

# TURLINGTON WOODS SCHOOL

"HOME OF THE TIGERS"



2024-2025 SCHOOL YEAR

STUDENT HANDBOOK

## **Principal's Message**

Dear Parents and Guardians:

I am delighted to welcome you to a new school year at Turlington Woods School. Our primary goal is to ensure that every student achieves their highest potential. We strive to create a caring, nurturing, and safe learning environment. Our dedicated staff, in collaboration with students, parents, and community partners, work tirelessly to achieve success.

As we embark on this school year, it is important to remember that academic success is a collective effort. Together, as a team, we can overcome any challenges that come our way. Our students are the future leaders of our city, state, and nation, and it is crucial that we work together to shape their future.

The student handbook serves as a valuable resource to keep parents informed and engaged in the home-school partnership. I encourage you to read and discuss the handbook with your child. If you have any questions regarding the policies outlined in the handbook, please don't hesitate to reach out to Turlington Woods School.

As the principal of Turlington Woods School, I am eager to collaborate with our dedicated staff, parents, and community partners to provide the best possible education program for all students. I have high hopes for a successful school year as we support the academic, social, and emotional growth of each and every student.

If you need to contact me, please feel free to call (757) 934-6215 or email me at [kinseybynum@spsk12.net](mailto:kinseybynum@spsk12.net). I am here to assist you.

Thank you for your continued support.

Sincerely,  
Kinsey Bynum  
Principal, Turlington Woods School

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# **Turlington Woods School**

## **Mission Statement**

Turlington Woods School is a dynamic alternative educational institution that partners with families, employers, and volunteers from the community to support students who have had difficulty thriving in traditional academic settings. Our mission is to foster continuous academic growth while providing a system of behavioral interventions focused on the development of more respectful, responsible and safe decision making as well as support the transition of our students once they have demonstrated readiness to return to their base schools.

## **Vision Statement**

The vision of Turlington Woods School is that all students who receive the school's specialized support will go on to:

- Graduate from high school.
- Pursue higher vocational or educational goals.
- Enter the workforce as productive citizens in our community.
- Have a positive impact on the global community.

## **Faculty and Staff Shared Beliefs**

WE BELIEVE THAT A SUCCESSFUL SCHOOL IS ONE THAT:

- Teaches students how to be respectful, responsible, and safe.
- Models appropriate behaviors, coping skills, and social and character skills.
- Supports the growth of academics and vocational skills.

WE BELIEVE THAT A SUCCESSFUL STUDENT IS ABLE TO:

- Demonstrate academic growth by reading, writing, comprehending, and thinking critically.
- Apply him / her by completing assignments and engaging academically.
- Demonstrate behavioral growth by following directions, being respectful, and maximizing learning activities.
- Function in his/her base school and society by making good choices.

WE BELIEVE THAT AN EFFECTIVE CLASSROOM IS ONE IN WHICH:

- Students are engaged and learning.
- Students are challenging their minds to discover new information.
- Students are safe.

WE BELIEVE THAT A GOOD STAFF MEMBER IS ONE WHO:

- Provides support and builds relationships.
- Demonstrates and promotes prosocial skills.
- Listens empathetically to offer emotional guidance.
- Uses humor appropriately.
- Demonstrates professionalism.
- Completes his/her responsibilities with full effort and to the best of his/her ability.

WE BELIEVE THAT AN EFFECTIVE SCHOOL FACULTY IS ONE THAT:

- Works as a team.

- Values the needs of the students.

TO BE A SUCCESSFUL ALTERNATIVE EDUCATION PROGRAM, WE BELIEVE THAT:

- Staff must help students set goals, provide structure, and set guidelines that will enable students to transition back to their base schools upon completion of our program.
- There must be positive interventions in place to ensure academic and behavioral success for all students.

### **ADMINISTRATIVE TEAM**

- Principal – Kinsey Bynum
- Administrative Assistant - Angeleen Ricks
- School Counselor – Glenda Batten
- School Nurse – Tracy Mann
- Head Custodian – Clayton Jones

### **SCHOOL INFORMATION**

Address: 629 Turlington Road

Suffolk, VA 23434

Telephone: (757) 934-6215

Fax: (757) 942-4334

Grades: 6-12

Mascot: Tiger

School Colors: Orange and Black

Staff Hours: 6:55 am - 2:25 pm

## **Program Description**

Turlington Woods Alternative School houses the Daytime Alternative Program (DAP) for middle and high school students who have been removed from their assigned school for disciplinary infractions. Placement in DAP is an administrative placement by the student services department. The length of the student's assignment is also determined by the student service department. A student will be allowed to return to their assigned school at the end of their assigned stay if they successfully complete the DAP. Success in the program is based on the student's willingness to follow Turlington Woods School code of conduct, school policy, and school rules.

