



**SANDY VALLEY
MIDDLE/HIGH SCHOOL
HANDBOOK**

2023-2024



***Additional policy can be referred to in our board policy section of this webpage. All handbook policy is in conjunction and addition to board policy.**

STUDENT RESPONSIBILITIES

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' directives and follow school rules and guidelines.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation, fire and tornado drills, safety drills in the event of the need of a lockdown, and reporting procedures. State Law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation to the school office.

INJURY AND ILLNESS

All injuries are to be reported to the teacher and/or office. If the injuries are minor, the student will be treated in the clinic and return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the parents. A student who becomes ill during the school day should request to go to the clinic. The nurse or an appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN THE SCHOOL

All students wanting to enroll at Sandy Valley Local Schools, **MUST** do so at our central office. State Law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of 18 must be enrolled in school by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- Birth Certificate
- Child's Social Security Card
- Court papers allocating parental rights, responsibilities, or custody.
- Proof of residency - includes either:
 1. Copy of current lease or rental agreement
 2. Property tax bill dated within the past year
- Immunization records

In addition, if a new student resides in the district with a grandparent and is subject of a (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) caretaker authorization (affidavit executed by their grandparent that provides the grandparent authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress) the student's grandparent may enroll the child in school on a tuition free basis. However, in addition to the above-referenced documents that are typically required for enrollment, *the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.*

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's school during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

GENERAL INFORMATION

SCHOOL CLOSINGS

In the event of a school closing, students/parents will be advised over radio stations, WHBC Canton, and via district All Calls.

STUDENT DAY

HIGH SCHOOL BELL SCHEDULE

Period 1:	7:32 - 8:18
Period 2:	8:22 - 9:08
Period 3:	9:12 - 9:58
Period 4:	10:02 - 10:48
Period 5A:	10:48 - 11:18
Period 5B:	10:52 - 11:37
Period 6A*:	11:22 - 11:47
Period 6B:	11:37 - 12:07
Period 7A:	11:51 - 12:37
Period 7B*:	12:11 - 12:37
Period 8:	12:41 - 1:31
Period 9:	1:35 - 2:25

MIDDLE SCHOOL BELL SCHEDULE

Period 1:	7:32 - 8:18	
Period 2:	8:22 - 9:08	
Period 3:	9:12 - 9:58	
Period 4:	10:02 - 10:48	
Period 5:	10:52 - 11:38	
Period 6 (6th):	10:52 - 11:43	Period 6 (7th/8th)*: 11:41 - 12:07
Period 7 (6th):	12:37 - 1:07	Period 7 (7th/8th): 12:07 - 12:37
Period 8 (6th)*:	1:11 - 1:31	Period 8 (7th/8th): 12:41 - 1:31
Period 9:	1:35 - 2:25	

Bold = Lunch

* = Advisory Study Hall

STUDENT DAY

HIGH SCHOOL TIME SCHEDULE

Period 1: ~~7:32 – 8:17~~
Period 2: ~~8:21 – 9:06~~
Period 3: ~~9:10 – 9:55~~
Period 4: ~~9:59 – 10:44~~
Period 5A: ~~10:44 – 11:18 (Lunch)~~
Period 5B: ~~10:51 – 11:40 (Class)~~
Period 6A: ~~11:22 – 12:10 (Class)~~
Period 6B: ~~11:39 – 12:25 (Class)~~
Period 7A: ~~12:14 – 12:59 (Class)~~
Period 7B: ~~12:32 – 1:02 (Lunch)~~
Period 8: ~~1:03 – 1:48~~
Cardinal Time: ~~1:52 – 2:25 (SVTV 1:52 – 1:55)~~

MIDDLE SCHOOL TIME SCHEDULE

Period 1: ~~7:32 – 8:17~~
Period 2: ~~8:21 – 9:06~~
Period 3: ~~9:10 – 9:55~~
Period 4: ~~9:59 – 10:44~~
Period 5 ~~6th/7th: 10:48 – 11:33~~ Period 5 ~~8th: 10:48 – 11:35 (Class)~~
Period 6 ~~6th/7th: 11:33 – 12:09 (Lunch)~~ Period 6 ~~8th: 11:39 – 12:25 (Class)~~
Period 7 ~~6th/7th: 12:13 – 12:59~~ Period 7 ~~8th: 12:25 – 12:59~~
(Lunch)
Period 8: ~~1:03 – 1:48~~
Cardinal Time: ~~1:52 – 2:25~~

CARDINAL TIME

Middle School and High School Cardinal Time is an opportunity for intervention, enrichment, mentoring, assemblies, and other school-related functions.

STUDENTS WILL NOT BE PERMITTED IN THE BUILDING UNTIL 7:10 am

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes, a student's name; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team;; date of graduation; or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found posted in the school buildings or on the school website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to their building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated

minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, 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, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact your building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and

PPRA@ED.Gov.

VISITORS – SAFETY AND SECURITY

Visitors, particularly parents, are welcome at the school. Any visitor - student or adult - who desires to be in attendance in the building must first report to the school office. Anyone who will be in the building for any length of time will be issued a Visitor's Badge to wear. Those volunteering on a regular basis will be issued a Volunteer Badge to wear at all times while in the building.

If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time.

Access to the building will be limited. Only the front door will be used for guests to gain entry to the building. Staff is expected to question people in the building whom they do not recognize and who are not wearing building badges.

COUNSELING DEPARTMENT

School Counselors

Ryan White	Last Names A-K; Career-Tech & Vocational
Steffani McCoy	Last Names L-Z; College Credit Plus
Jennifer Veigel	Grades 6-8; District Mental Health & Wellness Coordinator

ACADEMIC POLICIES AND PROCEDURES

GRADUATION REQUIREMENTS

All students are required to earn **21 credits** in grades 9-12 for graduation.

