

# **VALLEY VIEW JUNIOR HIGH**

## **2023 - 2024**

### **STUDENT & PARENT**

### **HANDBOOK**

Approved by the Valley View Board of Education

**VALLEY VIEW JUNIOR HIGH**  
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# **VALLEY VIEW**

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# Principal's Message

Students, Staff, Parents, Guardians and Community Members

Welcome back for the 2023-2024 school year. This handbook was developed to answer many commonly asked questions and contains important information that you are responsible for knowing. Expectations and procedures outlined in this handbook are designed to allow all Valley View students an opportunity to maximize their experience at school and receive the education they need to propel them into their futures. All students are expected to arrive on time for the school day as well as to all classes, adhere to all staff member expectations, be respectful and respected, and embrace a growth mindset through each year at Valley View.

Clear communication between staff, students, and parents is crucial to ensure the success of all students at Valley View. In order to keep parents and students informed of progress in school, information is provided on Progress Book. Parents are also encouraged to engage in two-way communication with their child's teachers and support staff by informing them of suggestions or concerns that may help their child better accomplish their educational goals. **ParentSquare** is the primary tool used by Valley View Local Schools to communicate with parents. Safety is a top priority at Valley View. Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures, and drills are held to teach students how to respond in emergencies. It is required all students have an Emergency Medical Authorization Form on file completed and signed by a parent or guardian. Parents whose child has specific health care needs should alert the school regarding those needs in writing and with proper documentation by a physician to the school attendance office.

Our goal is to allow all students to have a successful year and make the most of their experience at Valley View.

Todd Kozarec  
VVJH Principal

## District Vision, Mission and Core Values

**Vision:** Forging our future, growing our community.

**Mission:** We are an educational community committed to fostering lifelong learning.

**Core Values:** Valley View Spartans are committed to educational excellence by demonstrating collaboration, inclusivity, responsibility, respect and resourcefulness.

# General Information for 2023-2024

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<p><b>August</b></p> <p>Fri. 25 New Teacher Day            Mon. 28- Fri. Sept. 1 Teacher Workday/PD day            Teacher Workday/PD day</p> <p><b>September</b></p> <p>Mon. 4 Labor Day            Tues. 5 First Day for Students</p> <p><b>October</b></p> <p><b>November</b></p> <p>Fri. 3 End of 1<sup>st</sup> Quarter (44 days)            Tues. 7 Professional Day            (No Students)            Mon. 20 Remote Day            Tues. 21 Remote Day            Wed. 22 Conference Exchange Day            Thurs. 23 Thanksgiving            Fri. 24 Thanksgiving</p> <p><b>December</b></p> <p>Wed. 20 - Winter Break            Tues. Jan. 2 Winter Break            Mon. 25 Christmas Day</p> <p><b>January</b></p> <p>Mon. 1 New Year's Day            Mon. 15 Martin Luther King Day            Fri. 19 End of 2<sup>nd</sup> Quarter (41 days)            End of 1<sup>st</sup> Semester (85 days)</p> <p><b>February</b></p> <p>Fri. 16 Professional Day            (No Students)            Mon. 19 Presidents' Day</p> <p><b>March</b></p> <p>Thurs. 28 End of 3<sup>rd</sup> Quarter (48 days)            Fri. 29 Conference Exchange Day</p> <p><b>April</b></p> <p>Mon. 1 - 5 Spring Break</p> <p><b>May</b></p> <p>Mon. 27 Memorial Day</p> <p><b>June</b></p> <p>Thurs. 6 End of 4<sup>th</sup> Quarter (43 days)            End of 2<sup>nd</sup> Semester (91 days)            Fri. 7 Teacher Workday</p> <p>Pre-School <b>Student Schedule</b>            9:00 a.m. - 11:45 a.m.            K-6 12:45 p.m. - 3:30 p.m.            9:15 a.m. - 3:43 p.m.            Junior High 7:28 a.m. - 2:25 p.m.            High School 7:40 a.m. - 2:39 p.m.</p> <p>Ending of Grading Period            Remote Days            Teacher Days            Professional Development            (No Students)            No school for students</p>																																																														

# Central Office Personnel

Joe Scholler	Superintendent
Mike Ellington	Transportation
Valorie Hill	Treasurer
Nichole Thomas	Director of Curriculum
Kevin Phillips	Director of Student Services
Erick Depew	Director of Operations
Samantha Howard	EMIS Coordinator
Michelle Gephart	Food Service Coordinator
Kathie Lucas	Communications Coordinator

## **Board of Education**

Timothy Rudd	President
Stephanie Smith	Vice President
Spencer Izor	Member
Ben Degroat	Member
Bob Skidmore	Member

## **School Information**

Valley View Primary	p: 937-855-6571 f: 937-855-6283
Valley View Intermediate	p: 937-855-4203 f: 937-855-0267
Valley View Junior High	p: 937-696-2591 f: 937-696-1007
Valley View High School	p: 937-855-4116 f: 937-855-4739

## **Board of Education Office**

59 Peffley Street  
Germantown, Ohio 45327  
p: 937-855-6581  
f: 937-855-0266

For Individual Information & Email Addresses go to the Valley View Web Site – [www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)

# Junior High School Staff

**Todd Kozarec**

**Stephanie Carmack**

**Steve Dickson**

**Ashley Cooper**

**Principal**

**Guidance Counselor**

**Dean of Students**

**Secretary, Main Office**

Catherine Abner

Jason Adams

Caroline Baker

Becky Boyd

Mike Burns

Jessican Evans

Melissa Firstenberger

Kendell Grunkemeyer

Amanda Phillips

Josh Kummer

Megan Kummer

Kathie Lucas

Bill Norman

Devin Stoutenborough

Kortney Tackett

Adam Tolliver

Layne Vance

Jill Weaver

Macey West

Choir

Social Studies

Spanish

Speech

Band/Music Tech

Art

English/Language Arts

Math

English/Language Arts

Intervention

Intervention

Library & Communications

Intervention

Science

Math

Social Studies

Technology

STEM

Science

Mike Tuck

Denise Kalmbach

Alexa Kerridge

Barry Pitsinger

Mary Shank

Chris Sears

Kathe Stebbins

Jake Stubbs

Heather Myers

Head Custodian

Paraprofessional

Paraprofessional

Custodian

Cafeteria

Custodian

Cafeteria

Paraprofessional

Paraprofessional

# Valley View Junior High Bell Schedules

## REGULAR DAY SCHEDULE

1st 7:28-8:21  
2nd 8:24-9:16  
3rd 9:19-10:11  
4th 10:14-11:06

### 5th period & Lunches

**A Lunch 11:03-11:33**

**Class 11:42-12:34**

**B Lunch 12:04-12:34**

**Class 11:09-12:01**

6th 12:37-1:29  
7th 1:32-2:25

## ADVISORY SCHEDULE

1st 7:28-8:15  
2nd 8:18-9:05  
3rd 9:08-9:55  
Spartan Time 9:58-10:28  
4th 10:31-11:18

### 5th period & Lunches

**A Lunch 11:21-11:51**

**Class 11:54-12:41**

**B Lunch 12:11-12:41**

**Class 11:21-12:08**

6th 12:44-1:33  
7th 1:36-2:25

## TWO HOUR DELAY

1st 9:28-10:04  
2nd 10:07-10:42  
3rd 10:45-11:20

### 5th period & Lunches

**A Lunch 11:23-11:53**

**Class 11:55-12:25**

**B Lunch 12:01-12:31**

**Class 11:23-11:58**

4th 12:34-1:09  
6th 1:12-1:47  
7th 1:50-2:25

# Attendance Policies and Procedures

**There is a direct correlation between student attendance and academic success in school. Students who attend a school with a high degree of regularity greatly increase the likelihood of achieving academic success and they develop good habits for work after high school.** Ohio's compulsory school laws require students to attend school and establish legal penalties for both students and parents who violate these laws. Any questions concerning the authority or guidelines used for excusing student absences from school are outlined in the ORC 3321.04, ORC 2151.011, and Ch. 3301-51 of the Ohio Administrative Code, and HB 410.

## Attendance Procedure

Good attendance results in success at school; Therefore, Valley View Junior High School strongly encourages regular attendance in accordance with the Ohio Compulsory Attendance Laws and the Missing Children's Act (ORC. 3321.04). Parents are asked to report their child's absence from school to Ashley Cooper at the Junior High via ParentSquare message or email ([ashley.cooper@valleyview.k12.oh.us](mailto:ashley.cooper@valleyview.k12.oh.us)) as soon as they are aware of their child's absence. The school will attempt to contact the parent of each absent student who is not reported. Regardless of whether communication is made, students who miss all or part of the previous day must report to the attendance office with a signed parental note or doctor's certification upon their return, prior to the start of the school day. Failure to supply an acceptable note upon return to school results in an unexcused absence. Absences are either excused or unexcused. It is possible for a student to be unexcused even though a parent gives permission for the absence. Students arriving or leaving school for a doctor's appointment must bring a doctor's certification upon return to school, in order for the absence to be excused.

### **Early Dismissal (including medical excuses)**

No student will be allowed to leave school prior to dismissal time without either:

- a. Written request signed by the parent or guardian or,
- b. The parent or guardian coming to the school office to request and sign for the release or
- c. Via a parental phone call. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian or verified parental permission.