## **Turlington Woods Point System**

### **Students assigned to TWS**

- Assigned to strict probation as indicated by letter from the Students Services Department.
- The Students Services Department will inform the parent when orientation is scheduled.
- Students will be searched upon entering the building.
- Students must adhere to the PBIS CICO and point system policy of TWS.
- Students will participate in "Live School".
- Students will participate in Restorative Justice Activities when scheduled.
- Students will participate in mandatory counseling sessions while enrolled.
- Students are Progress Monitored after every 3 weeks on all Levels

### **How many total points could a student earn each day?**

- 24 points

### **Points and categories**

- Max. 6 points per class for being safe, responsible and respectful
- Max. 120 points per week
- Min. 96 points per week benchmark = 80%

### **How many points constituted moving to next level**

- Moving from Level 1 to 2 earns 288 points
- Moving from Level 2 to 3 earns 288 points
- On Level 3, students must maintain at least 96 points per week.
- Teachers give points to students daily and enter them into the Live School System.
- Teachers can deduct points for disciplinary reasons and use points for rewards.
- Students need to accumulate a total of 288 points in order to purchase a reward.
- If a student has any issues in class, the teacher is required to document it in the Live School System.
- At the end of each week, the Team Leader compiles the Live School data and discusses each student's progress in the Progress Monitoring meeting.

### **Moving back to a previous level**

- 3 interventions
- Any intervention that leads to a Principal or parent conference.
- The level placement must be documented by the Principal on the intervention form.

### **Returning to the home school at the end of suspension time**

- Students must maintain a “C” average or better while at TWS. Must attend 95% of the time. Any days absent must be verified and made up.
- Parents are required to have their child participate in counseling while enrolled in Turlington Woods School at their expense or may elect to have their child participate in counseling offered by Western Tidewater Community Services Board.
- Two weeks before a student’s exiting time. Student’s data and other information will be sent to Student Services for their approval of student exiting. Once getting approval from Student Services TWS’s Principal will call the principal of the student’s home school and alert him/her of possible student transitions. A date and time will be discussed. A list of students who are eligible to return to their home school and a calendar invite will be sent by email to the home school transitional team by TWS School Counselor.
- The Case Manager (TW) of students with IEP has to send out an invitation before the 10th day, to hold a change of placement meeting.
- Exit meetings will be held at TWS or virtually, consisting of the Principal of TW, home school representative (AP and or Guidance Counselor, Graduation Coach), parents or guardian, student, day treatment counselor, teachers, and Student Services Dept.
- After the Exit meeting, all paperwork will be forwarded to the Students Service Department.
- **Successful academics, behavior, attendance and progression to Level 3 in the points system are the criteria that needs to be met before transitioning back to home school.**

### **Once students returned to their home schools**

- The student will be assigned a mentor and have periodic checks by their home school team.

## **General Information**

### **Accident Reporting:**

Any time a student is injured or is involved in an accident anywhere on school property, the bus, the bus stop, or during a school-sponsored activity, the student should immediately notify his/her teacher, sponsor of the activity, or administrator. Accident forms may then be obtained from the nurse or in the main office.

### **Address Changes:**

Please notify the office immediately if there is any change in address, telephone number, guardian, emergency contacts, or other personal information.

### **Administrative Availability:**

An administrator will be in the building from 6:50 a.m. until 3:00 p.m. daily. Any student or parent wishing to have a conference with any administrator is always welcome; however, it is recommended the appointment be arranged ahead of time to ensure the availability of the appropriate administrator. Students may arrange appointments by signing in upon arriving at school or by securing a pass to the office. Parents may arrange appointments by contacting the school Administrator Assistant. or emailing the principal.

### **Arrival:**

School hours are 7:25 a.m. - 2:00 p.m. daily. School personnel cannot assume responsibility for students who are brought to school before 7:00 a.m. each morning. Students are not to arrive prior to that time. Students who arrive prior to the buses are required to wait in the main lobby before reporting to class.