Specific credits required are:

- | | |
|-----------------------|--|
| 1. English | 4 credits |
| 2. Health | 1/2 credit |
| 3. Mathematics | 4 credits |
| 4. Physical Education | 1/2 credit (or 2 PE waivers) |
| 5. Science | 3 credits (Physical, Biology, Advanced) |
| 6. Social Studies | 3 credits (World Hist, American Hist, Gov/Econ) |
| 7. Financial Literacy | 1/2 credit (for class of 2026 and beyond) |
| 8. Electives | 6 credits (6.5 with waiver) |
| 9. Fine Arts | 2 semesters (between 7 th and 12 th grade) or career-tech waiver |

Students following a career tech pathway are exempted from the fine arts requirement.

GRADUATION WITH HONORS DIPLOMA

Students who demonstrate success with high-level coursework and/or programming can earn recognition with an Honors Diploma. There are 6 pathways: Academic, International Baccalaureate, Career Tech, STEM, Arts, and Social Science/Civic Engagement.

Requirements for Honors Diploma can be found on, tinyurl.com/svguidance as well as the course-offering booklet.

TESTING REQUIREMENTS

- Show competency by earning a passing score of 684 on Ohio’s high school Algebra I and English II tests.

AND

- Show readiness by earning two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be **Ohio-designed a State Seal:**

OhioMeansJobs Readiness Seal (State)	Honors Diploma Seal
Industry-Recognized Credential Seal (State)	Seal of Biliteracy (State)
College-Ready Seal (State)	Technology Seal
Military Enlistment Seal (State)	Community Service Seal (Local)
Citizenship Seal (State)	Fine and Performing Arts Seal
(Local)	
Science Seal (State)	Student Engagement Seal (Local)

CREDITS AND GRADES

All students must carry a minimum of 5.75 credits. Students should carry more than 6 credits to take full advantage of the curriculum. Students, who pass a course with a “C” or “D” and want to improve their skills, have the option of retaking the class.

GRADES

1. Grading Key:

A	90 - 100
B	80 - 89.99
C	70 - 79.99
D	60 - 69.99
F	0 - 59.99

2. A point system will be used to determine semester and final grades.

3. Midterm and Final exams will be given to all students in grades 6-12.

FAILURES

Two passing grades the second semester are required to pass a year course. Two passing grades are required to pass a semester course.

CUM LAUDE HONORS

HONOR LEVEL	UNWEIGHTED GPA ^a .	OTHER REQUIREMENT
Summa Cum Laude	3.90 - 4.0	Academic Rigor Score of 30+ ^b .
		OR 4+ credit career-technical program ^c .
Magna Cum Laude	3.75 - 4.0	Academic Rigor Score of 15+ ^b .
		OR 4+ credit career-technical program ^c .
Cum Laude	3.50 - 4.0	None

^a. Cumulative GPA will be calculated at the end of the first semester and will include midterm grades for all year Senior classes and final grades for first semester classes. GPA will be rounded to the nearest hundredth.

^b. Academic Rigor Score - multiply number of AP Courses times 7.5; add that number to CCP credit hours. No CCP course that causes a student to go over the 30 credit hour limit per year will be counted towards Academic Rigor score. Students using Senior year second semester courses to count towards rigor points will be asked to provide a midterm or 3rd nine weeks grade to demonstrate evidence of passing.

^c Students must be in an organized and sequential four or more credit career-technical workforce development program. This does not include Family & Consumer Sciences, which focuses on general life skills, or Career Based Intervention (CBI), which focuses on general work skills and employability.

VALEDICTORIAN & SALUTATORIAN RECOGNITION

To be honored at graduation as a Valedictorian or Salutatorian, a student must be enrolled at Sandy Valley at the beginning of their Junior year of high school.

Tiebreakers

- I. Level of Cum Laude Honor- if there is more than one student at the highest level, proceed to Tiebreaker II
ACT composite score of 30 (or SAT equivalent) and higher
- II. ACT composite score of 27 (or SAT equivalent) and higher
- III. Highest ACT (or SAT equivalent) score
 - For purposes of tiebreakers, only ACT (or SAT) scores received within 1 week of the end of the 1st semester. No superscoring is recognized for composite purposes.
 - The student who wins the tiebreaker will be the Valedictorian. The next student will be the Salutatorian.
 - If two or more students tie for first, then there will be co-Valedictorians and no Salutatorian.
 - If there is one Valedictorian and two or more students tie for second, then there will be co-Salutatorians.
 - Rank will no longer be listed on transcripts. Students can be provided with a general percentile (top 10%)

top 25%, etc.) if a scholarship or college application requires it.

AUDITING A CLASS

A class taken as an “audit” appears on the students' transcript showing no grade or credit. Students must request and receive administrative approval to audit a class. Contact school counselors for requirements and deadlines.

CLASS/SCHEDULE CHANGES

Once students make out their schedules, they are expected to follow through with all selected and assigned classes. Schedule changes are only permitted where special problems occur. The only reason a student may go from a regular class to a digital version is because they have a conflict in their schedule. Considerable time and effort goes into creating a master schedule and determining staffing levels based on student requests. Therefore, it is crucial that students and their parents put thought into selecting courses that they are truly interested in and are committed to taking. Schedule changes are very disruptive to the learning process and will NOT be made next year except in extreme circumstances, i.e. scheduling error, blank spot in schedule, prerequisite not met. What a student selects when meeting with a counselor is what the student is expected to take- please talk to teachers and read course descriptions to make an informed decision. All necessary schedule changes must be made during the first five (5) days of the school year. Second semester changes must be made during the first five (5) days of class. After such time, students will receive a Withdrawn Failing (WF) and the course will be counted as a failure when calculating their total grade point average. Students are required to maintain a minimum of 5.75 credits each grading period throughout the school year. Dual credit courses may have more restrictive drop policies according to the schedule of the college.