### **Excused Absence Defined**

The following are examples of what the school will consider legitimate reasons for students to miss school:

- Personal illness (chronic absences due to illness may require a doctor's note)
- Quarantine of the home
- Serious illness or death in the immediate family
- Emergency circumstances, as granted by the principal
- Authorized religious holiday
- Approved school activities



## Excused Absence Guidelines

**Valley View students may miss up to five days of school per semester without a medical excuse, provided the reasons comply with the previous list of legitimate reasons for an excused absence, and a parent note is supplied.** Each school day missed is counted as a separate absence. Excused absences beyond five school days per semester **(there is a limit of 5 parent notes/semester)** MUST be accompanied by a medical excuse, or the absence will be treated as unexcused. **NOTE: Submission of a falsified doctor's note may be a felony crime.**

## Unexcused Absence Defined

The following are some examples of an unexcused absence:

- Truancy (includes but not limited to exceeding 5 note parent limit per semester)
- Suspension
- Shopping
- Trips not approved in advance
- Missing the school bus, and/or car trouble, and/or oversleeping
- Hunting
- Fishing
- Attending games
- Gainful employment
- Birthdays
- Taking your son or daughter to work day or other celebrations
- Hair appointments
- Job hunting
- Any other absences deemed unexcused by the administration

## Unexcused Absence Guidelines

Any absence which is not excused or pre-approved (including truanancies/class cuts), or are beyond the **five (5) day parent note limit per semester**, without a medical excuse will be considered unexcused and the student is considered truant. Students who are unexcused or are beyond their 5 parental notes per semester are considered truant and may not receive credit for school work that is missed (unless a legitimate doctor's excuse is received which excuses the absence(s), or credit for make-up work is approved by the Principal.)

>Students will be disciplined for unexcused absences per the code of conduct. Students and parents may be cited to Montgomery County Juvenile Court or Miamisburg Satellite Court for not attending school. Students who are unexcused from school are not to be at after school events, even as a spectator. If students do show up to an after-school event, they could be asked to leave.

## Habitual Absences/Tardy/Truancy Policy

A student's excessive or habitual absence, tardiness, or truancy to school, will result in a requirement for their parent(s) to attend an Attendance Intervention Meeting in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

Legally a student is considered habitually truant if the student is absent without a legitimate excuse for:

- 30 or more consecutive hours (approx. 5 school days)
- 42 or more hours in a month (approx. 6 school days)
- 72 or more hours in a year (approx. 12 school days)

When a student becomes "Habitually Truant" the student and parent/guardian may be referred to an Attendance Intervention Meeting and an Absence Intervention Plan (AIP) will be developed. As mandated by Ohio law, failure of the student to make satisfactory progress per the AIP will require a court complaint to be filed.

If a student becomes habitually truant within 21 days of the end of the school year, a school official may be assigned to develop an absence intervention plan during the summer, or the school may reconvene the absence intervention process on the first day of the next school year.

**PLEASE NOTE:** per H.B. 410, Parents will be notified by mail of student absences that are not medically excused when they reach the threshold of 38+ hours in a month, or 65+ hours in a school year. This notice will be sent within 7 days of the absence that triggered the notice.

District Schedule to Notify Parents of Accumulated Student Absences:

With or Without Legitimate Cause	38 hours in one school month (approx 5 days)	65 ours in one school year (approx 6 days)	
Unexcused	30 or more consecutive hours (approx 4 days)	42 or more hours in 1 school month (approx 6 days)	72 hours in a school year (approx 10 days)

NOTE: Hours of school missed due to tardies may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB 410 (mandatory attendance laws).

## Tardies

Students who arrive at school after the school day has begun **through the first thirty (30) minutes of their school day will be counted tardy**. Students arriving late to school are to report directly to the attendance office for an admit slip. Students may have three tardies per quarter without penalty, but all other tardies will receive discipline as per Code of Conduct, unless a doctor’s note is supplied. A student who arrives at school after 8:10 AM or 30 minutes after the start of their school day will be counted ½ day absent, as will those who leave school before 2:38PM. Students leaving school after 2:08 PM will be counted ½ day absent unless they provide a doctor’s excuse. Any absence of more than 3.5 periods may be counted as a full day of absence.

**NOTE: Hours of school missed due to tardies will be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB 410 (mandatory attendance laws).**

## SPECIAL NOTE

**Students must be in school/class within 30 minutes of the start of their school day in order to participate in any extracurricular or special in-school activities. The only exceptions will be those students who bring a doctor’s note regarding their late arrival/or early departure, and before participation in extracurricular or special in-school activities that day (minimum of one-half day attendance at school, as determined by the administration, is required); or situations approved by administration.**

## Pre-Excused Absences

Students are sometimes permitted to miss school for circumstances that would cause the student to miss multiple days. These absences must have prior approval of the administration. **Students are only permitted to use 5 pre-approved days per school year that will be excused.** The student should bring a parent note to the attendance office requesting the pre-approved absence at least two days in advance of the day they are leaving.

# Academic Information

## College Credit Plus (CCP) Enrollment Option

Ohio's new College Credit Plus (CCP) can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Valley View has entered into agreement with Sinclair College for the 2021-2022 academic year. Seventh through twelfth graders are eligible to participate in the CCP Enrollment Option program. Students must indicate intent to participate by April 1st of the preceding school year, and they, along with their parents, must attend an informational meeting held in the spring of the year. Any student who withdraws from a CCP class, or the CCP program, must notify their school counselor immediately. Failure to report withdrawal from class(es) may be viewed as truancy. See your counselor.

## Grade Scale

Grade	Numeric
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77

Grade	Numeric
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 below

## E-Days (Remote Learning)

After five calamity days the District will implement E-Day lessons for the next three calamity days (numbers six through eight). Assignments will be provided by the teachers electronically; for students who do not have access to technology, hard copies will be provided upon return to school. Students have ten school days to submit completed E-Day assignments. If the student's assignments are not completed, the student will be counted absent for the related calamity day.

## Fees

Student fees are due by October 1 of each academic year. Outstanding fees are found on all Interim Reports and Report Cards. Parents who wish to may contact the office to set up a payment plan. Some extracurricular activities may be withheld from students with overdue fees.

## Honor Code

No student should ever resort to plagiarism in any form, which occurs when an individual submits work that has been completed by another as one's own, or when a student allows others to copy their work. Failure to give proper credit to the person who did the work disqualifies both the work and the grade. This honor code also encompasses theft, or attempted theft of information, copyright infringement, unauthorized duplication of materials, altering of materials.

**(Section A "Academic Misconduct" as it applies to Honor Code)**

## Honor Roll

To be eligible for the Honor Roll, a student must have a GPA of 3.25 for the quarter. Students with a GPA of 3.6 or higher will be on the High Honor Roll.

## Junior High Students taking High School Credit Courses

High School courses completed at the Junior High School will be awarded credit on a student's High School transcript as long as they earn a grade of "D" or higher. However, no courses taken at the Junior High will calculate into a student's High School Grade Point Average (this does not start to calculate until a student enters the 9th grade). If a student does not attain a "C" or better, the student may be recommended to take the course again the following year.

Further, in High School courses, exams may be given at the end of each semester and may count as 20% of the semester average. The school administration may offer waivers to students as incentives for good academic performance and attendance.

## Make-Up Work

A student may make up the work missed as the result of an excused absence. It is the student's responsibility to request assignments from the teacher immediately upon returning to school. Students have as many days as they missed plus 1 additional day to make up assignments for excused absences. Due dates will not be changed for assignments or projects in which students had several days to complete. For example, students who are absent and have been given assignments in advance or prior knowledge of tests must have these assignments completed and/or be prepared for tests upon return to school. Students may not make up work from unexcused absences (see attendance policy).

## ProgressBook

Parents are encouraged to access **ProgressBook** often to monitor student progress and to communicate with staff.

## Progress Reports

A mid-term progress report (Interim Report) in each subject will be sent via ParentSquare approximately 5 weeks into each of the four grading periods.

## Report Cards

At the end of each quarter an electronic copy of the report card will be sent via ParentSquare. A printed report may be requested by a student or parent. If a student feels that his/her report card contains an incorrect grade, or if he/she has not received a grade for a course, the student's Guidance Counselor should be contacted.

## Schedule Changes

Students will have up to 5 days to make schedule changes at the beginning of the first semester; for courses beginning the second semester, students again have 5 days. After the five-day grace period, schedule changes may only be initiated by teachers, counselors, or an administrator.

