

**Turkeyfoot Valley Area
High School
2016-2017
Student Agenda Book**

Mr. Jeffrey S. Malaspino,
Superintendent

Mr. Richard Berkley,
Principal

172 Turkeyfoot Road
Confluence, PA 15424

Phone (814) 395-3621
Fax (814) 395-3366

This Agenda Book belongs to:

Name:

Address _____

City _____ **PA**

Zip _____

Phone _____

Dear Parent/Guardian,

“Both federal and state laws require that school districts provide military recruiter’s access to secondary school students. The Every Student Succeeds Act (ESSA), the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 (The Armed Forces Recruiting Act) reflect these requirements. They collectively require school districts to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.” This is a direct quote from the Office of Elementary and Secondary Education.

Each year representatives from each of the four main armed services come to Turkeyfoot, as they do every school in the county, to let students know what they have to offer in career opportunities and financial aid for postsecondary education. No recruiter is permitted to speak with any student about enlistment opportunities until that student has completed eleventh grade or asks specific questions of the recruiter. We are, however, asked several times a year to supply the armed services with a list of juniors and seniors. It is your right to ask that your child’s name be omitted from this list.

If you choose to have your child “opted out” of this requirement, please indicate so by filling out the bottom portion of this letter and returning it to either the Guidance Department or Principal’s Office no later than Friday, September 16th, 2016. Please understand that if we do not hear from you in writing, your child’s name will be on the list given to the recruiters. Also, your written response is only good for the current school year. Your written response must be submitted every school year your child is in school.

Sincerely,

Teresa Wilhelm-Cook,
Guidance Counselor

Date: _____

My child, _____, should not be entered on the list for military recruiter access for the 2016-2017 school year.

Parent/Guardian Signature

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

Dear Parent/Guardian and Student:

Please read and go over the materials in this handbook with your child. Please sign this page stating that you and your child understand the rules and regulations stated in the handbook. Please return this page with your child to the Principal's office by **Friday, September 16, 2016**. Failure to do so may result in suspension of participation in extra-curricular events

Parent/Guardian Signature

Student Signature / Date

Turkeyfoot Valley Area School District
Excellent and Proud Of It!

Dear Parents/Guardians & Students,

It is with great pride that we welcome you to the 2016-2017 school year. Turkeyfoot Valley Area School District's goal and vision is "Excellent and Proud of It!" We look forward to the opportunities we have in working together to provide the best possible program for you.

Your education is important to us. Turkeyfoot Valley Area School District and the Pennsylvania Department of Education believe that it is essential that ALL students be provided with a strong curriculum and that students are expected to reach appropriate achievement levels. The School Learning Community, consisting of: the school board, students, faculty, staff, administration, parents, and community, must work together to insure the success of all students in meeting the expected levels of achievement necessary to progress through school.

For maximum learning to occur it is essential that students be provided with a setting that is safe, orderly, nurturing and challenging. In order to guarantee the successful educational environment you deserve, it is imperative that all cooperate to allow the teaching and learning processes to happen. Read over this agenda book as your guide to insure a successful school year.

I wish you much success in the 2016-2017 school year. Keep in mind that we are: Turkeyfoot-"Excellent and Proud of It!" I hope this school year will be one that has a positive impact on your success at Turkeyfoot Valley Area School and provides positive memories for each of you.

Sincerely,

Richard Berkley,
Principal

STUDENT INSURANCE POLICY CHANGE

Please Note: Student insurance is no longer free of charge for students or student athletes as in the past. As always, insurance will be offered at the beginning of each year that parents/guardians can purchase for their children. Unfortunately this insurance doesn't typically cover students participating in football. It is the parent/guardian's responsibility to provide their child with insurance. If your child does not have insurance, they will NOT be participating in any athletic practice or event. A written form will be required from every athlete that states the student's insurance carrier and/or insurance information. Pennsylvania offers insurance to ALL children through either medical assistance or PA Blue Chip. Medical Assistance information can be obtained by calling the Department of Public Welfare at 814-443-3681. If due to income you don't qualify for PA Medical Assistance and your employer does not offer insurance coverage, you can contact Blue Chip by either the internet at www.chipcoverspakids.com or by calling 1-800-543-7105.

Any deductible or co-pay from any injury sustained at school during the school day or during an athletic event/practice will no longer be paid by the school.

REGULAR BELL SCHEDULE

BREAKFAST AVAILABLE	7:30-7:50
GYM/MORNING ANNOUNCEMENTS & LOCKERS	7:50 - 8:10
1st Period	8:10 - 8:52
2nd Period	8:54 - 9:36
3rd Period	9:38 - 10:20
4th Period	10:22 - 11:04
5th Period	11:06 - 11:48
6th Period	11:50 - 12:30
LUNCH	12:30 - 1:15
ACADEMIC PERIOD	1:17 - 1:47
7th Period	1:49 - 2:31
8th Period	2:33 - 3:20
DISMISSAL	3:20

If school is delayed or closed due to inclement weather or other types of emergency situations, a "School Messenger" phone message will be activated and it will be announced over the following radio and television stations:

AM Radio	FM Radio	Television
WFRB-AM560	WRKW-99.1	WPXI 11
KDKA-1020	WFGI-95.5	WTAE 4
WMBS-590	WKYE-96.5	KDKA 2
WNTJ/WNTW 1490/990	WJHT-92.1	WJAC 6
	WFRB-FM 105.3	WWCP FOX 8 or ABC 23

2 Hour Delay Schedule

***We Will Alternate AM Periods As Follows:**

(No Breakfast Served) Morning Announcements/Lockers/Homeroom	9:50 - 10:10
1 st /4 th Period	10:12 - 10:56
2 nd /5 th Period	10:58 - 11:42
3 rd /6 th Period	11:44 - 12:30
Lunch	12:30 - 1:15
Academic Period	1:17 - 1:47
7 th Period	1:49 - 2:31
8 th Period	2:33 - 3:20
Dismissal	3:20