### **Attendance Policy:**

A student cannot miss more than two unexcused absences in a class during a nine-week grading period. Students who miss more than two unexcused absences in a class are in danger of failing for that nine-week period. Students who miss no more than four unexcused days in a class will be eligible to attend an attendance make-up session after school, on a designated Teacher workday or on a student early dismissal day during the nine-week grading period. Dates for attendance make-up sessions will be made available at the beginning of each grading period. Transportation will not be provided for attendance make-up sessions. Attendance letters will be sent out each nine weeks if students are eligible to attend an attendance make-up session. **Attendance will include days accumulated at the base school.**

### **Attendance Notes:**

If a student must be absent from school, the parent must submit the appropriate documentation to excuse the absence. **Documentation for an absence must be submitted within 5 school days of the absence. If documentation is not received within the 5 school days of the student's return to school, the absence will not be excused.**

**Please submit official documentation for medical appointments (doctor, dentist, therapist) or court appointments.** Handwritten notes for these absences will not be accepted. All attendance notes will be approved by the principal or the principal's designee.

### **Early Dismissal:**

All early dismissals must be verified by the main office. Students will only be released to those people whose name appears on the student's emergency form unless we have verification from a parent or guardian. Students will not be given an early dismissal without verbal confirmation from the parent. An authorized adult must provide picture identification and sign the Record of Early Dismissal ledger in the main office before any student is dismissed from our care. In order to prevent interruptions to the instructional process for all students, parents are asked to please make every effort not to take their children from school early.

### **Dismissal:**

Students will be dismissed from the main office when their assigned bus arrives. Students are not to remain in their last class until their bus is called. Students who are being picked up can wait in the main lobby for their ride once the first bus is called.

### **Bus Passes:**

Bus drivers are instructed not to pick up or take an additional student without permission from the principal or transportation. Bus passes will only be granted on a limited basis for family reasons only. Passes will not be granted for a student to go to another student's home for a visit. To obtain a pass, students are to bring a parental note to the front office upon their arrival to school. Complete notes include the following information: date, student's name, destination, bus number to ride, parent signature and phone number where parent may be contacted during the school day. Students will not be given a bus pass without verbal confirmation from the parent/guardian. Seating on the requested bus must be available in order for a bus pass to be approved.



### **Bus Regulations:**

School buses are provided for the convenience of the students. This privilege may be taken away from a student who endangers his/her safety or the safety of others. Please review the following regulations with your child:

- All riders shall remain seated when the bus is in motion.
- Keep hands, arms and head inside the bus. Gestures at cars or persons in the public are prohibited.
- Each rider shall remain in the seat assigned to him/her. Touching, fighting, and obscene language are forbidden.
- Bus riders must not litter the bus with food or other debris.
- The bus driver shall report any misconduct to the office.
- The bus driver is in complete charge at all times. Parents shall be notified if misconduct of a student continues.
- The rider or his/her parents will pay for damage to the bus, other than from regular usage.
- Students must be at the loading stop at the scheduled time, both in the morning and the afternoon.
- Students should inform the driver, if possible, when the rider will be absent from school.
- Students must cooperate with the driver at all times.
- Students shall be prohibited from bringing unnecessary items or dangerous objects on the school bus.

### **Cafeteria:**

The cafeteria offers a variety of breakfast and lunch choices daily. There will be no charge for students eating breakfast or lunch. All students are required to report to the cafeteria during those times.

### **Cell Phones:**

Students are not allowed to have a cell phone or other portable communication device on the school bus or on school grounds for any reason. **Parent permission forms to have a cell phone or portable communication device in your possession before and after school hours and during after school events is not a transferred privilege once assigned to Turlington Woods School.** Failure to comply is considered insubordination and will be handled as a discipline matter.

### **Telephone Use:**

**School phones are reserved for school business. Students are permitted to use the office telephones for emergency purposes only.** Emergency messages from parents will be delivered to students. Students will not be called from class for a phone call.

### **Clinic/Nurse:**

Medical care is available for students who become too ill to remain in class, require first aid, or have other health concerns. The school nurse or designee will determine if the parent/guardian is to be contacted and if the student should be sent home. Parental permission must be secured prior to releasing the student. Additionally, vision, hearing, and dental screenings will be done during the year.