## Textbooks

Textbooks are the property of the school and students are responsible for keeping them in good condition. Damaged or lost books may result in the student being charged a financial obligation. At the end of the year textbooks will be collected and the condition of the books evaluated by the teacher. Fines will be assessed according to the following scale:

<b>Issued</b>	<b>Collected</b>	<b>Minimum Charge</b>
New	Poor	60% of book cost
New	Fair	40% of book cost
Good	Poor	40% of book cost
Fair	Poor	20% of book cost

Fines will be assessed for lost books or books unfit for use as follows:

<b>Age of the Book</b>	<b>Charge</b>
1 year or less	Full cost of the book
1 to 3 years	60% of the cost of the book
3 to 5 years	40% of the cost of the book
Over 5 years	\$10.00

Specific charges for other damage to textbooks include:

Marking on pages: 25 cents per page

Severely marked pages: \$1.00 per page

Damaged binding and/or cover: \$10.00

# Student Code of Conduct

## **STUDENT CONDUCT**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board will not condone any behaviors that are violent, disruptive or inappropriate that will impede the educational process.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property, and/or at school-related events, is subject to approved student discipline regulations. The Superintendent/Designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are able to be disciplined.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building. Adoption Date: 5/19

Legal, Ref: Orc.33113,20;3313.534;3313.66;3313.661;3313.662 OAC 3301-35-03

Cross Refs:ABC, Student Involvement in Decision Making EBC, Emergency Plans JFCAA, Student Dress Code JFCEA, Gangs JFCJ, Dangerous Weapons in the Schools JG, all sub codes Student Handbooks

The Valley View Board of Education has adopted this code of conduct to foster a safe and effective learning environment for the students of Valley View Junior High School, in compliance with Sections 3313.66, 3313.661, 3313.533 (Sub. Sec. 601), and 3313.663 of the Ohio Revised Code.

A violation of any section or rule of this Code of Conduct and/or Student Parent Handbook may result in disciplinary action including, but not limited to, detention, loss of bus privileges, loss of driving privileges, loss of privileges, detention, lunch-detention, assignment to in-school study groups, extended school, alternative educational placement (AEP), satellite court, suspension, emergency removal, expulsion, or permanent exclusion. The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail, email, hand delivery, or phone to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals. Use of Progress Book, email, and phone calls to contact school personnel are encouraged.

# Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## Scope of Jurisdiction

The section or rules of this code will apply to all Valley View Junior High School students when they are under the authority of school personnel during a school activity, function, or event, whether on Valley View School property, school bus, or on another site and property under the control of school authorities, and while at activities and programs. In addition this Code of Conduct includes:

1. Misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property.
2. Misconduct by a student that, regardless of when or where it occurs, is directed at a District official, employee, outsourced personnel, or the property of a District official, employee, or outsourced personnel.

## Discipline Types

A combination of these methods may be employed at times as determined by the administration.

1. **Conflict management** In order to maintain a safe and effective learning environment, students are encouraged to resolve conflicts peacefully. Counselors and administrators are available for students who are willing to discuss problems.
2. **Lunch Detention** This may be used as an option in lieu of detention. This may be assigned by a teacher or an administrator. The student will have their lunch but in a supervised classroom. This may be assigned by a teacher or administrator.
3. **Detention** This requires a student to spend up to 60 minutes after school in a supervised room. A detention may be assigned by a teacher or an administrator. It is the responsibility of the student to secure transportation. Students will be able to reschedule one after school detention per semester.
4. **Extended School** This is an alternative to suspension. Extended School is considered a privilege which the student may be offered. Students must provide their own transportation home from Extended School. This would be assigned on a designated day in a supervised room for up to 90 minutes. There are specific written Extended School rules that students must agree to abide. This may be assigned by an administrator. Students will be able to reschedule one extended school per semester.
5. **Denial of School Privileges** Taking a student's privilege to attend after school events. This includes events such as sporting events, dances, walking at graduation, etc. If assigned, this can be lifted at any point when the administration has determined improvements have been made to the reasoning the discipline was handed out.
6. **Emergency Removal** Taking a student away from a classroom, other school event, function, or activity for a class period up to one day. An emergency removal can be exercised by a teacher, administrator, or both.
7. **Alternative Educational Placement (AEP)** This is an alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments during the school day. Students are responsible for all work that is assigned and completed in their classes. This may be assigned by an administrator.

8. **Satellite Juvenile Court** Assigning students to this Court is used to prevent juvenile delinquency by providing an immediate response and consequences to first time offenders. This may be assigned by an administrator and/or an attendance officer.
9. **Suspension** This is denying a student the privilege of attending school (academic suspension), or any other school function, event, or activity, including transportation for a period of not more than ten consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the code of conduct. During a suspension a student may not be on any school property without permission from the Principal, Assistant Principal, or Superintendent. At the Principal's discretion, a suspended student may be allowed to make up standardized tests and class exams, and may makeup work and earn up to 100% credit for missed work during the first suspension, up to 80% credit for the missed work on a second suspension, and 60% for third and subsequent suspensions. This may be assigned by an administrator.
10. **Expulsion** This is denying a student the privilege of attending school or any school activities, school transportation, or events, for a period of more than 10 days up to one calendar year. The Superintendent issues all expulsions. During an expulsion a student may not be on school property without the permission of the Superintendent. Credit will not be issued for any courses taken during this time, including CC+ courses. Expulsion hearings will continue even if a student withdraws from school. This may be recommended by an administrator for Superintendent action.
11. **Permanent Exclusion** Permanently denying a student the privilege of ever attending school or any school activities, of being on school property any time without the permission of the Board of Education. This would be determined by the Superintendent.

## Student Consequences for Unexcused Absences

Students are able to use **up to 5 parent notes per semester**. After those five parent notes, students will be notified that **on the 8th total unexcused absence**, discipline will begin. Students will not begin to receive discipline for unexcused absences **until their 3rd unexcused absence**.

1. **First offense:** The student will receive one Extended School or 1 day AEP per each ½ day of unexcused absence.
2. **Second offense:** The same penalty as the first offense.
3. **Third offense:** The student may receive, but not limited to, three days of AEP or three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration). **Note: on the third unexcused absence, an attendance notice with information regarding HB 410 and State of Ohio mandated steps regarding compulsory attendance laws will be sent to the parent/guardian.**
4. **Fourth Offense:** Same as above (less letter to parent)
5. **Fifth offense: a fifth unexcused absence may require the parent and student to attend a parent involvement program (Attendance Intervention Meeting) and an Absence Intervention Plan (AIP) will be developed. As mandated by Ohio law, failure of the student to make satisfactory progress per the AIP will require a court complaint to be filed.** The student may receive three days of AEP or three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.
6. **Any subsequent offenses: If the student has not made satisfactory progress per the AIP, a court complaint may be filed. Having subsequent offenses would be a strong indicator that satisfactory progress has not been made and court involvement becomes likely.** The student may receive three days of three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.



All tardies, both to school and/or to classes, are cumulative through each nine week grading period for disciplinary purposes.

## Student Consequences for Tardies (per quarter)

1. **First through Third offense:** No action will be taken
2. **Fourth & Fifth offense:** After-School Detention or 2 Lunch Detentions as determined by administration.
3. **Sixth through Eighth offense:** One extended school or AEP (admin decision).
4. **Subsequent Offenses:** One extended school or AEP (admin decision). Possible loss of parking permit (school driving privileges with length of time to be determined by administration).

**Class-Cuts** Class-cuts are determined by the administration and occur when a student misses all or part of an assigned class without permission. A student who leaves the school building or school grounds without permission, and/or those who miss more than one class in a day, will be considered truant. **Truancy is an unexcused absence and the hours of school missed may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011(B)(17), and HB 410 (mandatory attendance laws)**

### **Consequences for Class Cut:**

1. **First offense & second offense:** Extended School.
2. **Subsequent offenses:** Three days AEP up to ten days suspension.

Students who drive/ride in a vehicle while being truant/class cut may lose driving privileges (length of time determined by administration).

*There is no legally acceptable reason for any student to miss school in the name of a “skip day.” Therefore, any student participating in such an unauthorized activity shall be deemed truant and will be dealt with according to the rules of truancy/unexcused absences.*

## Administration Discipline Procedures and Reasons for Detention or Lunch Detention

A student may be given a detention (or lunch detention) in order to preserve the safety of others or to prevent damage to property, and to preserve an effective learning environment

### **Procedure for Detention or Lunch Detention**

1. The student will be given written or oral notification of the detention.
2. The student will be given a specific reason why the detention is being assigned.
3. The student will be given at least one day to make any necessary arrangements for transportation (transportation is not provided by the school for any students in detention).
4. The student will be told the specific time and place of the detention.
5. Students who are unexcused from detention may be assigned two or more detentions, or assigned Extended School.

## Reasons for Denial of School Privileges

A denial of school privileges can be given to a student in response to the student not meeting basic expectations set forth by the school.

### Procedure of Assignment to Denial of School Privileges

1. The student will be given written notification of the assignment of Denial of School Privileges.
2. The student will be given a specific reason why the Denial of School Privileges is being assigned.
3. The student will be informed of the timeline of the Denial of School Privileges.

## Reasons for Emergency Removals

A student may be removed in order to preserve the safety of others, to prevent damage to property, and to preserve an effective learning environment.

### Procedure for Emergency Removal

1. A teacher, who removes a student from a classroom or other school event or function, shall report the removal immediately or as soon as practical to the Principal or his/her designee.
2. A student under the supervision of a teacher during the school day may only be removed to an area specified by the building Principal. It is the responsibility of the teacher to ensure that the student goes to that area, or the Principal is immediately notified.
3. A written report must be completed and given to the Principal.

## Reasons for Extended School

The Principal may use his/her administrative experience and judgment to assign a student Extended School. Any violation of the Code of Conduct, which does not automatically require a suspension, can be cause for Extended School.

