st Offense – Referral to counselor</p>	
<p>Hazing</p>	<p>Hazing or conspiring to engage in the hazing of another person. Hazing means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons, to destroy or remove public or private property for the purpose of initiation or admission</p>			

	Into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.					
Imitation Drugs: Possession, Use, Distribution, or Sale	Possess, use, distribute, or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size, and markings) of a controlled substance.	Possession Contact parents and referral to counselor	Possession Health/Law Enforcement education and 1 day of ISS	Possession 2 days ISS with instructional lessons (Reflective, Restorative, and Instructional)		
Improper or Negligent Operation of a Motor Vehicle	Operate a motor vehicle intentionally and recklessly on the grounds of any educational facility, parking lot, or at any school-sponsored activity, which endanger the safety, health, or welfare of others.	Intent Referral to counselor and 1 day ISS	Intent 2 days ISS with instructional lessons (Reflective, Restorative, and Instructional)	Intent 3 days ISS		
Leaving School without Permission	Leaving the school building, campus, or school activity without permission from authorized school personnel.	N/A	N/A	N/A		
Physical Fight without Injury	Engaged in a physical altercation using blows with intent to harm or overpower another person or persons.	Make parent notification, call 911 and 1 day ASD	Make parent notification, call 911, and 1 day ISS	Make parent notification, call 911, and 2 days ISS		
Profane Language/Obscene Gesture/Indecent Act Toward an Employee or a Student	Directs profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	Counselor Referral and/or 0-3 days OSS *At administrator's discretion	Counselor Referral and/or 0-3 days OSS *At administrator's discretion	5-7 days OSS *At administrator's discretion		
Technology Misuse	Violates WV 126CSR41, WVBE Policy 24660, Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet.	*Follow AUP (depends on severity)	*Follow AUP (depends on severity)	*Follow AUP (depends on severity)		

Serious Behavior		3 days OSS and contact law enforcement	5 days OSS and contact law enforcement	7 days OSS and contact law enforcement
Battery against a Student	Injures another student unlawfully and intentionally.	*At administrator's discretion Up to 1 day OSS at administrator's discretion	*At administrator's discretion Up to 3 days OSS at administrator's discretion	* At administrator's discretion Up to 5 days OSS at administrator's discretion
Defacing School Property/Vandalism	Defacing or damaging property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.	Up to 1 day OSS at administrator's discretion. Send to nurse.	Up to 3 days OSS at administrator's discretion. Send to nurse.	Up to 5 days OSS at administrator's discretion. Send to nurse.
Inhalant Abuse	Deliberately inhales or sniffs common products found in homes, schools, and communities with the purpose of intoxication. The action may be referred to as huffing, sniffing, dusting, and/or bagging.	Up to 1 day OSS at administrator's discretion	Up to 3 days OSS and call law enforcement at administrator's discretion	Up to 5 days OSS and call law enforcement at administrator's discretion
Larceny	Taking another person's property or have another person's property in his/her possession without permission. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with WV Code 61-3-13.	Notification of parent and law enforcement. Referral for medical attention (send to nurse). Take possession and secure item. Referral to counselor. 1 day ISS	Notification of parent and law enforcement. Referral for medical attention (send to nurse). Take possession and secure item. 2 days ISS	Notification of parent and law enforcement. Referral for medical attention (send to nurse). Take possession and secure item. 1 day OSS
Possession/Use of Substance Containing Tobacco and/or Nicotine	Possesses, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.	1 day OSS and counselor referral. Parent notification and notification of law enforcement.	3 days OSS and counselor referral. Parent notification and notification of law enforcement.	5 days OSS and counselor referral. Parent notification and notification of law enforcement.
Sexual Misconduct	Exposing himself/herself publicly and indecently, displaying or transmitting any drawing or photograph of a sexual nature, or committing an indecent act of			

	<p>a sexual nature on school property, on a school bus, or at a school-sponsored event.</p>	<p>Threatening (verbal or written) or attempting to injure another student, teacher, administrator, or other school personnel. (This includes assault on a school employee defined WV Code 61-2-15).</p>	<p>Student assaulting student 0-3 days OSS and contact law enforcement at administrator's discretion, counselor referral</p> <p>Student assaulting employee 10 days OSS with recommendation of expulsion</p> <p>Threat 0-3 days OSS at administrator's discretion (contact law enforcement if warranted)</p>	<p>Student assaulting student 3-5 days OSS and contact law enforcement at administrator's discretion, counselor referral</p> <p>Threat 3-5 days OSS at administrator's discretion (contact law enforcement if warranted)</p>	<p>Student assaulting student 5-7 days OSS and contact law enforcement at administrator's discretion, counselor referral</p> <p>Threat 5-7 days OSS at administrator's discretion (contact law enforcement if warranted)</p>
<p>Threat of injury/assault against an employee/student</p>					
<p>Trespassing</p>	<p>Entering the premises of the county school system property, other than the assigned time and the location without authorization from proper school authorities.</p>				

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USDA is an equal opportunity provider and employer.