1:00 Dismissal Schedule

Breakfast Available	7:30 - 7:50
Morning Announcements, Lockers, Homeroom	7:50 - 8:10
1 st Period	8:10 - 8:52
2 nd Period	8:54 - 9:36
3 rd Period	9:38 - 10:20
4 th Period	10:22 - 11:04
5 th Period	11:06 - 11:48
6 th Period	11:50 - 12:15
Lunch	12:15 - 1:00

DATES TO REMEMBER

***Subject to Change**

(Please check our website for regular updates)

Meet The Teacher Night

(Open House)

Thursday, September 15 - 6:00-8:00 pm

Parent / Teacher Conferences

November 11, 2016 8:00 am - 8:00 pm

February 20, 2017 8:00 am - 8:00 pm

1:00 Dismissal Days

September 30

November 23

December 23

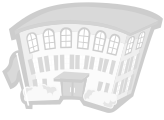
April 12

Non-Student School Days

(Subject to Change)

September 5	(Labor Day)
October 10	(County-Wide In-service)
November 11	(Parent/Teacher Conf.)
November 24-28	(Thanksgiving Break)
November 29	(Act 80 Day)
Dec. 26-Jan. 2	(Christmas Break)
January 16	(Act 80 Day)
February 20	(Parent/Teacher Conf.)
April 13-18	(Easter Break)
May 5	(In-service Day & Prom)
May 29	(Memorial Day)

***Snow Make-Up Dates: February 17, April 13 & 18, June Days as needed. If snow days are not needed, students will not have school on those dates.**



GENERAL GUIDELINES OF THE SCHOOL

ATTENDANCE POLICY

Regular attendance at school is essential for your success. Failure, under-achievement, discipline problems and at times, withdrawals, can often be traced to poor attendance.

When you are absent, a written excuse must be presented to the office by a parent or guardian (this includes ½ day absences as well). The office will attempt to contact you if they do not receive a note. **If the office does not receive a note, the absence will be marked illegal/unexcused.** When you have in excess of three (3) illegal absences, a citation will be issued.

EXCUSES

When writing an excuse for absenteeism, please write the following information on the excuse:

1. FIRST and LAST NAME of Student.
2. NAME of First Period Teacher.
3. GRADE of Student.
4. DATE of Absenteeism.
5. DATE that the excuse is being given to the school.
6. REASON for Absenteeism.
7. ORIGINAL SIGNATURE of Parent/Guardian.

After ten (10) accumulative days of absence (10-day rule with 10 parent notes sent in), all students will be required to have a doctor's excuse for any absence thereafter. When a student misses more than thirty (30) days of school (30-day rule), upon administrative review of attendance record, student may or may not be promoted to the next grade level. The Turkeyfoot Valley Area School Board will review all cases of attendance violations, making the final decision upon the course of action.

When counting the number of days absent, days absent from the Somerset County Technology Center will be included for those students.

When a student transfers in from another school, the days absent from the former school will be counted.

Family educational trips count in the 30-day rule, but not in the 10-day rule.

If a student has already missed 10 days of school then gets ill at school and goes home for ½ day, a doctor's excuse is not required for that half day.

The administration has the authority to use their judgment in accepting these official excuses in lieu of doctor/dentist excuses:

- a. Lawyers/court/magisterial hearings
- b. Job interviews with guidance department and parental approval beforehand.
- c. Driver's tests
- d. College visitations with guidance department and parental approval beforehand.
- e. WIC/Planned Parenthood.
- f. Assigned out-of-school suspension

When a death in the family or other emergency occurs after a student has already missed 10 days of school, the administration will make a judgment as to the number of days acceptable for absence, such as distance to be traveled to the funeral and closeness of relation. **An obituary notice must be presented to the school after days missed.**

Attendance related communications will be sent to parents/guardians via certified mail. Refusal to pick up certified letters from the post office is **not** an acceptable excuse, as the school district will have proof from the post office of the attempts to notify the family of the attendance status. If doctor, dentist, lawyer, court, magistrate or other official excuses accepted by the administration are brought in, those days of absence do not count towards the 10 day or the 30 day rule.

If you miss a class due to an absence, it is **YOUR RESPONSIBILITY** to arrange the make-up work for days missed. This includes tests. You should contact all of your teachers on the day you return to school and make the necessary arrangements. You will have one (1) day for each day you missed to make-up your work. Failure to make-up your work will result in you receiving a zero for the work. A student **will not** be permitted to make up class work or homework that is missed if the absence is classified as unexcused.

LATE ARRIVAL / EARLY DEPARTURE GUIDELINES

You must obtain office permission by bringing a note signed by a parent. You must bring the note from your parent to the office before 1st period. Phone calls made to the school from parents should be received no later than 2:00 pm. If you are dismissing early and receive office permission, you must sign out in the front office. **If a student is arriving late or leaving early, the parent/guardian must sign the student in/out.** Students over the age of 18 are required to adhere to the above guidelines. Students who drive to school are expected to abide by this rule as well. **The school will not allow a student to sign themselves out based on a phone call from home and students will not be permitted to leave with anyone other than a parent/guardian.**

Medical Exception: If a child who drives to school becomes ill, the nurse or an administrator may approve the student to leave school only if we are able to contact the parent/guardian first. If in the determination of the school, the student is too ill to drive, we will not release the student until the parent/guardian comes and signs them out. If a student who drives to school has a doctor's appointment, the school will call and confirm the appointment before we allow the student to leave. If we cannot confirm the appointment, the parent/guardian will need to come and sign the student out.