### Procedures for Extended School (ES)

1. The student will receive written notification when assigned ES. A specific date for the ES will be assigned.
2. The student will sign the ES contract indicating that he/she will abide by the rules written on that contract.
3. The student will receive a copy of the ES contract at least one day before the ES takes place.
4. Students with unexcused absences from ES, or removed from ES for violation of the rules, may receive two or more ES assignments, AEP, or suspension.

## Reasons for Alternative Education Placement (AEP)

An AEP may be given for any violation of the Student Code of Conduct. The length/number of days of AEP will be determined by the administration.

### Procedures for Alternative Education Placement (AEP)

1. The student will receive written notification of being assigned AEP.
2. The student will sign the AEP contract indicating that he/she will abide by the rules written on that contract.

3. In all cases, parents will be notified unless the student is an emancipated adult.
4. A disciplinary report will be completed and filed.
5. Students who violate AEP rules may be suspended.

## Reasons for Satellite Court

Students may be referred to Miamisburg Satellite Juvenile Court. The intent of this referral is to provide parental support for at risk youths exhibiting problematic behavior, including unruly behavior and/or truancy.

### **Procedures for Satellite Court**

1. The Valley View Administration and/or Montgomery County Attendance Officer will contact Satellite Court.
2. The student and parents will be contacted by the Satellite Court Administration regarding appearance time and date.

## Reasons for Suspension

A suspension may be given for any violation of the Code of Conduct. Some specific violations of the Code of Conduct require an automatic suspension, and/or expulsion. During a suspension students are not allowed on school grounds or allowed to attend any school events/activities. Students may be allowed to make up standard tests and exams, and may receive partial credit for make-up work at the administrator's discretion. (See #9 under "Definitions" regarding credit for make-up work.)

### **Procedure for Suspension**

1. The student will be given a written intent to suspend form, and will be asked to sign this form indicating that he/she understands their right to appeal. If the student refuses to sign, an administrator will note that the student refused to sign and a witness will initial the paper as well as the administrator signing the paper.
2. The student will be given an informal hearing with the Principal, Assistant Principal, or Superintendent at which time he/she will be given the reasons for the suspension and an opportunity to tell his/her side of the story.
3. In all cases of suspension, parents will be notified unless the student is an emancipated adult.
4. A disciplinary report will be completed and filed.

## Due Process & Appeals Process

### **As long as the in-school discipline is served entirely in the school setting it is not subject to appeal.**

However, a suspended student shall have the right to appeal a suspension and has the right to be heard. A discipline decision may be appealed to the Superintendent within 14 school days after receipt of notice has been received by the parent or custodial parent. The appeal should be given in writing and state reasons for the appeal. This is to be addressed to the Superintendent or his/her designee. Due process will consist of the following steps:

1. Notification verbally and/or in writing of the violation and reasons supporting the decisions.
2. The student will be afforded the opportunity of a hearing.
3. Students and/or parents will be provided the opportunity to appeal any decision resulting from the hearing.

## Reasons for Expulsion

An expulsion may be given for any violation of the Code of Conduct. Some specific violations of the Code of Conduct require an automatic expulsion under the Ohio Law.

### Procedure for Expulsion

1. The student will be given an informal hearing with the Principal, Assistant Principal and Superintendent at which time he/she will be given the reason(s) for the expulsion and an opportunity to tell his/her side of the story.
2. The student shall be temporarily placed on a 10 day suspension to allow time for notification and the hearing process.
3. The parent, guardian, or custodial parent must provide a written notice of appeal within 14 days after the notice of expulsion has been received.
4. The Superintendent's office shall notify the student and his/her parents, unless the student is an emancipated adult, of the time and place for the expulsion hearing.
5. Expulsions shall be carried out by the order of the Superintendent.
6. A disciplinary report will be filed and a copy placed in the student's file.
7. The Board of Education will be notified of all expulsions.

## Reasons for Permanent Exclusion

1. A student may be excluded in order to preserve a safe learning environment.
2. The Superintendent for Public Instruction is empowered to permanently exclude from all public schools a student who is convicted of adjudicated delinquency for committing certain offenses on school property or at a school activity in which such student is 16 years of age or older.
3. Specific violations may include the following: conveying any deadly weapon or dangerous ordnance onto school property or any school activity held under the auspices of a public school board; trafficking in drugs; aggravated murder; murder; voluntary manslaughter, involuntary manslaughter; felonious assault; aggravated assault; rape; gross sexual imposition; or felonious sexual penetration. (O.R.C. Sections 2923.122; 2923.12; 2925.03; 2903.01 2903.04; 2903.11; 2903.12; 2907.02; 2907.05.

### Procedures for Permanent Exclusion

The Superintendent (local) may request a student be excluded from school if:

- 1) A student is 16 years of age or older; is convicted (or adjudicated a delinquent) for committing one of the previously mentioned sections of the ORC.
- 2) He/She has proof of the specified convictions or adjudication.
- 3) He/She finds the continued presence of the student a danger to others
- 4) Gives written notice to the student's parent, guardian or custodial parent of the Superintendent's request.
  1. Within 14 days of receiving the Superintendent's recommendation and a review of "the required information" the Board may adopt a resolution requesting the Superintendent of Public Instruction (State) permanently exclude the student. The "required information" consists of 9 different categories ranging from pupil's academic record to evidence regarding the availability of alternative sanctions.
  2. If the resolution is sent, then the local board must designate a representative to present the case for exclusion to the State Superintendent.
  3. The State Superintendent, or designee, must send notice to the student, parent, guardian, or custodian, of the date, time, and place of the exclusion hearing, the rules and conduct of the hearing. After considering the required information and evidence, the State Superintendent must issue an

order in relation to the permanent exclusion of the pupil within 7 days after the conclusion of the hearing.

## Reasons for Mediation

1. Mediation is designed to help students resolve conflicts with non-violent methods. Some of the typical topics to be addressed in mediation include jealousy, rumors, misunderstandings, bullying, personal property dispute, endings of friendships, and bias-related incidents.

### **Procedure for Mediation**

1. Administrators or Counselors may call students together in an attempt to counsel conflicts between students.
2. Students may request to speak with counselors or administrators to request mediation.

## Codes Used for Student Conduct

### **STUDENTS SHALL BE HELD IN VIOLATION OF THE VALLEY VIEW CODE OF CONDUCT WHEN THEY PARTICIPATE IN:**

#### **A. Academic Misconduct/Forgery**

Valley View Junior High School uses an honor code to encourage honesty in all aspects of school, including but not limited to academic honesty. Cheating, or attempting to cheat in any form, which may include but is not limited to theft of information, plagiarism, copyright infringement, unauthorized duplication or sharing of materials, and unauthorized alteration of materials, will not be tolerated.

Forgery, which includes unauthorized access into computers, computer sites, or information on databases, falsification in writing, or verbally on school forms, or correspondence directed to the school. This also includes falsification in writing/submitting false documents.

**NOTE: Submission of a falsified doctor's note may be a felony crime.**

**Consequences:** Students who violate this policy may receive a "0" for academic work involved, and may receive 1 day of Extended School up to 10 days suspension with recommendation for expulsion.

#### **B. Disrupting/Obstructing the Educational Process**

Students are not to disrupt or obstruct the educational or extracurricular process. This includes but is not limited to class disturbances or distractions. This may include a wide array of inappropriate activities. Some examples of prohibited disruptive/unsafe behavior may be students talking during class, propelling objects, and being argumentative. Chronic misbehaviors are also prohibited.

**Consequences:** Warning, and up to 10-day suspension with recommendation for expulsion.

#### **C. Dress Code**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and/or that it does not endanger them or others safety, health, or physical well being. School administration will determine when student dress and appearance is disruptive to the educational environment, or is offensive, unsafe, or is not appropriate at Valley View Junior High School.

1) **Clothing** that refers to or promotes drugs, alcohol, weapons, nicotine containing substance, uses profanity, makes sexual reference, or would be a source of disrespect or hatred toward others, or is intended to damage for racial, ethnic, sexual orientation or religious viewpoints, is not to be worn to school or at any school function.

- 2) **Shirts** which expose the midriff at any time are not acceptable. Sleeveless shirts must be hemmed and must fit snugly around the arm. Muscle shirts and spaghetti strap shirts are not appropriate unless they have at least a minimum one inch strap. Low cut shirts with inappropriate exposures (cleavage) are also unacceptable.
- 3) **Lower garments** must be worn in a fashion that undergarments cannot be seen. Holes in jeans/clothes, tears, or length of clothes must not be inappropriate or disruptive as determined by the administration.
- 4) **Other related items (objectionable):** Hats, headgear, hoods (may not be worn up on head), masks, skate shoes, outdoor apparel, blankets, bandanas, costumes or parts of costumes, gloves, mittens, sunglasses, book bags, backpacks, daypacks, studded or spiked jewelry, are to be kept in student's locker and are not to be worn or carried during the day. (Cinch bags may be used to carry gym clothes to and from gym class and locker.)
- 5) The administration reserves the right to determine when body piercing or other apparel/items are disruptive to the educational process or poses a health or safety risk.
- 6) The administration reserves the right to determine when make-up, hair coloring, and hair styles are disruptive to the educational process.
- 7) School issued clothing, when approved by administration, may be worn during the school day.