Exceptions may be:

- a. Changing from one major course of study to another is open for discussion (i.e. academic to vocational).
- b. Students involved in Special Education programs.
- c. Extenuating circumstances by administrative approval

Students dropped from courses as a result of disciplinary action and/or insufficient attendance will not receive credit for the course. Grade reports will be marked as Withdrawn Failing (WF). Course fees will not be refunded as a result of removal from class for disciplinary reasons.

COLLEGE OPTIONS

ADVANCED PLACEMENT (AP)

Advanced Placement courses are rigorous and are appropriate for high-achieving students. Students registering for an AP course must complete a registration form and meet the minimum requirements. **AP courses require a minimum cumulative GPA of 3.25 and/or a subject-area GPA of 3.25**. All students enrolled in AP are required to take the AP Exam. Each AP test typically costs approximately \$50; however, students on free or reduced lunch may qualify for state or federal reductions. Students can earn college credit through performance on AP Exams. Typically, a 3 or higher qualifies a student for college credit, however it is up to the receiving college or university how it awards credit.

COLLEGE CREDIT PLUS (CCP)

College Credit Plus, On-Campus at Sandy Valley

College Credit Plus courses are classes in which students may earn both high school and college credit simultaneously. Sandy Valley teachers who have been approved by local colleges for adjunct professor status teach these classes. These courses are taught at the high school during the school day. The classes follow a college syllabus, which meets both college curriculum goals and high school graduation standards. Students must meet the college's entrance guidelines to qualify for CCP.

Failure and/or withdrawal from these classes may result in financial obligations for students and parents. Students MUST follow the college's schedule for dropping courses. Please see a counselor or visit tinyurl.com/svguidance > [Academics](#) > [College Credit Plus](#) for more details.

College Credit Plus, Off-Campus at a College or University

Students have the option of earning credit towards high school graduation as well as college credit by attending a local college on a full or part time basis at no tuition cost to the student or his/her parents. Students must meet the acceptance criteria of the college. Grades earned via this option become part of the student's high school transcript. The counseling department holds an annual meeting in February explaining this program. Interested students and their parents **MUST** meet with a counselor and sign an interest agreement before March 31 prior to the year they would like to participate.

Failure and/or withdrawal from an off-campus College Credit Plus class will result in you or your parents receiving a bill for the full tuition of the course. You **MUST follow the college's schedule for dropping courses. Please see a counselor or visit tinyurl.com/svguidance > [Academics](#) > [College Credit Plus](#) for more details.**

HONOR / MERIT ROLL

1. **At the end of each nine weeks grading period students with a GPA:**
 - a. 3.5 or better will qualify for the HONOR ROLL.
 - b. 3.2 to 3.49 will qualify for the MERIT ROLL.
 - c. An improvement of 0.5 from the previous 9 wk. will qualify students for VIP recognition.
2. **Students will not receive honor or merit roll if any grade is an "F".**

ELIGIBILITY (ATHLETIC) ***OHSAA Bylaws for Students in Grades 7-12***

Please familiarize yourself with the following OHSAA Bylaws:

- All beginning seventh graders are eligible insofar as the scholarship bylaw.
- All beginning ninth graders must have passed five subjects in which enrolled the immediately preceding grading period.
- Eligibility for each grading period is determined by grades received the preceding grading period.
- Grades 9 – 12: To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.

- Grades 7 – 8: To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in five subjects in which enrolled the immediately preceding grading period.
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.
- Any athlete taking off-campus College Credit Plus classes must meet with a counselor, prior to enrolling in those classes, to ensure eligibility.

Any student who does not maintain the standards established by the OHSAA will be ineligible the following grading period.

****Any student grades 6-12, who participate in any extra-curricular activity at Sandy Valley, will be subject to a random drug screening.**

Open Enrollment

Once your eligibility is established at a high school, a transfer to a different high school will mean you will lose eligibility for interscholastic athletics at your new school. For the specifics on the period of ineligibility, visit OHSAA.org.

- If you are new to this school as a transfer student, all required paperwork must be submitted to the OHSAA, and the state office must grant approval for eligibility. Immediate eligibility will be granted only if one of the exceptions to the OHSAA transfer regulation has been met or you have not participated in the sport within the past 12 months.
- To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator

SUMMER SCHOOL

A student may not take for credit any subject in summer school unless he/she has previously taken the course or is behind in credits toward graduation. (The only exception to this rule is physical education.) Under extenuating circumstances permission to take a course may be granted by administration.

COURSE FEES

Course fees will no longer be collected—with the exception of Advanced Placement exam fees—for the current year, however it is the financial responsibility of families to pay any remaining outstanding fees.

ATTENDANCE POLICY

ATTENDANCE PHILOSOPHY

All students are required to be in regular attendance except when excluded by law. The following reasons are recognized by Ohio law as being valid for absence from school: **Personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardian, observance of religious holidays, emergencies or set of circumstances which constitute good and sufficient cause.** All other absences will be considered **unexcused** unless previous notification has been given in accordance with school procedure for excused absences. Excessive absences in a class may result in a grade reduction at the discretion of the administration. Summer school may be recommended for students to receive credit. **If you are absent due to quarantine you will have the same amount of days that you were absent to complete the assigned work before it will be teacher discretion.**

After **65 hours** missed, all student absences will require a **MEDICAL** note stating that the student is too sick to be in school or the absence will be marked “**UNEXCUSED**”. **A parent call off will NOT be accepted for future absences.**

TRUANCY/TRUANCY MEDIATION

Unexcused absence (Truancy) from school is unacceptable. Students who are truant will receive no credit for schoolwork that is missed.