The guidelines for late arrivals and early dismissals in the high school are as follows:

Tardy to School - Arrival after 8:05 am

Early Dismissal - Leave after 2:03 pm

Upon entering school after 8:05 and leaving prior to the end of the school day, you must report to the main office to sign in and/or out. You are considered absent ½ day if you arrive after 8:55 AM or leave before 2:03 PM.

Bus Passes Are No Longer Permitted. Parental written notification **MUST** be received in the front office before 2:00 pm in order for students to be given a bus pass to get off the bus at a different stop on their regularly assigned bus route.

If an emergency arises and you must call the school instead of sending a note, it is imperative that the Principal is given adequate time to review/approve the parental bus pass request.

SEMESTER/FINAL EXAM ATTENDANCE POLICY

If you have three (3) or fewer absences in a class per semester and are passing the class, you may be exempt from taking the semester/final exam in that class. You may choose to take the final and that grade will only be used if it improves your overall grade in the class.

SCHOOL ATTENDANCE FOR EXTRACURRICULAR EVENTS

If you are a participant in sports or other extracurricular activities, you must be present in school for the entire day or have prior permission from the principal or superintendent. ***The entire school day is defined as 8:05 am to 2:03 pm. Students not in attendance for the entire day without prior approval will not be permitted to participate in the extracurricular/sporting event(s) on that day. Students will be given one (1) warning regarding this policy for the entire school year.***

EDUCATIONAL TRIPS

Occasionally, your family may take an **educational trip** during the school year and want you to be excused from school for this purpose. The principal will determine whether such an absence will be excused or unexcused based on attendance and discipline records. The maximum number of excused days permitted for an educational trip is **five (5)**. Please obtain and complete from the office, the ***Educational Trip Form***. If you go on a trip without making advance arrangements with the principal, you will be charged with an illegal/unexcused absence. Upon return, you must present to the principal, a (1-2 pages) report that will be placed in your file. Failure to do so will result in an unexcused absence. These absences will count in the Semester/Final Exam Attendance Policy.

DELIVERY OF FOOD TO THE SCHOOL

Students are not permitted to have food delivered to school from a restaurant or local eatery. Food delivered to the school in such a manner will not be given to the student. It will be placed in a refrigerator until after school. Students are also not permitted to share lunches. Administration reserves the right to make decisions on this matter.

DISCIPLINE

You have the right to learn and your teacher has the right to teach. No one has the right to interfere with the teaching and/or learning process.

SCHOOL WIDE RULES

There are some basic rules that must be followed by all students and enforced by all staff members.

1. Walk at all times.
2. Hats must be taken off at your locker before reporting to your first class and not put on again until dismissal.
3. Use appropriate language.
4. Treat everyone and property with respect.
5. Food and drinks, except for water, are permitted in the cafeteria only.
6. Food and drinks cannot be consumed at lockers.
7. Energy drinks of any variety are not permitted in the school.
8. Gum is permitted at the discretion of the teacher or staff member. Gum must be disposed of properly when instructed.
9. Cell phone and other electronic devices are not permitted to be used or carried during the school day.
10. Drink machines are for use before school, during lunch and after school only.
11. Students must have a pass at all times when in the halls.
12. Students entering a class late will receive a tardy if they do not present a pass.
13. Follow all individual classroom rules.
14. Keep halls, lockers, desks, and classroom clear of litter. If you see litter, please discard it properly.

CLASSROOM RULES

Each of your teachers has certain rules that are to be obeyed while you are in their class. Your individual classroom teachers will explain their class rules to you. It is your responsibility to know them and to follow them. Breaking any of the classroom/school rules will result in disciplinary action being taken.

ASSIGNED DISCIPLINE

It is important for you to understand the following terminologies associated with discipline within the school:

After-School Detention: You may be assigned detention after the school day is completed. You will be required to follow the posted rules. The detention begins at 3:20 and concludes at 4:20. You must successfully complete the detention with appropriate behavior, or you will receive Supervised Student Study.

Supervised Student Study (SSS): You may be given a SSS. If you receive a SSS, you must report to the Principal on the day(s) assigned. You will be required to follow the posted rules. You must successfully complete SSS with appropriate behavior, or it will be re-assigned.

Out-of-School Suspension: You may be given an out-of-school suspension. When an out-of-school suspension is given, you are not permitted on school property during the time of the suspension. This includes extra-curricular activities at TVAS or away. An in-school conference with your parents must occur before you are permitted to return to school.

R.A.M.S. (Real Alternatives to Motivating Students) Students with repeated discipline referrals may be assigned to the R.A.M.S. program. The amount of time spent in the program may vary and will be determined by administration.

Expulsion: You may be required to appear before the Board of School Directors to have your discipline file and/or case reviewed. If you are expelled from school, you will not be permitted on school property.

Passive Assistance: teachers and school authorities under the following circumstances may use reasonable force:

1. to quell a disturbance
2. to obtain possession of weapons or other dangerous objects
3. for the purpose of self-defense
4. for the protection of persons or property

In all cases, the administration retains the right to use its discretion in evaluating cases: a student's past disciplinary record, attitude, and willingness to cooperate in correcting behavior infractions will be considered when appropriate.

GENERAL RULES OF BEHAVIOR

In order to help provide you with a summary of expected behaviors, following is a list of behaviors and assigned punishments that you might expect. Though it is impossible to list every rule imaginable, it is the interest here to review some of the basic ones.

If there is a situation that arises during the course of the school year, the administration reserves the right to administer discipline in accordance with the offense. The severity and/or frequency of offenses are used in determining the appropriate level of punishment to be assigned.