**Consequences:** Warning up to 10-day suspension with recommendation for expulsion. Clothing violators referred to the office may be asked to attempt to secure appropriate clothing. If proper clothing cannot be obtained, students may be assigned AEP or confined to the office until proper clothing is delivered to the student, up through the remainder of the school day. Repeat offenses may be considered insubordination and subject to discipline under "Section M."

#### **D. Drugs, Alcohol, or Other Mind Altering Substances**

Students may not be in possession of, attempt to obtain, use, sell, or traffic, alcoholic beverages, drugs, mind altering substances, counterfeit controlled substances, or drug paraphernalia, on school property, nor may there be evidence of consumption. Additionally, no student shall aid and/or abet self or another participant violate this policy or to violate the policy for random urine drug testing.

For purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute
2. All chemicals which release toxic vapors
3. All alcoholic beverages
4. Any prescription or over the counter drug, except those for which permission to use in school has been granted pursuant to Board policy
5. Anabolic steroids
6. Any substance that is a "look-alike" to any of the above
7. Substances specific to altering drug test results (stored urine, synthetic urine, urine look-alikes, substances meant to alter urine).

**1) Consequences: Possession of drug or alcohol and/or paraphernalia without possession of/or evidence of consumption or use of drugs or alcohol; attempting to violate, or violating, the policy for random urine drug testing:** 1 to 10-day suspension with possible recommendation for expulsion.

**2) Consequences: Use or evidence of consumption of alcohol, drugs, mind-altering substances, or counterfeit controlled substances:** 10-day suspension with possible recommendation for expulsion, depending on the severity of the case. The Administration may waive up to 4 days of the suspension if the student enrolls in and completes a substance abuse evaluation and/or substance abuse program (satisfactory evidence of completion must be provided). It is up to the parents to arrange for the student to be enrolled in a program which is approved by the administration. If enrolled in an approved program the student may return to school with administrative approval. If the program is not successfully completed then the entire suspension will be enforced.

**3) Consequences: Attempt to sell/purchase/obtain or transmission of alcohol, drugs, mind altering substances, or counterfeit controlled substances:** 10-day suspension with recommendation for expulsion.

**In all cases of possession, transportation or sale of drugs, alcohol, or counterfeit controlled substances,** the Police will be notified and charges filed. Students who are suspended or expelled from school for possession, use, or apparent use of alcohol or drugs may have their driver's license revoked by the Ohio Bureau of Motor Vehicles.

#### **Definition of Counterfeit Controlled Substance**

- 1) Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such a trademark, trade name, or identifying mark.
- 2) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed.
- 3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- 4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No student shall possess any counterfeit controlled substance, nor shall any student make, sell, offer to sell, attempt to purchase, give, package, or deliver a counterfeit controlled substance. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance. No students shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

#### **E. Fighting/Unauthorized Touching/Harming/Use of Force**

Students may not be involved in fighting, unauthorized touching, harming or any use of force against any other person. Students are strongly encouraged to REPORT problems with other students well before an issue may become physical in nature. Being involved in a fight does not necessarily mean physically involved. Students can be involved in fighting in ways such as organizing, provoking, or instigating a physical altercation.

**Consequences:** Extended School, up to 10-day suspension with recommendation for expulsion. The administration has the discretion to suspend a student for up to 10 days immediately and remove him/her from school and to recommend expulsion for any fighting, or any use- of-force offense. The police may be involved and charges filed.

#### **F. Gangs**

The Valley View School District will not tolerate any gang behavior, including the use of gestures, code words, symbols, or dress, which may be interpreted as gang activity. An individual gang member refers to anyone who threatens to cause, or causes harm to another or his/her family or property for the purpose of solicitation or causing combination, confederation, alliance, network conspiracy, understanding or similar conjoining, in law or fact, of three or more persons with an established hierarchy, that through its membership, or through the agency of any member, engages in a course or pattern of criminal activity.

**Consequence:** Extended School, up to 10-day suspension with recommendation for expulsion.

#### **G. Gambling**

Students may not gamble on school activities or school events.

**Consequence:** Extended School, up to 10-day suspension with recommendation for expulsion.

#### **H. Harassment/Sexual Harassment, Bullying, and Cyberbullying**

The Valley View School District and Board of Education understands the seriousness of category H and has adopted a policy that clearly describes their position, please see board policy 5517.01. Therefore we are

committed to eliminating and preventing harassment/sexual harassment/bullying/cyberbullying. The Board of Education does not tolerate harassment, intimidation or bullying of any student, or staff member, on school property or at a school sponsored event, and regardless of whether the event occurs on or off school property (including on school buses and other school related vehicles). These types of behaviors that occur off school grounds and not at a school sponsored event, but carry over to intolerable behaviors at school, may be addressed. Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying and cyberbullying will not be tolerated by students, staff, or administration. **Students are strongly encouraged to REPORT these types of behaviors to school personnel.**

**For purposes of this policy we define Bullying/Cyberbullying as:**

Any intentional written (via electronic or other means), verbal, or physical act that a student has exhibited toward another student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

**Harassment/Intimidation/Bullying behaviors include, but are not limited to:**

- 1) Unwanted advances/sexual advances, including propositioning
- 2) School related dating violence; a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. (A dating partner is any person, regardless of gender, involved in an intimate relationship with another person.)
- 3) Non-verbal conduct such as leering or gesturing
- 4) Verbal conduct such as derogatory comments, slurs, jokes, kidding/parody
- 5) Unwanted physical contact such as touching, assault, impeding or blocking movement.
- 6) Electronically transmitted acts via the internet, cell phone, wireless held devices, as well as non-electronic communications and drawings.

**Consequences:** detention up to 10-day suspension with recommendation for expulsion.

**I. Insubordination**

Students are expected to obey reasonable requests of school personnel. Insubordination also includes, but is not limited to, any violation of accepted standards of behavior in which any reasonable person would be expected to observe. Any other action judged by school officials to involve misconduct and not specifically mentioned in other sections of the Code of Conduct may be dealt with as insubordination. This also includes: disruption, disrespect, dishonesty, false reporting, impeding an administrative investigation, being untruthful to school officials, or withholding information that may put staff/students well-being at risk. **If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately. Failure to do so may be considered insubordination.**

**Consequences:** 1 day of Extended School up to 10-day suspension with recommendation for expulsion, and/or possible court referral.

**J. Intolerant Acts –This includes: Coercion, Endangerment, Hate Speech (that is intended to damage for racial or ethnic reasons, or sexual orientation, or religious viewpoints), Hazing, Intimidation, Threats.**

Valley View Junior High School will not tolerate any words or actions that may cause others to fear their safety and/or are inappropriate in nature. This includes but is not limited to threats, endangerment, false alarms, inducing panic, hate speech, frightening, degrading, or disgraceful acts, hazing, coercion of another, also including pressure from a student for money/goods/loans. Any remarks, actions, or communications, via verbal, nonverbal, written, or via technological means, **whether real or not**, may be taken seriously.

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion.

Victims or a victim's parent may contact law enforcement personnel and civil action may be taken.



**K. Language, Inappropriate or Profane**

This includes a wide range of language including but not limited to cursing, untimely comments, and remarks, communications (electronic or other means) that are deemed unacceptable in a particular context or situation, or that may cause others to fear for their safety. This includes but is not limited to inappropriate gestures, drawings, pictures, electronic messages/postings, and inappropriate academic work. Any use in academic work may result in loss of credit on the assignment in addition to further disciplinary action.

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion

**L. Sexual display or sexually related behavior**

This includes a wide range of behaviors including but not limited to sexting, possession, display, or solicitation of sexual images and/or materials (in electronic form or not), sexual activity, and improper nudity. (Students are permitted to hold hands.)

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion; Police may be contacted.

**M. Smoking/Possession or Use of Nicotine or Smoking Products; Nicotine or Smoking Apparatus**

Students are not permitted to possess, transmit, or use nicotine products or nicotine containing substances, tobacco apparatus (including matches or lighters), look alike products (such as mint or herbal cigarettes), or electronic smoking devices (including e-cigarettes, 'vapes', or similar devices, regardless of whether or not nicotine is present) in the school buildings or on school grounds at any time, (this also includes on school buses, in a vehicle, on field trips, or at any school sponsored event).

**Consequences:** Formal charges may be filed with Miamisburg Juvenile Satellite Court or Montgomery County Juvenile Court under ORC 2151.87, for students under the age of 18. (Discipline may be reduced in some cases if parents attend an approved tobacco education class with the student.) First offense: AEP up to a 3-day suspension; subsequent offenses – up to a 10 day suspension.

**N. Technology Violation**

All phones, smart watches, recording devices, and other electronic devices (including headphones, earphones, laser pointers, and/or other related accessories) must remain off, not in use, and stored in the student locker or vehicle during the school day. This is in effect in all classrooms, in the school building, and anywhere on school property during school hours. The use of technology to take videos and photos of other students or staff members is prohibited and is against the rights of those students and/or staff members that appear in the picture or video. Classroom teachers, only with the approval of the building administrator, may allow students to use personal cell phones for reasonable and appropriate purposes. Any phone, recording device, or electronic device causing a disruption, or violating this section of the Code of Conduct (including a noise or ring tone made by the device), may be confiscated immediately by school personnel. Refusal to turn over the device to school personnel upon request may be considered insubordination and may be disciplined as such. When confiscated, the entire electrical piece must be surrendered and remain unlocked. If reasonable suspicion exists that indicates a violation of the code of conduct involving a device, the device may be searched. Refusal to surrender or unlock a device may in and of itself create reasonable suspicion. If a device is locked, the student must unlock it at the request of administration. Refusal to surrender a device upon request of school personnel, and/or refusal to unlock a device at the request of administration, will be considered insubordination and may be disciplined as such. All communications between parents and students are to take place through the office. Texting or electronic communication during the school day, regardless as to who it is with, will be considered a technology violation unless with administrative permission. The school assigned student profile picture must be appropriate as determined by the administration.