Chronic Truancy is a Delinquent Offense (ORC 2131.02)

When a student accumulates or displays an abundance of hours missed a mediation conference will be held. The mediation

hearing will consist of the school truancy officer, the parents, the student, a counselor, and an administrator. The goal of this mediation is to devise a plan to improve student attendance. A signed attendance contract will be agreed upon by all parties involved. After this mediation meeting, student attendance will be monitored. The school will follow the Ohio Revised Code truancy laws, which could result in the filing of truancy charges against the parent and/or student at the appropriate county of residence.

Per Ohio Revised Code, TRUANCY charges will be filed with the county juvenile court system when one of the following three situations occurs:

1. When 30 **consecutive** hours of unexcused absence have occurred.
2. When 42 hours of unexcused absence have occurred in a month.
3. When 72 hours of unexcused absence have occurred within a school year.

UNEXCUSED ABSENCES

These are examples of unexcused absences:

1. Baby sitting in non-emergency situation
2. Running non-emergency errands
3. Staying out of school an unnecessary length of time because of doctor's appointment, job interview, or driver's license exam, or other early dismissal.
4. Routine farm work
5. Out of town unless this is **approved in advance** as "vacation"
6. Transportation of family member in a non-emergency situation
7. Home repairs in non-emergency situations
8. Car trouble or making repairs on one's own or anyone else's car
9. Oversleeping, missing the bus
10. Hunting
11. Unapproved vacation

By Ohio Law, the school is also required to attempt to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for the student, regardless of age, when the student is absent from school.

EXCUSED ABSENCES

These are examples of **excused** absences:

1. Personal illness: the school may require an official note from a physician if deemed advisable & if illness is excessive
2. Quarantine of the home
3. Death of a relative
4. Emergencies due to absence of parents or guardians
5. Religious holidays
6. Vacation days (If properly approved through the main office.)
(SEE VACATION POLICY)
7. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence from school including:
 - a. Legal consultation that can only be scheduled during school hours or court.
 - b. Driver's test - day (1 per yr)
 - c. Job interview - maximum - day (firm interview, not job search/approved by the office)
 - d. Funeral of family members, friends, neighbors, etc.
 - e. College visitation - approved in advance by counselor

PROCEDURE IF A STUDENT IS ABSENT

Parent/Guardian Must Contact the School when a child is ABSENT.

1. Parent should call 866-2366 or contact the school (by 10:00 AM on the day of the absence, if possible)
2. For an "Excused Absence", the student must meet the criteria/reason for the excused absence.
3. Parents must contact the school if there is a sick child or possible communicable disease in the household.

*****An *Unexcused absence* indicates the student will receive a grade of "F" if the work is made up, not a ZERO. There may also be some additional grade penalty due to the lost opportunity for class participation.**

TARDY TO SCHOOL

Students are expected to be punctual. Students who are repeatedly tardy will be subject to disciplinary action. A student is counted “Tardy to School” if he/she has not reported to first period class by 7:32.

ALL EXTRA-CURRICULAR AND CO-CURRICULAR STUDENTS MUST BE IN ATTENDANCE BY 8:30 OR HAVE A DOCTORS NOTE TO PARTICIPATE THAT DAY (GAME OR PRACTICE).

Tardy: 7:33—8:17 am

Absence:

- Missing 20 or more minutes of class time will count as class absence.

DISCIPLINE FOR TARDY TO SCHOOL AND CLASS

The following discipline will be assigned for tardies to school and class. If tardiness becomes an issue, further discipline or truancy may become a course of action. Excessive tardies may result in loss of driving privileges and mandatory use of bus transportation.

- 5th — One hour Detention
- 7th — Two hour Detention
- 9th — Three hour Detention

Tardies will reset at the completion of the first semester.

***All time missed due to being tardy to school will accumulate towards Ohio Revised Code Truancy law.**

EARLY DISMISSALS

If compelling circumstances require that a student be dismissed before the end of the school day, the student must submit (in AM-before leaving) a note signed by the parent stating the reason and time for the dismissal. Some verification from the appointment must be presented with the parent's note before the dismissal or immediately upon return from the appointment. Early dismissals are considered an **absence** for classes that are missed! Early dismissals for medical reasons will be taken into consideration for perfect attendance.

The school may make phone calls to verify the need for the early dismissal. Students who become ill during the day will not be released from school unless a parent or other responsible adult is contacted and gives permission. This applies to all students regardless of age.

Illnesses

Students are not permitted to use cell phones to contact home if they are sick. They need to first go to the school nurse and then the parents will be contacted if needed. If students contact parents without the permission of the office then they may be subject to disciplinary actions.

LEAVING CLASS WITHOUT PERMISSION

If a student leaves class without permission, she/he will receive disciplinary action as follows:

1 st	DRA (less than 24 hours)
2 nd	1 day DRA
3 rd	3 days DRA

COUNTY FAIRS

Students are not excused to attend a county fair unless they are exhibiting or participating in fair activities. They must present a written notice from fair officials or activity sponsors. This is considered an educational experience countywide and students will be excused for these activities. Students must make up any missed schoolwork to earn credit.

COLLEGE VISITATIONS

College bound juniors and seniors are urged to visit colleges and are permitted two visits per year, **scheduled in advance** through the guidance counselors. Students are required to do all make up work for classes missed.

EFFECT OF ABSENCE ON EXTRA-CURRICULAR ACTIVITIES

Students who are absent from school for all of the day will not be permitted to participate in or attend any extra-curricular activity or school sponsored event that takes place on the day of absence. This rule will not apply to those students who have an approved early dismissal or prior approval for missing the day. Violation of this rule will result in disciplinary action, which could include ejection from the activity or event, or sport.