Tardiness/Lateness: Tardiness is defined as not being in class when the bell rings without a written excuse. After you are late to school or tardy to class a total of **four (4) times**, you will receive an after-school detention. Every time you are tardy or late thereafter, you will receive an after-school detention. You begin anew at the beginning of the semester change.

Skipping Class: If you are found to be skipping a class or multiple classes, you will be given anywhere from an after school detention up to an out-of-school suspension. Skipping can range from not being in your assigned class up to not attending school without parent permission. Any class work/homework missed when the class was skipped **cannot** be made up. Students will receive a **zero (0)** for the class work/homework.

Cheating: Students caught cheating will receive a failing grade for the assignment in which the cheating occurred. Additional discipline may be assigned.

Cell Phone and Other Electronic Devices: Cell phones and other electronic devices are not permitted to be used in school during the regular school day. Other electronic devices include, but not limited to, pagers, beepers, electronic games, Ipods, MP3s and CD players.

Per School Policy #237 Electronic Devices, violations of this policy shall result in the following manner:

First Infraction – An employee shall direct the student to turn off the device. The employee shall the confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.

Second Infraction – The second infraction shall result in confiscation of the device, which is to be turned into the school office. A parent/guardian must retrieve the device from the school office. A minimum of an After School Detention (ASD) will be issued.

Third Infraction – The third infraction shall result in confiscation of the device which is to be turned into the school office. After a conference with school administration concerning the repeated violations, a parent/guardian may retrieve the device from the school office. A minimum of a Student Supervised Study (SSS) will be issued.

Repeated or Severe Infraction – Any violation of this policy or failure to comply with the policy may also at the principal's discretion, result in additional disciplinary action. Permanent confiscation of the device will be issued.

Vandalism: Acts of this nature will be dealt with by assigning discipline plus full restitution to the school or individual. Correcting, cleaning or repairing the damage is also an option. You may be reported to the legal authorities.

Tobacco/Nicotine Products: The possession, distribution, or the use of any type of tobacco/nicotine product to include vaping and e-cigarettes, is strictly prohibited. If you are found doing any of the above, you will be referred to the local magistrate for prosecution. In addition, you will receive a minimum of three (3) days out-of-school suspension.

Drugs and Alcohol: If you are found to be using, carrying or distributing any type of drug, alcohol or drug paraphernalia, or any product that is represented as such, you will be suspended out-of-school for ten (10) days and will be recommended to the Board of School Directors for expulsion. You will also be reported to the legal authorities.

Use of Trained Drug Dogs: School Administrators are authorized to request and/or permit, at such time or times, as they deem appropriate, the PA State Police and/or law enforcement agencies with certified sniff dogs, to use on school property and in school buildings, at no cost to the District, dogs specially trained to “sniff” for drugs or other controlled substances or illegal substances or things. Such dogs may be used to examine school buildings or property and anything on or in school buildings or property, provided, however, that this prohibition shall not invalidate any information gathered because of the incidental interaction of the dogs and students or others when the dogs are on school property or buildings. Drug dogs will be used extensively on school district property and designated student parking areas.

Weapons: If you are found to be in possession of a weapon or any device that may be representative of a weapon on school property, you will be suspended out-of-school for ten (10) days and will be recommended to the Board of School Directors for expulsion. You will also be reported to the legal authorities.

Harassment/Bullying: You and your peers have the right to participate in school activities in an atmosphere free from harassment. Harassment is any unwelcome, offensive, or unwanted behavior that interferes with a student’s right to learn, study, work, achieve or participate in school activities in a comfortable and supportive environment. Harassment is illegal and is prohibited in the school setting. If you believe that you are being harassed, report the problem to an adult (teacher, guidance counselor, administrator, nurse) in school as soon as possible. The severity of the harassing will determine the magnitude of the discipline.

Hazing: Hazing is defined as an initiation process involving harassment. Hazing is illegal. Students who are involved in hazing will be suspended out-of-school anywhere from one to ten days and the possibility of criminal charges being brought against you by the victim or the family of the victim. If you believe you are the victim of hazing, report the incident immediately to the school authorities. Answering the following questions will help you determine if hazing is occurring.

1. Is the activity an educational experience?
2. Does this activity promote and conform to the ideals and values of the organization?
3. Will this activity increase feelings of friendship between new and initiated members of the group?
4. Is this an activity that new and initiated members participate in together?
5. Would you be willing to allow your parents, a judge or the school principal to witness the activity?
6. Would you be willing to defend the merit of this activity in a court of law?

CATEGORIES OF MISCONDUCT

If you, as a student, conduct yourself inappropriately, disciplinary measures will be taken. Below is a list of misbehaviors that will result in you receiving discipline. Please note that this list is not all-inclusive.

Inappropriate Items In Your Possession

Inappropriate Dress

Profane/Obscene Gestures/Language

Verbal Confrontation

Skiping Class

Gambling

Disrespect

General School Disruption

Hazing

Lying to School Personnel

Displays of Affection

Bullying

Harassment

Forgery of Notes

Pornographic Materials

Littering

If you, as a student, are involved in activities such as:

Fighting, obscenities directed towards an adult or other student, vandalism, tobacco/nicotine products possession/use, hazing or skipping a detention, you can expect to receive anywhere from a supervised student study to an out-of-school suspension ranging from 1 – 10 days. Any fights, assaults and persistent disruptions within the school will result in legal intervention and alternative education options.

If you, as a student, are involved in activities such as:

Assault, unjustified activation of a fire alarm, the forging of official documents, the unlocking or setting of doors that should otherwise be locked, the possession, distribution and/or use of drugs, tobacco/nicotine products and/or alcohol, the possession and/or use of a weapon, hazing, you will receive an out-of-school suspension for ten (10) days with the recommendation of expulsion. The legal authorities will be notified.