Violations of the Student Network and Internet Acceptable Use and Safety Policy are also considered technology violations.

**Consequences: Warning up to 10-day suspension with recommendation for expulsion; students may lose the privilege to possess a cell phone at school or school events.**

**See “Section K” regarding sexting and/or possession of sexual materials. “Section K” discipline also applies to any electronic devices containing sexual materials.**

#### **O. Theft**

Theft or unauthorized use of school or private property, including but not limited to theft of information, copyright infringement, and unauthorized duplication.

A theft occurs when a person knowingly 1) obtains or exerts unauthorized control over property of the owner (including computer software or copyrighted materials) or 2) obtains by deception, Control over property of the owner, or 3) obtains by threat, control over the property of the owner. 4) obtains control over stolen property, knowing the property to have been stolen or under such circumstances as would lead him/her to reasonably believe that the property was stolen and he/she: a.) intends to deprive the owner of the use or benefit of the property, or b) knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit, or c) uses, conceals, or abandons the property knowing such use, concealment, or abandonment probably would deprive the owner of such use or benefit.

**Consequence** – Extended School, up to 3 days AEP, and up to 10-day suspension with recommendation for expulsion. Police may be contacted and/or a court referral may be made.

#### **P. Truancy**

**A student will be considered truant if:**

- 1) The absence from school is deemed unexcused.
- 2) The student leaves school property without permission.
- 3) The student leaves the school building without permission.
- 4) A student has arrived on school grounds, and then leaves school without approval by school personnel.
- 5) Cuts Class

See ATTENDANCE PROCEDURES earlier in this document. “Habitual Absences/Tardy/Truancy Policy” applies to this section.

**Consequences:** same as listed for unexcused absences in section “Habitual Absences/Tardy/Truancy Policy.”

A student’s excessive or habitual absence, tardiness, or truancy to school, will result in a requirement for their parent(s) to attend an Attendance Intervention Meeting in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

#### **Q. Vandalism/Trespassing/Unauthorized Use of Fire**

Students may not damage or deface school or private property; may not participate in the unauthorized use of fire, may not trespass during non-school hours/activities, may not introduce computer viruses, may not delete computer files, nor alter databases.

**Consequences** – Extended School up to 10-day suspension with recommendation for expulsion, including restitution and replacement of damaged items. The Valley View Board of Education has adopted H.B. 601.

#### **R. Weapons**

**The possession, use, handling, transmission, concealment, creation of dangerous weapons or instruments is prohibited.**

**The definition of weapons includes:** firearms, BB guns, pellet guns, airsoft guns, paintball guns, explosives, ammunition, knives (a knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle), chains, razor blades, straight edges, sticks, stun-guns, pepper sprays, incendiary devices including fireworks, or any other device or object that the administration determines can be used to cause damage to persons or property. **“Look alike weapons” which are used to scare, threaten or cause panic, will be treated the same as real weapons.**

**Firearms:** In accordance with Section 3313.66 of the ORC, the Superintendent is required to expel a student for a period of one year for bringing a firearm on school property, in a school vehicle, or to any school sponsored event. **The definition of a firearm shall include:** any weapon (including a starting gun) which will, or is designed to, or may be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket, having a propellant charge, missile having an explosive or incendiary charge, mine, or device similar to any of the devices described above.

**1) Consequences – The possession, apparent use, or use, of a firearm** on school property, at school events, on/in a school vehicle, will result in a 10-day suspension with recommendation for expulsion or permanent exclusion. \*In this case the Police will be involved and charges may be filed.

**2) Consequences – The possession or use of a “look alike weapon” for the purpose to scare, threaten, or cause panic,** will result in a 10- day suspension with possible recommendation for expulsion or permanent exclusion. \*In this case the Police will be involved and charges may be filed.

**3) Consequences – The possession of a “look alike weapon” and/or items mentioned under the (definition of weapons), excluding firearms,** will result in a 3-day up to 10-day suspension with possible recommendation for expulsion. A weapons suspension MAY be reduced if the student seeks a psychological assessment at his/her expense as approved by the administration.

***S. SEVERE CLAUSE – It is impossible to list or categorize all possible offenses for which a student may be disciplined. The Principals have the authority to deal with offenses not specifically discussed in the student Code of Conduct; and the Principal or his designee have the authority to discipline students based on the facts and merits of any situation. The Principal or his designee may use the severest discipline possible for any inappropriate student behaviors.***

**\*The police may be notified and charges filed when there is any violation of the law.**

## Student Behavior at Extracurricular Activities, Dances, Assemblies, etc.

Valley View students are expected to conduct themselves in a respectful and sportsmanlike manner at all times, including at all extra-curricular activities, dances, assemblies, in the cafeteria, and in the hallways. Any actions which violate this code of conduct, or are disrespectful to school employees, community members, visitors, or others will not be tolerated. Students who violate acceptable standards may: lose their privilege of attending extra-curricular activities, be given assigned seats, be removed from activities without refund of monies, be disciplined according to the measures outlined in the Student Code of Conduct. The administration reserves the right to determine acceptable behaviors in these types of settings, and if deemed necessary by the administration, to remove individuals and/or cancel an event at any time without refund.

# Junior High Student Organizations

A complete listing and description of activities, clubs, and organizations is located in the next section of this handbook. We encourage students to participate in any and all activities of their choice. Extra-curricular activities are a privilege and participants are reminded that the student Code of Conduct will be in effect during all activities. Student participants in non-athletic organizations must abide by the same standards and guidelines of conduct as described by the Athletic Code of Conduct, and student participants may be disciplined in the means applied to student athletes, up to and including permanent removal from the extra-curricular organization. Additionally, students involved in interscholastic extracurricular activities which include participants from more than one school or school district must meet the same minimum grade point average as student athletes, not inclusive of those activities included in the school's graded course of study. Weekly eligibility will not apply to non-athletic extracurricular activities.

The following organizations and activities may vary year to year due to the financial constraints of the district.

## Junior High Band (co-curricular, includes a class grade)

The band has several required performances. Attendance at performances is a major component of students' grades. Students absent from performances may receive a lower grade.

## Junior High Choir (co-curricular, includes a class grade)

Students in choir will rehearse and perform music literature from all major time periods with emphasis on contemporary music. Participation in concerts is required. Students with unexcused absences from performances will receive a lower grade.

## Junior High Drama Club (extra-curricular)

Students interested in drama meet regularly to foster interest in school plays, acting and the arts.

## Junior High Interscholastic Athletics (extra-curricular)

Athletics are an integral part of the total educational program at Valley View Junior High. School athletics neither have precedence over other educational activities nor should they be considered unworthy of educational attention.

The following sports are offered at Valley View Junior High:

### **Fall**

Cheerleading  
Cross Country  
Football  
Volleyball

### **Winter**

Boys Basketball  
Girls Basketball  
Wrestling  
Cheerleading

### **Spring**

Track and Field

## 8th Grade Washington, D.C. Trip (co-curricular)

Students in the 8th grade may have the opportunity to attend a school affiliated trip at the end of the year. Students will be upheld to the VVJH code of conduct as well as the guidelines set by the administration and the trip coordinator. Failure to comply may result in the student being denied the right to attend the trip.

## Junior High STEM (Technology and Robotics) Club (extra-curricular)

Students in the 7th and 8th grade interested in exploring the field of robotics and technology meet regularly to foster interest in these fields.

## Junior High Student Leadership Team (extra-curricular)

The Valley View Student Leadership Team is a student organization composed of members from each grade. The most important function of this organization is to promote student responsibility and leadership.. It also sponsors many school activities, such as charity events, school pride activities, and dances. Student Leadership Team members may be removed from their position by the Principal for failure to attend meetings, failure to represent their group properly or fairly, failure to carry out their duties, or for any other actions which are detrimental to the welfare and best interest of the school. Any member of the Student Leadership Team who is being considered for disciplinary action is entitled to a hearing with the Principal and Advisor to offer an explanation of the behaviors for which discipline may be imposed.

## Power of the Pen

Power of the Pen is a writing club that is open to all seventh and eighth graders. The club will meet once a week after school beginning in October. Students will be given various prompts to write about and discuss in order to sharpen their writing skills. They will compete against other area schools in a district competition. Winners will receive trophies and other awards. Select winners from the district competition will move on to a regional writing competition which is followed by a state competition in May.

## Hope Squad

Hope Squad is a peer-to-peer suicide prevention program. Hope Squad members are nominated by their classmates as trustworthy peers and trained by advisors. The program reduces youth suicide through education, training, and peer intervention. Members are trained to take action when someone is struggling. Instead of waiting for a peer to come to them, Hope Squad members are the ones to reach out first. Leaders are trained to be aware of their peers and watch for warning signs. They also learn to show empathy to their peers, listen without judgment, and reduce stigma regarding help-seeking and mental illness.