JOB INTERVIEWS

Students are excused for job interviews if these are scheduled in advance through the guidance office or an administrator.

Excused absences are only for “formal” job interviews and not for job search or submission of application.

VACATION

Sandy Valley Schools do not encourage student vacations during the school year. Family vacations should be planned, whenever possible, so as not to affect the education of the children. We know, however, that families do not always have control in choosing the dates for vacations. We are requesting at least a five day notice and approval by administration for vacation leave. This may be taken at once or may be in two separate vacations. Students will not be excused for more than two vacations during the school year. Vacation absences will be considered excused if the correct procedure is followed.

The student's parent or guardian must submit a written request for vacation to the building principal well in advance of the vacation. If advance notice is not given to the school, the vacation will be considered unexcused. Students will be permitted to vacation with their parent, relative, or parent of a friend, if written the parent or guardian gives permission.

Each teacher will determine how much of the missed work the student will need to make up. The teacher will assist the student by giving the student general information about the upcoming lessons so that the student will be able to understand what content could be missed. It is the responsibility of the student and parent to see that all required missed work is made up in a timely manner and, if necessary, to secure a tutor paid for by the parents. Although teachers will assist the student in catching up on missed work, it will not be possible for teachers to provide individualized instruction for each student. *This policy shall not include the last week when semester or final exams are given.

Vacations may not be taken during semester or final exams!

Students are expected to be in attendance during exams. Students will receive a grade of “F” for any missed exam. Students may not take their Exams early! Make up time is available for students in case of illness only.

STUDENT CODE OF CONDUCT

POLICY ON DISCIPLINE

The business of school is education, which can best take place in an orderly, disciplined atmosphere. The primary responsibility of student behavior lies with the student. Parents, teachers, and

administrators have a responsibility to provide an atmosphere of order and discipline in the school that will develop and increase the child's growth in social, academic, and emotional areas.

STUDENT RIGHTS AND RESPONSIBILITIES

The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed or national origin.

Students have the right to due process procedures in matters of suspension and expulsion.

No student shall interrupt the process of education within the school.

STUDENT DISCIPLINE

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and future success. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.

In order to provide a positive, efficient and safe school, a certain level of student discipline is necessary. With respect to student discipline, Sandy Valley does not permit violent, disruptive or inappropriate behavior by its students. The student conduct code provides a guide, which will enable our students to learn good citizenship, to have respect for the rights of others, and to be part of an academic atmosphere that is conducive to student learning. To help ensure this environment, the following offenses may lead to the probable corrective action which may include, but not limited to, detentions, Friday school, loss of privileges, and loss of participation, bus suspension, emergency removal, out-of-school suspension, or expulsion.

ADMINISTRATIVE USE OF ALCOHOL BREATHALYZERS

The administration holds the right to test students for alcohol use at any point which seems necessary. This may include school dances, or any other extracurricular activity. Also this action may be taken during the school day if there is any suspicion of alcohol use. Those students who are caught under the influence of alcohol are subject to school discipline as well as legal action.

ADMINISTRATIVE USE OF METAL DETECTORS

The administration holds the right to metal detect students at any point which seems necessary. This may include school dances, or any other extracurricular activity. Also this action may be taken during the school day if there is any suspicion.

CRITERIA FOR CORRECTIVE ACTION

Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the Student Conduct Code. These student rules, violations and consequences are general in nature. The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit. Extracurricular and co-curricular activities have rules and regulations in addition to those listed in this handbook. Violation of school rules or of those rules particular to an activity may result in loss of participation.

The following criteria will be considered when determining the appropriate corrective action for infractions or the student conduct code. Disciplinary action will be taken on an individual basis by the administration.

1. Circumstances surrounding the incident or violation
2. Minor or major infraction of school rules
3. Frequency of infractions
4. Cooperation and attitude of student

DISCIPLINARY ACTION FOR MISCONDUCT MAJOR OFFENSES

The following may result from violation of major offenses as determined by administrators:

- | | |
|-----------------|--|
| 1 st | 1-3 days OSS/DRA |
| 2 nd | 5-7 days OSS |
| 3 rd | 7-10 days OSS with recommendation for
expulsion |

As needed: Saturday School

MINOR OFFENSES

The following may result from violation of minor offenses as determined by administrators:

- | | |
|-----------------|------------------------|
| 1 st | 1-3 hour detention/DRA |
| 2 nd | 1-3 days OSS/DRA |
| 3 rd | 3-5 days OSS/DRA |

As Needed: Saturday School

GUIDELINES FOR DRA (Designated Reassignment Area)

Administration shall make assignments to DRA.

1. Students are required to work on teacher-provided school work while in DRA.
2. All work completed in the DRA room will be taken for a grade.
3. While in DRA, students are isolated from the student population (including their lunch period), and should remain quiet and working the entire duration of their punishment.

GUIDELINES FOR FRIDAY/SATURDAY SCHOOL AND DETENTION

Administration shall make assignments to Friday School and detention.

1. Students shall attend Friday School from **2:30 to 5:30 pm**. Students should be picked up at the main entrance. **Detention time begins at 2:30 pm** and may be assigned for 1 or 2 hours.
2. Students shall attend Saturday School from 8:00 a.m. – 12:00 p.m. Students should be dropped off and picked up at the main entrance.
3. Students arriving late shall be marked tardy. They shall remain in detention to make up time and leave at the assigned time by the teacher.
4. Students arriving later than 2:45 shall be marked absent. They will be sent home and receive further disciplinary action.
5. Smoking on school grounds is prohibited and **all school rules** are to be observed while students are on school grounds.
6. Students shall be required to do school-related work during Friday/Saturday School and Detention. Students are responsible for bringing their own material to study and they should bring enough to last as long as they are assigned.
7. Students are **not** permitted to talk or sleep during Friday/Saturday School and Detention.
8. Students should arrive with necessary school supplies - They will not be permitted to go to their lockers.
9. Students not reporting to Friday/Saturday School and Detention, or not fulfilling the requirements of Friday/Saturday School and Detention may result in DRA.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from activities or from the school premises. No due process if removal is one (1) school day or less.