All students taking medication (including inhalers) at school must have a doctor's note on file in the clinic at the beginning of each school year. NO medication (including Tylenol) will be given unless there is an order from the doctor on file in the clinic and medication is in its original prescription container. Failure to comply will be a violation of the School Board's policy on drugs. State law prohibits the school from dispensing any kind of medication to students unless the nurse has on file written permission from the child's doctor. The medication must be brought to school by a parent or guardian in a container appropriately labeled by the pharmacy or physician.

### **Concerns or Conflicts:**

If a student or parent has a concern about an individual or a school practice/policy, the following pathway of assistance is available and should be used in order to resolve the problem as quickly as possible.

1. Notify the supervising teacher, bus driver, or other school staff of the problem.
2. Seek peer mediation as appropriate.
3. Make an appointment with the guidance counselor.
4. If the problem is still unresolved, contact an administrator.

### **Emergency Drills:**

Teachers and staff will direct students in the proper procedures to follow during regularly scheduled fire, weather, and emergency code drills. Students, classrooms, and buses will be selected at random for periodic checks with metal detectors.

### **Food and Beverages at School:**

Everyone must work together to keep the school clean and attractive. Food and drink must remain in the cafeteria unless authorized by the administration.

**No open drink bottles/containers may be brought to school or carried around in the school.** Water fountains are available throughout the building.

### **Make-up work:**

Make-up work due to an absence is due within five days after the student's return to school. It is the responsibility of the student to check with his/her teacher about all make-up work. Students who fail to make up missed work risk the missing grades turning to a "0".

### **School Counselor and Services:**

Each student is assigned a counselor. Students who wish to make an appointment with their counselor should go to the main office for an appointment time. The guidance department offers academic, career and personal/social counseling which includes some of the following services: individual inventory, informational services, group guidance, individual counseling, peer mediation, testing, and assistance in planning schedule of courses for students, maintenance of student's permanent records, career counseling and college counseling.

**Parents who do not wish to have their child participate in the Personal/Social Counseling program should complete the Opt-Out form that is available in the student handbook.**

**Hall Passes:**

Students are not permitted to be anywhere in the building other than their scheduled class/activity unless accompanied by an authorized staff member or issued a pass signed by an authorized staff member. Students are discouraged from using the restrooms during instructional time, but may do so with the teacher's permission if an emergency should arise. If a health condition exists, a physician's note is required by the nurse. Leaving class without permission to use the restroom is prohibited and will be treated with disciplinary consequences.

**Honor Roll:**

The honor roll is afforded any student earning all A's, B's, or A's and B's.

**Lost and Found:**

Articles which are found by someone other than the owner should be taken to the office immediately. The school is not responsible for any losses of property by students. Lost and Found is located in the book room. Students losing articles should check the Lost and Found. Items not claimed by **June 1** of each year will be discarded.

**Parent Conferences:**

Parents who desire to have conferences with teachers should plan in advance by contacting the teacher(s) directly, the guidance office, or the main office. To ensure continuation of instruction for students, teachers are available to meet with parents before school, during their designated planning period, and after school.

**Parking:**

Parents and visitors are to park in the designated parking spaces. Please do not park or leave unattended cars in the front of the school building as this is a fire lane. This area is for buses and shall be restricted to their use.

**Partners-in-Education:**

Turlington Woods School is fortunate and proud to have Partners-in-Education who support our instructional programs and have a significant impact upon student achievement. Students may have the opportunity to interact with our partners as volunteers, guest speakers, or mentors.

**Positive Behavior Intervention & Support:**

Positive Behavior Intervention & Support (PBIS) emphasizes prevention and consists of proactive strategies that focus on teaching and rewarding student behavior that contributes to improved academic performance and social behavior. PBIS is practiced by all teachers and school staff.

**Supplies:**

Students are required to have the necessary supplies and class materials as requested by the classroom teacher.

**Textbooks:**

Textbooks are not issued to students at Turlington Woods School. Each classroom has a class set. Therefore, students must assume the responsibility for their care and pay for any books that are lost, damaged, or destroyed. Textbooks are to be kept clean, free of any writing or markings (including highlighting), and handled carefully. Regular checks for lost/damaged books will be made by teachers and charges collected.

Failure to pay for lost or damaged books at the end of the year will prohibit the student from receiving free textbooks the following year, until all charges are paid in full.

### **Visitors:**

All parents and visitors must first report to the office and obtain permission from the administration or a designee before visiting any area of the school. A visitor's badge will be issued to visit a specific area of the building. Picture identification will be required prior to receiving a visitor badge. All visitors will be escorted by a member of the faculty/staff to and from their destination. Children or student visitors are not allowed. Cooperation in this matter is very important for the safety and welfare of all students. If guests are seen in the building without a visitor's badge and/or unescorted, they will be escorted to the office.