We realize that you are different from your peers, and everyone responds to discipline in varying ways. The administration reserves the right to adjust the above disciplinary procedures accordingly. The intent, however, is to treat everyone fairly at all times.

There are several **field trips** planned throughout the course of the year. If a student acquires five (5) or more detentions or any suspension, your participation in a field trip will be reviewed by the teacher and disciplinarian and decided upon by the principal.

ENFORCEMENT OF DISCIPLINE

The following guidelines will be followed when discipline is given to a student for repeated misbehavior:

1. Detentions are assigned by Teachers, Principal and Administration.
2. Detentions are scheduled on regular dates (Tuesday and Thursdays after school.)
3. Students must successfully complete all detentions. Failure to successfully complete will result in an OSS.
4. Students are given at least a two-day notice in order to make provisions for transportation from detention.
5. Students are given a copy of the detention that includes the offense and the date(s) to be served.
6. The student has the responsibility to take their copy home and inform the parents.
7. After the 6th detention is given, student will receive supervised student study in place of detentions.
8. After 6 referrals, students will be considered for placement in the R.A.M.S. program.
9. Parents receive a notification letter for supervised student study and out-of-school suspensions.
10. Students must successfully complete all supervised student study. Failure to successfully complete will result in rescheduling the suspension.
11. Following an out of school suspension, a minimum of a telephone conference is necessary before the student may be permitted to return to class.
12. Out of school suspension will always be an option for the administration and used on a case by case basis.
13. When a student accumulates five (5) days of out-of-school suspensions, the student and his/her parent(s) must meet with the Superintendent of Schools for an informal hearing to determine whether or not the student should be recommended for an expulsion hearing.

Expulsion and/or Alternative placement recommendation may occur at any time. The administration will use the offense and discipline record of the student in determining whether or not to recommend expulsion to the superintendent. Parents will be notified of this intention prior to the recommendation being made.

Attendance at school functions (i.e. if the student has an assigned discipline the day of the event, they may not be able to participate). This decision is the sole responsibility of the administration.

CARE OF SCHOOL PROPERTY

You will be issued textbooks for your various classes. Examine the textbook upon receipt of it. If you find the textbook to have any type of markings on it, report this to your teacher immediately. The school expects you to return the book in the same condition it was issued to you. If you damage or lose a textbook, you will be responsible for the pro-rated replacement of it. Book covers are required on all textbooks at all times.

Throughout the course of the year, you will be given the opportunity to use school issued items such as calculators, power equipment, computers, desks, musical instruments, etc. If you deliberately damage any of these types of materials, you will be financially responsible for the loss incurred. All financial obligations to the school must be made in a timely fashion. Failure to do so may result in you not being permitted to participate in extra-curricular activities, report card being held or possible legal intervention.

TRANSPORTATION

If you **drive to school**, or are a **passenger of another student** who drives to school, you must complete the Student Driving/Riding Form that is available in the front office. Being permitted to drive to school is a privilege and not a right. Reckless and dangerous driving activities will result in your loss of this privilege. If you are either a passenger or driver and have been tardy to school on four (4) different occasions, you may lose your driving privileges for the rest of the semester.

The school district provides transportation to and from school. Whether you are on a van or on a bus, proper behavior is mandatory. Improper behavior may result in you losing your riding privileges. Remember, the school bus is an extension of the school. All school rules apply. **Do not lose your riding privilege.**

SOMERSET COUNTY TECHNOLOGY CENTER STUDENTS (SCTC)

Students are not permitted to drive to SCTC. All students must ride the SCTC bus provided.

SCHOOL TRIP PERMISSION SLIPS

You are not permitted to take a **school trip** unless you present a form signed by a parent/legal guardian and have the approval of the principal. If you have permission to attend a school sponsored activity, you will not be permitted to return home by any other means of transportation, unless prior permission has been approved. This applies to athletes as well.

GUIDANCE

Guidance services are available to you. These services include assistance with educational planning, interpretation of test scores, college and career information, tutoring, help with personal/school problems, and/or any questions you may feel you would like to discuss with the counselor. If you wish to talk to the counselor, you are to stop by the Guidance Office and **schedule an appointment**. The Guidance Office will then contact you in a **timely manner**.



ACADEMICS

Turkeyfoot Valley Area School District believes that all students must be afforded the opportunity to be successful in their academic endeavors. Not only does the District believe that it is essential that ALL students be provided with a strong curriculum but also that the students must be expected to reach appropriate achievement levels. It is essential that students be provided with multiple instructional opportunities including variance in time allotted, instructional materials, and instructional methods. Assessment of students must be done on a regular basis with student schedules being altered to meet their individual academic needs. Students must meet expected levels of achievement in order to progress through school, and must be held accountable for mastery of academic material.

CURRICULUM

The choice of a curriculum as preparation for future employment or for education beyond high school is of a serious nature and should be given careful consideration by you and your parents. The **College Preparatory** program is designed to prepare you for college entrance and for other institutions of higher learning. The **Technology Center** is located in Somerset. If you choose this avenue, beginning in the 10th grade, you will attend Turkeyfoot Valley in the morning and the Technology Center (SCTC) in the afternoon.

TVASD Cyber Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. Please see the Guidance Counselor for more information regarding this program.

Please consult the guidance office for a complete breakdown of required courses and elective offerings.

Report Cards for the first three grading periods will be distributed **about** one week after the end of the nine-week grading period. The fourth nine-week report card will be mailed home.

Progress Reports will be handed out at the mid-point of each grading period. It is the student's responsibility to take them home and keep parents informed.

If you receive an **Incomplete** on your report card, you must make-up all work within one week of the end of the grading period. The exception to this is if you were to miss five (5) consecutive days at the end of the grading period. In this situation, you will have an amount of time equal to the time missed to complete all make-up work. Administration reserves the right to review individual cases.