OUT-OF-SCHOOL SUSPENSION

"Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Student "Due Process Rights" apply.

EXPULSION

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed eighty (80) school days. For serious violations, as specifically provided in Board policy, the Superintendent may expel a student for one (1) year. Student "Due Process Rights" apply.

STUDENT DUE PROCESS AND APPEAL

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent three (3) calendar days after the date of the notice to suspend.

If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

EFFECTS OF SUSPENSION OR EXPULSION – SCHOOL ACTIVITIES

When students are under Out of School Suspension, they are not permitted to participate in or attend any extra-curricular activity or any school sponsored event, athletic contests, assemblies, school plays, dances, or band performances, or graduation ceremony.

During an “out of school suspension” a student is expected to make up any missed work to receive a 59% maximum. Failure to make up work will result in a zero grade.

TERMS AND DEFINITIONS

AFTER SCHOOL HOURS

Students may be subject to disciplinary actions for acts occurring outside normal school hours, at any school sanctioned event.

ARSON – (MAJOR OFFENSE)

Students shall not intentionally, purposefully destroy or do damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

ASSAULT (MAJOR OFFENSE)

Students shall not disrupt school by use of violence, force, noise, coercion, threat, harassment, intimidation, or any other conduct. An assault involves one or more students attacking another student(s) while the attacked student does NOT strike back.

BULLYING PROGRAM (MAJOR/MINOR OFFENSE)

Students shall not bully by means of any intentional written, verbal, graphic, or physical act. This can be demonstrated by the way a student or group of students exhibit behaviors toward another particular student(s) and the behavior causes mental or physical harm to the other student/s. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact another student’s educational, physical, or emotional well - being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It should also include, but not be limited to, such

behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting making threats, and hazing.

Bullying shall also include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student/s or group of students exhibit toward another particular student/s or school personnel more than once and the behavior both causes mental and physical harm to the other student/s and /or school personnel and is sufficiently severe, persistent, pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/s or school personnel. This includes internet blog sites, Facebook, Snapchat, Twitter, and other social networking sites. **Sandy Valley Local School District Policy [3313.666]**

Anti-Bullying Program

1. Investigation of bullying incident.
2. If deemed a bullying incident, the student will be entered into the bullying database.
3. If the bullying continues, discipline will result according to the Sandy Valley code of conduct.

BUS CONDUCT (MAJOR/MINOR OFFENSE)

Students shall not act or participate in any act or acts or attempt to act or participate in any act, which poses a danger to the safe operation of a bus. Students must follow driver directives.

CHEMICAL ABUSE (MAJOR OFFENSE)

Students shall not possess, use, transmit, sell, conceal, or exhibit evidence of the use of alcoholic beverages, intoxicants, prescription meds, non prescription meds, and “looking-alike” drugs/alcohol or drug paraphernalia. Students shall not consume any alcoholic beverages, intoxicants, or chemicals at a time before the arrival at school or related event or school-sponsored or related event or activity. Examples include, but are not limited to: narcotics, hallucinogens, amphetamines, barbiturates, glue, marijuana, cocaine, seeds, caffeine pills, “look-alike” drugs, or others.

COMPUTER TECHNOLOGY (MAJOR/MINOR OFFENSE)

Students shall not violate the School computer/technology use policy. This includes any misuse of hardware, software, network or Internet. **Damaged chromebooks will be repaired one time for free. After the first repair damage will result in a fee that will be**

added to the student's account. The fee will be assessed by the technology department based on the type/amount of damage. Parents must turn in this form for their student to access log-in information

CUTTING CLASS – TRUANCY (MAJOR/MINOR OFFENSE)

Students shall not be absent from any portion of regularly scheduled classes or other mandatory activities without proper authorization.

DISREGARD OF DIRECTIVES (MAJOR/MINOR OFFENSE)

Students shall comply with directives, requests and orders of all staff.

DISRESPECT (MAJOR/MINOR OFFENSE)

Students shall not act as to intimidate, insult, or abuse, orally or in writing, and any member of the school staff or student body. This includes disrespect toward school employees during school or non-school time.

DRESS CODE (MAJOR/MINOR OFFENSE)

Students shall not violate school rules relating to dress and appearance. Students will be given a warning by the staff and an opportunity to fix violations. Failure to comply will result in write up and discipline procedure will follow.

EXPLOSIVES (MAJOR OFFENSE)

Students shall not possess, handle, transmit, sell, conceal, or bring on school grounds any fireworks, caps, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

EXTORTION (MAJOR OFFENSE)

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, an employee or other persons.

FALSE ALARM (MAJOR OFFENSE)

Students shall not activate an emergency alarm system in the absence of an emergency or call 911 on phones.

FIGHTING (MAJOR OFFENSE) 5 DAY OSS

Students shall not disrupt school by use of violence, force, noise, threat, coercion, intimidation or any other conduct. A fight involves students exchanging physical actions – mutual combat.

FIREARMS (MAJOR OFFENSE)

Students shall not bring a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event – regardless where it occurs – will result in a mandatory (1) year expulsion under Ohio law. Using the guideline(s) set forth in Board Policy this expulsion may be reduced on a case-by-case basis by the Superintendent.