## Art Club

Art Club supports our students' creativity and fosters a positive environment for individual growth on many levels. Art Club promotes personal and collaborative learning opportunities to experiment with new mediums and explore multiple techniques and processes that further develop art skills. Students will also learn an appreciation for the visual arts and create projects and activities that support the program and community.

# Miscellaneous

## Emergency Closing and Delays

**Notifications will be sent via ParentSquare in the event of a school closing, delays, or early dismissals.**

Information will also run on Dayton Channel 7 (WHIO) and Dayton Channel 2 (WDTN) as well as the Valley View Local Schools Website/District media outlets. Please make sure that we have the correct parent/guardian telephone number on FinalForms. Parents and students are responsible for knowing about emergency closings and delays.

## Accidents

All accidents or injuries occurring in the school building or on school grounds, during a school activity or event, must be reported immediately to the person in charge. A school accident/injury form must be completed and turned in to the office.

## Announcements by Students

Students are not permitted to hang signs/posters, handouts/flyers, or use the P.A. system to make announcements, unless given permission by the administration.

## Book Bags and Bags Used to Carry Books

Due to safety and security reasons, students will not be permitted to carry book bags and bags used to carry books during the school day. Book bags and bags used to carry books can be used to transport only school materials to and from school. Book bags and bags used to carry books must be able to fit in student lockers. Cinch bags will be allowed to transport gym clothes to and from the P.E. class.

## Drug Testing (Random) for Athletes, Extracurricular Participants, and Parking Permit Holders

In an effort to provide for the safety of all students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol and illicit substances, to encourage students who use alcohol and/or illicit substances to participate in an appropriate treatment program, and to prevent the impact of drug and alcohol use has on learning centers of the brain allowing students to work towards their academic potential while a student with the Valley View Schools, the Board of Education has adopted a policy of Random Urine Drug Testing of students who participate in athletic/extracurricular activities. Both parent and student will be required to sign consent agreements prior to participation in extracurricular activities. For those extracurricular activity participants, your consent will be signed electronically when both athlete and parent complete the Final Forms documents.

Students who do not fall within either or both of these two categories will not qualify for random drug testing. **However, parents of non-qualifying students may “opt in” by completing the “Opt In” Consent Agreement. Please contact the administration if you are interested.**

## Emergency Drills

Emergency drills will be conducted periodically to prepare for emergency situations. Fire & tornado drills are important, and procedures for each are posted in classrooms. The alarm system for tornadoes is different from the alarm system for fires, and consists of use of an air horn. All drills are for safety purposes. Students are expected to remain quiet and orderly during emergency evacuations and drills so that instructions can be given and heard, and to reduce opportunities for accidents and injuries.

## Field Trips

Field trips are conducted from time to time under the supervision of a faculty member. Students are responsible for work missed as a result of a field trip. These assignments are to be completed by the conclusion of the next school day unless prior arrangements have been made with individual teachers. Students may be denied participation in field trips due to behavior issues. Registration Gateway must be filled out completely and up to date in order to go on field trips.

## Financial Assistance

Any family in need of financial assistance with student fees or supplemental materials should contact the Principal. All requests for financial assistance will be confidential. Free or reduced lunch applications are available in the school office.

## Hall Passes

Students are expected to carry school approved hall passes when not in class. Students may not be in the hall without their hall pass. **Students are to use the nearest restroom to the class that they depart.** Hall pass violations, or being in inappropriate areas, or out of assigned areas without permission, may result in detention, possible loss of hall pass privileges, and further discipline if other violations are determined to have occurred. Repeat offenders may receive Extended School, AEP, and/or suspension.

## Home Schooling

From time to time some students enroll at Valley View Junior High School who have been homeschooled. These circumstances present unique challenges in granting high school credits. Each student will be evaluated on an individual basis. Students will be required to present textbooks, course outlines, transcripts, and completed assignments which may be evaluated for present levels. This policy also applies to students who enroll at Valley View Junior High School after attending a school not accredited by the Ohio Department of Education.

## Lockers

Students will be assigned a locker and lock combination. Students are advised not to share their combination. All lockers including hallway and athletic lockers, desks, cabinets, and similar property, are the property of the high school. Therefore, the contents are subject to inspection by school administrators at any time and without warning. Students should have no expectations of privacy with regards to their locker(s). Police dogs may be used to detect the presence of illegal substances in lockers. Intentionally

damaging lockers will be handled under Section P “Vandalism.” Damage to a locker may result in the student being charged with a financial obligation.

## Lost and Found

The school maintains a lost and found depository in the main office; articles found should be turned in at once. The school carries no insurance for personal property of students, and does not replace lost or stolen items, including electronic devices and items in student’s lockers. Articles in the lost and found will be donated to help needy families if they are not claimed after a few weeks.

## Medication

Students who need to take prescription or nonprescription drugs must follow the procedures in the Valley View Medication Policy. All drugs or medication must be brought to the office at the beginning of the school day, by a parent, where they will be dispensed by the Principal or Principal’s designee. Students may not keep any medication/drugs with them or in their lockers. All prescription medication/drugs must be in the original labeled container as provided by the physician, dentist, or pharmacist. The label is to include student name, physician, current date, dosage instructions, and name of the medication. For a prescription drug to be distributed a student must have a “Request for Administering Medication” form completed and signed by the parent/guardian and physician. Non-prescription drugs/medication, including but not limited to, aspirin, cold tablets, headache and pain pills, muscle-enhancement pills/supplements, etc. shall not be permitted in school without the above mentioned form signed by the parent/guardian. We will accept on a temporary basis, a dated note signed by the parent/guardian detailing dosage and time to be given. All non-prescription drugs/medication must be in their original labeled container. Emergency multi-dose inhalers or Epipens may be carried by the student with physician and parental authorization on the proper school form. Students who violate this policy may be subject to disciplinary action for drugs, alcohol, or counterfeit controlled substances.

## Objectionable Items

Students may not possess playing/trading cards/fantasy cards, or dice, in school unless it’s part of a class learning activity. Water propellant devices or laser pointers may not be brought to school or to school activities. Latex balloons will not be allowed. These items, and any other item determined to be a disruption, potential disruption, or health or safety risk, may be confiscated. Possession of these items and/or refusal to surrender such an item to a staff member upon request may be considered insubordination and disciplined as such under Section I.

## Safe School Website

This website exists so that parents, students, or other concerned citizens can report safety and bullying concerns anonymously. You can access the school website: [www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)



## Signs/Literature

Posting of signs and distribution of literature on school grounds and in school buildings must be done only with prior permission of a building administrator.

## Social Activities

The officers of any school organization planning to sponsor a social event or activity must contact the Principal for approval and place the date on the activities calendar in the main office. If school facilities are to be used, proper building usage forms must be completed in a timely manner. All preparations for an event which is held in the school building must be directly supervised by a faculty member.

## Sportsmanship

Student attendance at school sponsored activities is encouraged. As a representative of Valley View High School, positive and courteous behavior is an expectation of all students. Failure to represent Valley View High School in a positive manner may result in loss of the privilege to attend school sponsored activities. **Students are encouraged to cheer for Valley View teams, and not to cheer against opponents. Negative cheering, profanity, or verbal abuse of fans, athletes, coaches, or referees, will not be permitted. Students may be asked to leave and could receive school discipline.** No signs may be displayed without administration approval.

## Student Valuables

**Students are encouraged not to bring items of value to school.** Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables.

## Substance Abuse Self-Referral Policy

All Students are urged to seek assistance through a teacher, coach, counselor, or administrator if they have a substance abuse problem. Appropriate confidential assistance will be provided for the purpose of effectively finding a solution to the problem. (Also see "Self-referral for drug/substance abuse" section under "Athletics/Extra-curricular/Parking Permit Holders." The first step to finding a solution to a problem is admitting that a problem exists.

## Telephone

The school's telephones are for official school business only. With approval, students may use the student phone at the attendance secretary's desk during non-class time for a total of two minutes. Student cell phones, if used during the school day, may only be used with prior permission and then only in the office. All communications between parents and students are to take place through the office. If students are ill and may need to go home, they must go to the main office. They may not call or text from their cell phone. Violations may result in the temporary or permanent loss of any phone privileges.

## Visitors

Persons wishing to visit Valley View Junior High School must report to the main office. Friends and relatives will not normally be able to attend school or eat lunch with students and any exceptions must be cleared through the administration. School visitors must wear a visitor's pass. All students (K-12) are not permitted to visit other schools during working hours, unless permitted by the school administration. The use of all facilities at any time must be approved by administrators.

## Student Rights

### Equal Educational Opportunity

This district provides an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the School District's Compliance Officer at 855-6581. Complaints will be investigated and a response provided to the person filing the complaint. The Compliance Officer can provide additional information concerning equal access to education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES  
(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

### Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Furthermore, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### Complaint Procedure

#### **Section I**

Any person who believes s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator.