STANDARDIZED TESTING AND KEYSTONE EXAMS

(Information current at the time of this printing and is subject to change)

Turkeyfoot Valley Area School District will administer the Keystone Exams in the following grade/content areas:

Algebra 1:	9th Grade
Literature:	10th Grade
Biology:	11th Grade

Standardized Testing will occur in the following grades and content areas:

Math:	PSSA Exam, Grades 3 through 8
English Language Arts:	PSSA Exam, Grades 3 through 8
Science:	PSSA Exam, Grades 4 and 8

As per guidelines from the PA Department of Education and the Federal "Every Student Succeeds Act" (ESSA), beginning with the class of 2019, students must demonstrate proficiency on the Keystone Exams as a graduation requirement. This may be accomplished in the following manner.

- 1) Students who pass the Keystone Exam with a proficient or higher score will have demonstrated proficiency.
- 2) If a student does not pass an exam, the students/parents may choose to enter a remediation class and then retake the keystone exam during the next available administration. The remediation class will be one semester and not for credit.
- 3) Students/parents may choose to take the district administered project based assessment. This will be administered during the academic period. Once the student has demonstrated proficiency on the assessment, they will be considered as having met the graduation requirement.

Additional information will be provided to parents and students when test results are received by the guidance office. Please contact the guidance office for additional information.

GRADING

The District will provide instruction, practice and assessment in all areas of instruction in a format that is consistent with the styles and methods used by the Pennsylvania Department of Education's PSSA and Keystone Exams.

Expected demonstration of standards will be correlated to the grading scale in Board Policy 5200 so that:

A - 100% to 90% Superior Work	=Advanced
B - 89% to 80% Attainment Above Average	=Proficient
C - 79% to 70% Average Attainment	=Basic
D - 69% to 60% Below Average	=Below Basic
F - 59% to 0% Failure	=Below Basic

A grade of "D" will be considered passing. A student receiving a grade of "F" will have the opportunity to make this class up through either summer school or a credit recovery class the following school year.

You can be placed on the **Honor Roll** if, during any nine week reporting period, you have an average of 80% or higher. Any grade below 70% will make a student ineligible for honor roll.

Dual Enrollment/Early College Courses: 21 credits are available to students. For more information regarding this, please see the Guidance Office staff.

Advanced Placement Courses (if available): Juniors and Seniors may take A.P. courses in addition to the required TVASD courses. As the courses are online, students will be able to access the course during the school day. It is important to note that the online instructor may well have additional time requirements which the student must meet.

In order to be eligible for the course, students must:

- (a) Be on the TVASD Honor Roll for the semester prior to enrolling in the course.
- (b) Have an 85% or higher in their related course. (if wishing to take an AP history course, their history grade at TVASD must be 85% or higher)
- (c) Receive a recommendation from their class room teacher in the related subject.
- (d) Make a deposit of \$200 dollars which will be returned providing the student maintains a 70% or higher average and completes the course.

Upon completion of the course, the course results will be noted on the student's transcript and awarded weighted credit as per TVASD policy.

Credit Recovery Courses: Parents/Students are responsible for paying the cost of credit recovery courses. The current rate is \$200.00 per course.

Online Credits Towards Graduation: Online courses cannot be taken as a method for advanced graduation and cannot be used as a replacement for a course that is offered in the classroom unless approved by the Principal and guidance department. *Example; a sophomore cannot take English 11 online and count it as their junior English class.*

RETENTION

If you are in the 7th or 8th grade and fail three or more major subjects, you must repeat the grade. If you fail two or less you may repeat the grade unless **Summer School** arrangements can be made which will enable you to be promoted. If you are in grades 9-12, you must make-up all failures in any course that is required for graduation.

If you are enrolled in the vocational-technical program, and fail a required course, you must make the course up prior to the beginning of the next school year. This can be done through **Summer School**.

Tutoring is available to you on a weekly basis after school at no cost. If you are interested in the tutoring program, please see the guidance office for more details.

If you are interested in additional information regarding these programs for your child, please contact the high school guidance office.



HONOR ROLL

You can be placed on the **Honor Roll** if, during any nine week reporting period, you have an average of 80% or higher. Any grade below 70% will make a student ineligible for honor roll.

Members of the **National Honor Society** must meet specific eligibility requirements. In order for you to be eligible, you must have maintained a scholastic average of 89% or higher for the past three semesters. In addition, students must be active participants in a variety of school and community activities. Each student must have undertaken leadership roles in both the classroom and in extracurricular activities where their service to the school and community is invaluable. Each student must meet the membership criteria of scholarship, service, leadership, and character. Selection for membership in the National Honor Society is made according to the by-laws of the National Honor Society and by the entire faculty and administration at the student's school. The Induction Ceremony will be held in May. For any additional information, please see the advisor.

GRADUATION

Students must meet the following criteria in order to graduate from Turkeyfoot Valley Area School District:

1. Successfully complete 26 credits:
 - 4 Credits of Math
 - 4 Credits of English
 - 4 Credits of Science
 - 4 Credits of Social Studies with Civics, American History, POD/Economics being required
 - 1 Credit of Physical Education/Health
 - 2 Credits of Arts and Humanities
 - 1 Credit of Online Elective
 - 6 Credits of Electives-SCTC participation= Three (3) credits / year
2. Be enrolled as a full time student in order to participate in commencement.
3. Report to school on designated days and times for instructions and rehearsals for commencement activities unless previously excused.
4. Students will be required to complete the Senior Portfolio Presentation. All students will receive a copy of the Senior Portfolio Presentation guidelines which details all aspects of the presentation.
5. Students will take Keystone exams at the conclusion of the course for Algebra 1, Biology and Literature.