FORGERY /FALSIFICATION (MAJOR/MINOR OFFENSE)

Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence. This will include additions and/or alterations to excuse notes, library and hall pass, etc.

GAMBLING (MAJOR/MINOR OFFENSE)

Students shall not engage in nor promote activities involving placing of bets, or risk anything of value. Gambling paraphernalia or devices, playing cards, etc. are not permitted.

GANG RELATED ACTIVITY (MAJOR OFFENSE)

Students are not permitted to display, wear, or carry gang paraphernalia, colors, bandannas, etc. or exhibit behavior or gestures, which symbolize gang membership or participate in gang actions.

HARASSMENT/THREATS (MAJOR OFFENSE)

Students shall not haze, threaten, act, or participate in or attempt to threaten, act or participate in any acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student or staff member. This includes racial or ethnic slurs and sexual harassment. Students will be disciplined accordingly. Sandy Valley Policy [3313.666]

HORSEPLAY (MAJOR/MINOR OFFENSE)

Students shall not engage in playful actions that disrupt school.

INAPPROPRIATE CONTACT (MAJOR/MINOR OFFENSE)

Students shall not push or inappropriately touch another student at any time, even in horseplay.

INAPPROPRIATE LANGUAGE /GESTURES (MAJOR/MINOR OFFENSE)

Students shall not use vulgar, profane, or abusive language /gestures toward any school employee, authorized school visitor, or any other student. Students shall not cause or attempt to cause physical injury or behave in such a way as could

threaten to cause physical injury to school employees,
authorized school visitors or students

INTERRUPTIONS (MAJOR/MINOR OFFENSE)

Activities, which interrupt the educational environment of Sandy Valley High School, may be subject to disciplinary procedures.

INSUBORDINATION (MAJOR/MINOR OFFENSE)

Students are expected to comply with reasonable directions of staff.

LANGUAGE (MAJOR/MINOR OFFENSE)

Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper or inappropriate gestures or signs or engage in profane, vulgar or other improper or inappropriate actions.

PLAGIARISM (MAJOR/MINOR OFFENSE)

Students are prohibited from plagiarizing their work. Plagiarism is defined as taking the ideas and/or writings of another and presenting them as one's own. Students shall understand that work that is turned in that contains plagiarism (knowingly or unknowingly) shall not be accepted. Disciplinary measures may range from, but are not limited to verbal admonishment, loss of graded credit, detention, suspension and/or expulsion. Plagiarized work will be addressed from an individual classroom basis or department basis, to a committee of teachers/staff, and/or at an administrative level.

PROVOKING A FIGHT (MAJOR/MINOR OFFENSE)

Students shall not disrupt school by use of verbal threats or provocations, which initiate a physical or verbal confrontation.

PUBLIC DISPLAY OF AFFECTION (MAJOR/MINOR OFFENSE)

Students shall not engage in kissing, embracing, hand holding, or displays not appropriate to the educational environment. Public Display of affection will also be enforced at all extra-curricular activities.

REFUSAL OF DISCIPLINE (MAJOR/MINOR OFFENSE)

Students shall not refuse to accept discipline or punishment. (i.e. Failure to attend detention.)

REPEATED OFFENSES (MAJOR OFFENSE)

Students who engage in acts which violate this code, whether suspended or expelled or not, shall be subject to more severe

punishment, including suspension or expulsion, for subsequent violations.

SEARCH AND SEIZURE

Administrators may search a student's property (including purses, book bags, lunch boxes, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This may include the use of hand held metal detection devices. Student lockers/cubbies are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers/cubbies and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Students have NO reasonable expectation of privacy in their action in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

THEFT /DAMAGE TO PROPERTY (MAJOR OFFENSE)

Students shall not cause damage to property, steal or engage in the unauthorized removal of school or private property. This includes vandalism of school employees' property during school or non-school time.

TOBACCO (MAJOR OFFENSE)

A student is not permitted possessing, consuming, distributing, purchasing or attempting to purchase, and/or using tobacco products in school or using tobacco products on school grounds, or other school-sponsored events. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, lighters, matches or any other matter or substance that contains tobacco or could ignite tobacco. E-cigs and vapors are considered a tobacco violation.

Vaping Diversion Program

As of 2018, 11.7% of high school students and 3.3% of middle school students across the U.S. have used E-cigarettes in the past 30 days. In some states, over 40% of middle school students have tried an E-cigarette at least once (over 50% in high school). This data supports the fact that a large number of American children are at risk to become addicted to nicotine and become a regular tobacco user.

With teen vaping on the rise and schools searching for solutions, many schools are looking for innovative and creative approaches to address this epidemic.

In an effort to still hold students accountable for their actions while keeping them in school and educating them on the health and legal risks of using E-cigarettes, the Sandy Valley Local School District has created a diversionary program aimed at addressing this issue.

Title: Time to Wake Up: An E-cigarette/JUUL Diversion Program

1st Offense: 3-day DRA + Diversion Program or 3-day OSS
If the student attends the diversion program and successfully completes the entire program, there will be no suspension.

2nd Offense: 5-day OUT + Repeat Diversion Program or
3Recommendation for Expulsion
If the student attends the diversion program and successfully completes the entire program, there will be no recommendation for Expulsion.

3rd Offense: 10-day OUT+ Recommendation for Expulsion

If the student fails to fulfill the diversion program, then they will be suspended for 3 days OSS. **No exceptions.**

Without the successful completion of the program, the student will be suspended 3 days OSS for the first offense and be up for expulsion if without successful completion on the second offense.

WEAPONS (MAJOR OFFENSE)

Any object that is used to threaten, harm, or harass another may be considered a weapon. Students shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument as stated in the Sandy Valley Board Policy.