NOTICE TO PARENTS:

Right to Review Teacher Qualifications

As a parent of a student at Taylor County Middle School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the WVDE has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the WVDE has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has an advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Pamela Gallaher, Assistant Superintendent, at 304.265.2497.

Taylor County Schools

District Wide Family Engagement/Parent Involvement Policy

Part I. General Expectations

The Taylor County Board of Education agrees to implement the following statutory requirements:

- Taylor County School District will put into operation programs, activities and procedures for the involvement of families in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with families of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level family engagement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the West Virginia Department of Education. The school district will involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. The school district will be governed by the following statutory definition of family engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) *that families play an integral role in assisting their child's learning;*
- (B) *that families are encouraged to be actively involved in their child's education at school;*
- (C) *that families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II. Description Of How District Will Implement Required District Wide Family Engagement Policy Components

1. Taylor County School District will take the following actions to involve families in the joint development of its district wide family engagement plan under section 1112 of the ESEA: At the first Family Engagement Council meeting in September of each year, the District Family Engagement Policy will be addressed with questions/concerns revisited at future meetings throughout the school year.
2. Taylor County Schools will take the following actions to involve families in the process of school review and improvement under section 1116 of the ESEA: Through study, research and evaluation of their family engagement programs at its Title I schools, the District Family Engagement Council meeting will review, critique and make suggestions.
3. Taylor County Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance. The family engagement advisory council will assist and coordinate activities for the school level. The results of the family surveys will guide support provided to each Title I school.
4. The Taylor County School District will coordinate and integrate family engagement strategies in Part A with family engagement strategies under the following other programs such as Head Start, Little Feet, etc. thru: Transition Day Activities; Preschool/Kindergarten Screenings; and School Level Family Engagement Activities.
5. Taylor County Schools will take the following actions to conduct, with the involvement of families, an annual evaluation of the content and effectiveness of this family engagement policy in improving the quality of its Title I, Part A schools. Results will be used to design strategies for more effective family engagement.

Part III. Discretionary District Wide Parental Involvement Policy Components

Taylor County School recognizes that a child's education is the responsibility shared by the school and the family, and agrees that to effectively educate all students, the school and families must work as knowledgeable partners.

Taylor County Schools defines parent and family engagement as an ongoing process that assists parents and families to meet the basic obligation as their child's first educator; promotes clear two-way dialogue between home and school; and supports parents as leaders and decision makers at all levels concerning the education of their children.

With this intent, Taylor County Schools has organized a Family Engagement Advisory Council that meets at least four times annually. The council consists of parents from all Title and non-Title I schools. The purpose of this council is to assist the Title I staff in the development, implementation and evaluation of family engagement programs to meet the needs of Title I families.

Part IV. Adoption

This District Wide Family Engagement/Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by documentation (*i.e., agenda, minutes, etc.*) from meetings to discuss same maintained on file.

Adopted: 4-17-90; Revised: 4-16-96; 5-25-99, Revised 1.8.07,5.4.11, 6.14.12; 6.7.13; 5.29.14; 5.14.15; 6.9.16; 5.4.17; 5-17-18

Responsibilities of a Noble Knight are:

Need to be prepared

Observe all directions

Be respectful of people and property

Live as a good example to others

Engage for Success

Common Area Expectations

- **Commons area/ auditorium**
 - **Remain seated**
 - **Talk quietly**
 - **Clean up after yourself**
- **Hallway/stairwell**
 - **Walk on the right**
 - **Keep your hands to yourself**
 - **Whisper**
- **Assemblies**
 - **Remain seated**
 - **Remain silent**
 - **Be attentive and courteous**
- **Classroom rules—teachers need to describe/ define specifics of each of these**
 - **Do what you're supposed to do**
 - **Be where you're supposed to be**
 - **Treat others with respect**
- **Restrooms**
 - **Wait your turn - Limit 3 occupants**
 - **Flush and clean up after yourself**
 - **Wash your hands & throw away your paper towel**