Students are permitted to take the exam more than 1 time. Should they still not be proficient, then they will be required to participate in a project based assessment, which is developed and approved by the Turkeyfoot Valley Area School District

Additionally, students who are not proficient on the Keystone exams will not be permitted to take Duel Enrollment (DE) or AP courses.

Demonstrating proficiency on the Keystone exams or project based assessment is a graduation requirement.

Only those students who have completed these requirements may participate in graduation exercises.

COLLEGE VISITATIONS

Turkeyfoot Valley highly encourages you to visit colleges and trade schools if you are interested in pursuing education beyond high school. **Only juniors and seniors** are permitted college visits during the school day with the visitation being marked as excused. As a senior, you are permitted two (2) visitation days during your senior year. As a junior, you are permitted one (1) visitation day during your junior year. You will not be counted absent for semester test purposes, but you are still responsible for any schoolwork, exams and assignments missed during the visit. You must, however, follow the guidelines set forth:

1. You or the guidance counselor must make an appointment in advance.
2. You must bring in a permission slip to the guidance counselor from your parent or guardian three (3) days prior to the visitation.
3. You must bring back to the school a signed form from the college/university with the name of a contact person and their telephone number.

If you are a **junior or senior** and plan to attend a college or trade school after graduation from Turkeyfoot Valley, it is imperative that you visit the guidance counselor early in the school year to receive **financial aid applications, college and trade school applications** as well as **scholarship applications**. Do not delay in this process. It could be costly to you. Remember, this is **your** responsibility.

STUDENT ASSISTANCE PROGRAM

Many students are troubled by problems, which not only interfere with their educational performance, but with their physical, mental, social, and emotional development as well. When students are troubled, it can affect teachers, other students, counselors and other school staff. Help is needed for those students having difficulties and for staff members dealing with those students.

The Student Assistance Program has been designed to provide assistance to students troubled by physical health, emotional health, or drug/alcohol use problems. The primary focus is to develop a plan, which addresses the specific need of the student. The purpose of the SAP team is intervention and identification, not treatment.

The Student Assistance Program is coordinated by a group of concerned staff members who have received training. This group is referred to as the Core Team. Members of our Core team include the superintendent, guidance counselor, secondary principal, school nurse, and some teachers.

Students, parents, and staff members can initiate participation in this program by contacting any member of the team verbally or by special forms that are provided. Participation in the SAP program is voluntary. Confidentiality between the team and the student shall be maintained in the best interest of the student. Pamphlets, which contain information about the SAP process, are available in the guidance office.

INTERNET ACCESS

Turkeyfoot Valley Area School District's Internet or World Wide Web is made available to students solely for the conduct of TVASD business. Personal and or recreational use of the Internet is strictly prohibited at all times. TVASD expressly reserves the right to review all such transmissions in the course of its maintenance of the Internet Access System and as necessary to ensure that students are utilizing the system appropriately. Any violation of the Acceptable Technology Use Policy will result in disciplinary action.

SEVERE ALLERGIC REACTION

Due to health concerns, canned/aerosol deodorants, body sprays and room fresheners are prohibited in the school and or on the school bus. Faculty and staff should cease the use of such products. Students are prohibited from having and using them anywhere in the building and or school bus. Students found with them or using them are to be referred to the office of the principal. Such devices should be confiscated and turned into the principal's office.

EMPLOYMENT CERTIFICATES

If you are between fourteen (14) and eighteen (18) years of age and seek employment, you must have an employment certificate, which can be obtained in the guidance school office. No work permits are granted for use during the regular school day.

DRESS CODE

You are to dress appropriately for school. Transparent clothing is prohibited. No shorts, dresses, skirts, etc., will be permitted above the fingertip rule. If a student chooses to wear anything shorter, they must wear solid tights (with no holes) under the skirt, dress or shorts. The solid tights must be knee length while standing. No bra straps or undergarments may be exposed at any time. A minimum of three (3) inches of material must be covering the shoulders and both shoulders must be covered. Anything less, including "spaghetti straps" is prohibited. See-through shirts, tube tops, and/or any clothing that advertises alcohol, tobacco products or illegal substances and other revealing attire, indecent, offensive, obscenely-inscribed attire, bare midriffs, tank tops w/straps less than (3) inches wide, pajama bottoms, clothes with holes, and bare feet are NOT allowed. Flip flops and sandals are discouraged and may restrict participation in PE classes or any other outdoor activity. Shirts will be provided for inappropriate upper attire, while sweat pants will be provided for inappropriate lower attire, through the guidance office. Final judgment on the appropriateness of any school attire, whether or not mentioned above, will be made by the administration.

LOCKERS

Lockers are for your convenience and you are responsible for the condition of your locker. You will be assigned a locker at the beginning of the school year and may not change lockers unless approved by the principal. Lockers must be locked at all times. Sharing lockers is prohibited. You are not to give your lock combination to anyone else. Remember, you are responsible for school issued supplies and your personal belongings.

School lockers are school property that is loaned to you for your convenience. School authorities may search your locker and seize any prohibited/illegal materials at any time. Such materials may be used as evidence in disciplinary, juvenile or criminal proceedings. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of Board power in the interests of the health, welfare and safety of all school students.

Any damage you may cause to the locker will be a financial obligation you have to the district for the repair and/or replacement of the locker. This includes writing on the locker, the denting of the locker, the jamming of the combination that renders the locker useless, which carries a fifteen (\$15.00) replacement/repair cost.

PROM

An annual formal prom is held in the spring sponsored by the junior class. Sophomores, juniors and seniors along with their guests are permitted to attend the prom. The guest of a junior or senior will be considered their date for the evening. The guest must not be 21 years of age or older. No student below the tenth grade will be permitted to attend the prom activities without special written permission from the high school principal and the student's parent/guardian. Seventh and eighth grade students are not permitted to attend the prom. The prom is a privilege. Be mindful that this privilege can be lost due to disciplinary infractions.