### **Consequences:**

Making choices that are in violation of the rules will result in disciplinary action. **Please be aware that this handbook is a guideline and does not describe all behaviors and consequences, nor does it describe many of the positive activities used to help students change their behavior.** Administrators will use judgment in selecting consequences depending on the severity or frequency of the offense(s).

## **Selected Disciplinary Topics**

### **Bullying:**

Bullying among children is commonly defined as intentional, repeated harmful acts, words or other behavior such as name calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. **Bullying will result in disciplinary action.**

### **Buses:**

School buses are provided for the convenience of the students and parents. This is a privilege that can be taken away from a student temporarily or permanently. Misbehavior on the bus, even talking loudly, nearly always endangers the safety of everyone in the vehicle because of the distraction it creates for the driver. Students are to ride assigned buses at all times and enter/exit at their assigned stop. Always follow the directions of the driver. Remain in the seat and keep hands, feet and other objects to oneself at all times and inside the bus. No food, drinks, littering, obscene gestures, or use of profanity is allowed. Be respectful to everyone on the bus. Misbehavior on the school bus, bus stop, or walking to and from the bus stop is subject to disciplinary action.

### **Conduct Outside of School Hours:**

Students going to school or returning from school are subject to punishment for acts committed before the student arrives safely to school or before they arrive safely home after school. Also in accordance with Virginia Code, students may be subject to punishment for acts committed away from school property and outside of school hours which are detrimental to the interest of the school or which adversely affect school discipline.

### **Discipline Files:**

In accordance with Virginia Code, student disciplinary files are considered as part of the student's scholastic record and must be forwarded to any other school division to which the student transfers.

### **Disorderly Behavior:**

Fighting and other forms of disorderly conduct will not be tolerated. A student should avoid fighting by walking away and reporting the incident to the nearest staff member. Anyone who is involved in fighting, attempting to fight or boosting a fight will be subjected to disciplinary action.

### **Personal Property:**

The school is not responsible for personal property. Personal property such as phones, trading cards, sunglasses, excessive amounts of money, etc. will not be allowed at school. Loss of such items is the sole responsibility of the student. Further, these items are subject to confiscation by staff members and will be returned only to a parent or guardian with proper identification. **Students are strongly urged to leave all money at home except money for lunch.** It is virtually impossible to recover money when it is either lost or stolen.

### **Search and Seizure:**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their belongings, and student lockers and desks. They may also seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are to assume full responsibility for the security of their desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic random searches of students; their belongings; lockers and/or desks may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials

### **Tardies:**

Students are expected to arrive to classes on time. Three tardies to school equals one absence. (See [Attendance Notes](#)). Any student who is more than five minutes late to class without permission is considered to be cutting class

## **Student Dress Regulations:**

**Section 6-9.2 An appropriate environment for learning required; appropriate dress required; prohibited clothing.** A. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or poses a health or safety concern. Regulations for student dress are designed to promote a standard of appearance that complements the learning environment.

- A. The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division's policies. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoid unnecessary disruptions.
- B. Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:
1. Shirts and blouses must include at least 3" width on shoulders, garments (which includes skirts, dresses, and shorts) must not reveal any exposed skin 2" above the knee while standing. Leggings, jeggings, and workout clothes must be covered with a long shirt, skirt, or dress that covers the buttocks.
  2. Clothing must not reveal undergarments such as underwear, bras, and white undershirts. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline, or is sheer.
  3. Clothing and accessories may not advertise alcohol or illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or are gang related. Slogans and graphics are prohibited across the buttocks.
  4. Sunglasses may not be worn within the building. Wallet chains are not permitted.
  5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks.
  6. All shoes worn should not pose a safety concern. Slides, flip flops, crocs and slippers are not permitted. Sandals with a back strap are permitted. High heels must be an appropriate height for school activities.
  7. Clothing worn by a student must not cause a disruption and/or distract others from the educational process or pose a health or safety concern.
  8. Wearing of hats, hoods, or any type of head covering is not allowed in the building.

**Any dress deemed inappropriate by school staff will be dealt with as follows:**

The student will be given an opportunity to change into appropriate clothing.  
The student will be allowed to call home for appropriate clothing.  
A student may be assigned OSS for repeated dress code violations.