**Mr. Kevin Phillips (Civil Rights Coordinator)**  
**Valley View Local School District**  
**59 Peffley Street**  
**Germantown, Ohio 45327**  
**(937) 855-6581**

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

## **Section II**

A person who believes s/he has a valid basis for a complaint may discuss the matter, informally and on an informal basis with the District's Civil Rights Coordinator, who will investigate the complaint and respond in writing to the complainant. If the informal procedures, do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

### **Step 1**

Investigation by the District's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

### **Step 2**

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, he/she/they may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receiving the written appeal.

### **Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Right Coordinator's office.

## Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawfully by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

## Student and Staff Well Being

Safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. **If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately. Failure to do so may be considered insubordination. Another option is to email: [safety@valleyview.k12.oh.us](mailto:safety@valleyview.k12.oh.us), however remember that an immediate safety concern must be reported promptly to a staff member.**

Additionally, State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

### **Student Privacy and Parental Access to Information**

Valley View High School respects the privacy and rights of parents and students. No student shall be required, without written permission, to take part in a survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliation or beliefs of the student or his/her parents
- B. Mental or psychological problems of the student or his/her family
- C. Sexual behavior or attitudes
- D. Illegal, antisocial, self incriminating or demeaning behavior
- E. Critical appraisals of other individuals with whom respondents have close family relationships
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or ministers
- G. Religious practices, affiliations, or beliefs of the student or his/her/their parents
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance from such a program)

Parents have the right to inspect any material used in conjunction with the survey, analysis, or evaluation. Parents/Guardians will be notified annually of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled.

- A. Each year the school shall provide notice to parents and students of its intent to make available on request, certain information known as “directory information”. The board designates as “directory information” a student’s name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and/or scholarships.”
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

Directory information shall not be provided to any organization for profit making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board within the first nine weeks of school. Those moving into the school district after the first nine weeks will have five days to complete this.

## Student Privacy And Parental Access To Information

Valley View High School respects the privacy of parents and students. No student shall be required, without written parental permission, to take part in a survey, analysis, or evaluation that reveals information concerning:

- A. political affiliation or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, antisocial, self incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileges and analogous relationships, such as those of lawyers, physicians, or ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her/their parents;
- H. income (other than that required) by law to determine eligibility for determination in a program, or for receiving financial assistance.

Parents have the right to inspect any material used in conjunction with the survey, analysis, or evaluation. Parents/Guardians will be notified annually of the specifics or approximate dates during the school year when the following activities are expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above;
- C. It's our intent to publish group pictures unless parents request in writing that their child is not to be included.

## Search/Seizure, Surveillance

The Valley View Board of Education and Administration reserve the right to search lockers, desks, and automobiles driven by students on school grounds or at any school activity. Students should have no expectations of privacy in the previously mentioned areas. With reasonable suspicion, a student and/or the personal belongings of a student on school grounds or at any school activity may also be searched; metal detectors may be employed in searches. This policy also applies to students' personal computers, Agenda, cell phones (which include the entire electronic piece), other electronic devices, and any other personal property brought to school. Unattended items may be searched thoroughly to ensure safety of students/staff/building. Trained police dogs may be used to detect the presence of illegal substances. Video surveillance of the hallways, classrooms, parking lots, buses, and other school property may be used for the protection of students and/or employees and their property, and to enforce compliance of the Student Code of Conduct. School administration and those authorized by school officials may view these tapes.

# Transportation

Students are expected to conduct themselves in a manner that allows safe transportation to and from school on the bus/van. Students must obey the directives of bus/van drivers and aides promptly and respectfully, obey all school rules and policies, and all local, state, and federal laws and regulations while on the bus/van and at bus/van stops. Video surveillance of students on buses/vans may be used to ensure students' safety and compliance with these policies.

## **Consequences:**

Below is the general progression of discipline for bus/van offenses:

First Offense – verbal warning by the driver

Second Offense – office referral

Third Offense – loss of bus/van riding privileges

**However, severe behavior problems may lead directly to the loss of bus/van privileges and may also result in detention up to a 10-day suspension with recommendation for expulsion.**

# Technology

View Local School District Technology and Acceptable Use Policy

## **Appropriate Use**

1. The user will observe proper usage at all times. Inappropriate usage would include but is not limited to abusive, vulgar, threatening behavior (cyber bullying), or other inappropriate language, harassment of another person or transmission of objectionable material.
2. The user will refrain from any form of vandalism to district technology. Any damages incurred by the user will be the responsibility of the user and/or the user's parent/guardians. This includes adding stickers, tape or any other material that leaves a residue when removed or requires technology staff to remove.
3. Personal laptops/tablets are not permitted for student use on campus, unless prior approval has been granted by the Administration. Students will not have access to Valley View Wifi on any personal laptops/tablets. Students using personal laptops/tablets and accessing a non-Valley-View-approved network while on campus during school hours may result in disciplinary action.
4. Images or account images of other people without consent may not be used (not including the user), as well as other account images that may be deemed as inappropriate.
5. Sending bulk emails with no educational purpose or permission and/or sharing documents with large groups of people for no educational purpose.

## **Security**

1. The user will NOT use other accounts nor store information about other users accounts nor change information on others accounts or devices.
2. The user will NOT modify district devices hardware or software, this includes but is not limited to disabling or bypassing district security software, installing and running applications not approved, and changing networks that the device is intended to connect to.
3. The user will not attach personal computing devices to the school network without permission from

appropriate responsible staff.

4. The user will not connect a school issued device to another network that is not approved by the Valley View while on campus during school hours.

5. The user will refrain from attempting to willingly access sites and or bypass or defeat the filtering system. This includes the use of Proxy sites or VPNs to access acceptable or unacceptable mediums.

### **Charging ChromeBooks, Chargers and Loaner devices**

1. Chromebooks must be brought to school each day with a full charge.

2. An uncharged chromebook is a violation of this agreement and can be treated as a disciplinary issue per Administration's discretion.

3. Students will be issued a "Loaner" chromebook in the event there is a charging issue. Students are limited to only one loaner device on their account.

4. Students assume responsibility and repair costs for any repairs to a loaner device while in their possession.

5. Excessive Loaner Request or Usage: Students that are requesting loaner devices due to not being charged, forgetting devices and other recurring reasons that can be deemed negligence on the part of the student's responsibilities can be subject to disciplinary action.

### **Ownership**

1. Valley View Local School District retains ownership and control of devices and related hardware and software at all times. Students in the One2World program will only be granted ownership of their leased devices when all payments have been made and the school year when the last payment was added to fees has concluded. Up until that point devices are considered property of Valley View Local School District.

2. The user will acknowledge that files, emails stored on district computers (or district owned cloud drives) are the property of Valley View Local School District and may be accessed, searched, modified etc. Review of such information may be done by the district with or without notice or students and or parent/guardians knowledge.

3. The school will maintain an inventory of all devices. This inventory will have a serial number, asset tag and student identification sticker. These tags may not be tampered with in any way. Students may be charged for tampering with said tags.

4. Students are responsible for lost chromebooks AND power cords that accompany them. A lost chromebook and/or charger is not covered by student technology fees and/or warranties and is subject to full replacement costs.

5. Students in One2World Lease program have devices covered by extended warranties up to the value of that device. Any repairs beyond that amount will be charged to the students fees. Students not participating in the One2World lease program will have repairs cost assessed to their fees for damage deemed to be the students fault.

### **Penalty Procedures & Disclaimers**

1. Violations of the aforementioned guidelines of the acceptable use policy may result in restricted access, loss of privileges, and/or disciplinary action at the discretion of district administration

2. District Administrators, or appropriate appointee, holds the right to determine what unauthorized or

inappropriate use is.

3. The Valley View Local School District has taken precautionary measures to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and reasonable usage and monitoring needs to take place when devices are away from campus.

4. Users have no right or expectation to privacy when using the network or district owned devices regardless whether that use is for school related or personal purposes, other than specifically provided by law. The user will acknowledge that files, emails stored on district computers (or district owned cloud drives) are the property of Valley View Local School District and may be accessed, searched, modified etc. Review of such information may be done by the district with or without notice or student and or parent/guardian knowledge.

## Spartan Digital Academy

The Spartan Digital Academy is a full-time program for students in grades 6-12. It has been designed to provide an educational opportunity for students that prefer to take their courses online, have scheduling conflicts, have unique medical needs, or/are accelerated learners. Students could be in the Spartan Digital Academy for anywhere from a semester, a year, or further. However, a student cannot go back and forth between traditional school and Spartan Digital Academy in the middle of a semester.

Students may have to report to Valley View High School even if enrolled in the digital academy. During this time, students will be monitored to ensure adequate progress is being made and will also be given any support that is needed. Students can work outside of this time though since all courses are digital. Incentives may be built in for students to earn times in which they are not required to report in person. Students will be required to attend in person for any testing required, such as state testing, for graduation purposes.

All students enrolled in the academy will utilize a self-paced online curriculum. All students who attend Spartan Digital Academy will receive credit toward a Valley View High School Diploma.

Students attending the Spartan Digital Academy could be there by choice or by district placement. There are instances when the Valley View Local School District administration will recommend an Academy placement for a student. However, the superintendent has the final decision for all enrollments to the Spartan Digital Academy. A student placement will be made to ensure that all Valley View School students are in the best learning environment possible.

Here is a link to the full Spartan Digital Academy Handbook

[Spartan Digital Academy Handbook](#)