No alcoholic beverages, tobacco, or drugs are permitted at any of the evening's activities. Chaperones and security guards shall call the law enforcement agency on anyone believed to be under the influence of any of the above-mentioned items.

Student Guest Permission Forms: Students wanting to bring an out of school guest to ANY school sponsored event must ensure that their guest is at least in the 7th grade, NOT 21 or older and have a completed guest permission form. The final decision is made by the School District Administration.

BREAKFAST AND LUNCH

Please Note New Prices 2016-2017: You may prepay for lunches in the cafeteria serving line. Free and reduced meals are available if you qualify. Applications are available in the cafeteria at all times. Cafeteria prices for the students are:

Breakfast	\$.85
Reduced Priced Breakfast	\$.30
Elementary Lunch	\$1.65
High School Lunch	\$1.90
(all lunches include milk)	
Reduced Price Lunch/Both	\$.40
Bottled Water	\$1.00

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the bases 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 bases 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 Complain 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 the 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.

LOST AND FOUND

Lost and found articles are placed in the Front School Office. Items found should be brought to there so that their owners can claim them. Unclaimed articles are periodically distributed to appropriate agencies or discarded. The school is not responsible for stolen articles.

SCHOOL NURSE

If you become ill during the school day, you must obtain permission from your teacher to go to the nurse. If the nurse is not available, you must report directly back to class. You are not permitted to call home if you are ill.

The nurse will use his/her best judgment in making that decision. In the absence of the nurse, the office will make the decision. Remember, the nurse is there for the administration of first aid in case of emergencies and for the dispensing of medication. You are required to bring all medication, both prescription and non-prescription medication to the nurse immediately upon arrival at school. This medication must be in the original pharmaceutically dispensed and properly labeled container. Non-prescription drugs such as aspirin, Tylenol, Advil, etc., must be given to the school nurse for dispensing. It is recommended that parents deliver any medications directly to the school nurse.

EXTRACURRICULAR ACTIVITIES

All students in grades 7-12 are given an opportunity to participate in extracurricular activities. There are club activities available as well as participation in band, chorus, and athletics. Several of our sports will be through a co-op with Rockwood School District. All students participating are required to adhere to the student-athlete handbook that will be given to each participant.

YEARLY ATHLETIC MEETING

A parent/guardian of each player must attend one athletic parent meeting which will cover your child's entire athletic career, grades 7 – 12 while at Turkeyfoot Valley. A parent or guardian must attend one meeting before the student will be permitted to practice or participate in extracurricular events. Administration reserves the right to require additional meetings as necessary. (More information is available in the Student Athletic Handbook.)

The District encourages all students to identify any new athletic opportunities and/or sports in which there is student interest to the District Athletic Director for purposes of gauging whether or not a new team can be fielded on an intramural, Junior Varsity or Varsity basis. Students are encouraged to contact the Athletic Director to express interest or otherwise identify sports they believe should be pursued at the Turkeyfoot Valley School District. The Athletic Director may be reached at 814-395-3621 ext. 314

Athletic Co-Op

All students participating in an Athletic Co-Op Agreement with the Rockwood, Berlin or Meyersdale School District will now be required to pay a \$300.00 participation **fee if the student quits the sport after the first regularly scheduled competition**. This participation fee will be added to your student financial obligation and is considered a graduation requirement. Turkeyfoot students needing to make restitution of this \$300.00 obligation will make their payment to the Turkeyfoot Valley Area School District (TVASD).

ESL

If another language besides English is spoken in your home, please notify our ESL coordinator and/or Learning Support Department

SCHOOL TELEPHONE

Students will not be permitted to use the phones except in emergency situations. No student will be called to the telephone during school hours – except in cases of **emergency**. Important messages from home will be delivered to the student.

Turkeyfoot Valley Area School District Annual Public Notice of Special Education Services and Programs – Services for Gifted Students and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing within the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by federal law known as the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

IDEA '04 mandate requires each state educational agency to publish a notice to parents, in newspaper or other media, before any major identification, location, or evaluation activity. In addition, the Family Educational Rights and Privacy Act of 1974 (FERPA) protects confidentiality and requires educational agencies to notify parents annually of their rights regarding the confidentiality of student information. Pennsylvania special education regulations require each school district to fulfill the

IDEA '04 requirements by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the Turkeyfoot Valley Area School District.

The Turkeyfoot Valley Area School District (among the other districts in the state of Pennsylvania) is required by the IDEA '04 to provide a free appropriate public education (FAPE) to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children (ages 5-21) who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism
- *Emotional Disturbance
- *Deafness
- *Hearing Impairment
- *Speech and Language Impairment
- *Visual Impairment Including Blindness
- *Orthopedic Impairment Due To Chronic or Acute Health Problems
- *Specific Learning Disability
- *Intellectual Disability
- *Multiple Disabilities
- *Other Health Impairment
- *Deaf-Blindness
- *Traumatic Brain Injury
- *Developmental Delay

For more information regarding Child Find policies and procedures including (but not limited to): Early Intervention, screenings, evaluations, educational placements, services for protected handicapped students, confidentiality and the Family Educational Rights and Privacy Act (FERPA), mode of communication, rights under the Protection of Pupil Rights Amendment (PPRA), or the Special Education referral process, please contact the Turkeyfoot Valley Area School District at 814-395-3621 and request to speak with the Child Find Coordinator (Special Education Director and/or Principal). You may also view the complete TVASD Child Find notice on the district website at http://www.turkeyfoot.k12.pa.us/Academics/Special_Education/special_education.html