CONCEALED WEAPONS (MAJOR OFFENSE)

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel. The weapon may include guns, pellet guns, knives, club type implements etc. This may also include any toy that is represented as a real weapon or reacted to as a real weapon. The school is a gun & weapon free zone. O.R.C. 2923.122, 2923.1212.

DISRUPTION TO THE SCHOOL PROCESS (MAJOR/MINOR OFFENSE)

A student shall not show any form of violent, disruptive, or inappropriate behavior, including excessive truancy.

REGULATIONS & POLICIES

BUS TRANSPORTATION

These rules are designed to promote safety on the school buses at all times, since the safety of all the students is our top priority. School bus transportation is a privilege. **If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school.**

BUS PASSES

Students may not board or exit a different (am or pm) bus or bus stop than assigned unless they have obtained a bus pass from the main office. To obtain a bus pass, students must present a signed note from a parent/guardian allowing permission. This note must be presented prior to 1:55 p.m.

To promote a safe, orderly, efficient and enjoyable bus ride to and from school, all students must follow the rules below:

At the Bus Stop

1. Be on time. Board the bus only at your regularly assigned stop, unless permission is received in advance.
2. Stay away from the road.
3. Help protect surrounding property and be polite toward others while waiting.

4. Wait to enter the bus until it comes to a full stop, and the driver has provided the appropriate signal. Take your turn and do not push when entering the bus.

On the Bus

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in your assigned seat.
3. Be courteous and use no profane language.
4. Speak in low tones.
5. Never push, shove, scuffle or horseplay. ***No fighting!***
6. Keep all belongings including head, hair, hands and feet inside the bus and to yourself.
7. Never smoke.
8. Never throw objects inside or outside the bus.
9. Never eat or drink on the bus.
10. Treat bus seats and equipment with care and respect.
11. Keep the bus clean and orderly.

Leaving the Bus

1. Leave the bus at your regularly scheduled stop, unless special permission has been granted.
2. Wait to leave the bus until it comes to a full stop, and the bus driver has opened the door. Take your turn. Do not push when leaving the bus.
3. Once off, clear the area immediately. If crossing the street/road, look both ways before crossing in front of the driver, then walk quickly across the street/road.
4. All students are subject to Ohio Revised Code - Bus Transportation Laws/Regulations.

CAFETERIA

Cafeteria services are available to all students, faculty, and guests each day school is in session. The prices are established by the Sandy Valley School Board only to meet the current operating expenses. In order to keep the cafeteria clean and attractive, the following rules must be observed by all who use it:

1. Deposit all litter in the wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave tables, chairs, and the floor in a clean condition ready for others to use.
4. Keep the cafeteria lines in good order. **No cutting in on cafeteria lines by students.** (Unless a lunch detention has been assigned.)
5. Students are to follow routes assigned to and from classes during the lunch period.

6. Students are not to go to lockers during lunch periods.
7. Students are not to take books/bags to the cafeteria.
8. Pop is **NOT** to be purchased from pop machines during school hours.
9. Students are required to follow directives of any teacher or supervisor while in the cafeteria.

DANCES

Middle School Dances

- Sandy Valley students in grades 9-12 are not permitted to attend dances sponsored by the Middle School.
- Only grades 6-8 Sandy Valley middle school students are permitted at the dance. No outside guests permitted.

High School Dances/Prom

- Middle School students are not permitted to attend dances/prom sponsored by the high school. The dances/prom are for Sandy Valley students in grades 9-12. No other persons may attend unless the administrators grant permission.
- Sponsors of Sandy Valley School District dances/prom will have additional guidelines for all school-sponsored dances/prom on or off school property.
- Twenty (20) is the maximum age of a Sandy Valley student guest at all dances/prom on or off school property.
- All school PDA rules apply at dance functions. Appropriate behavior on the dance floor is required.

(All students who attend middle or high school dances are subject to mandatory breathalyzer tests before entering the dance)

DRESS CODE

Good judgment would indicate that reasonable dress that is clean and conforms to standards of health, safety, and decency, and does not disrupt the educational process of the school is acceptable. Students not adhering to the dress code will be subject to disciplinary action. Students will be given a warning and opportunity to fix violation by the staff, failure to comply will result in the following disciplinary actions.

1 st offense	Fix Violation
2 nd offense	1-hr detention (Fix Violation)
3 rd offense	3-hr detention (Fix violation)

EXAMPLES OF IMPROPER APPAREL

- Large arm-hole shirts, halter tops, garments w/spaghetti straps, strapless garments, tank tops, tube tops, garments cut low, see through or garments that expose one's midriff. Sleeveless garments must extend to the top of the shoulders and fit closely under the arms. Under garments should NOT be visible.
- ~~Shorts/skirts/Holes in jeans may be worn only if appropriate length. Appropriate length will be calculated 4 inches above the knee. Slits and holes in jeans must abide by the 4-inch rule.~~
- Undergarments shall not be visible ~~or any skin above the knee (4-inch rule).~~
- BARE MIDRIFFS will not be tolerated. Shirts must cover abdomen and backs, regardless of styles.
- Masks are not permitted to be worn in the building or at school-related activities. With the exception of those directed by the health department.
- Clothing with reference to Drugs, Alcohol, Tobacco, Sex, Profanity, or Violence or otherwise contrary to the school's educational mission.
- Clothing items that contain messages that are vulgar, offensive, obscene, libelous, or that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Chains, or spiked jewelry (includes facial piercings) or other items that are distracting or harmful to the educational environment.
- Pants/shorts must be worn at the waistline fitting around the waist and be properly fastened regardless of size of shirt.
- Slippers are not permitted to be worn at school.
- Hats, headscarves, **hoods**, sunglasses etc.
- Fads or new fashions that are deemed distracting to the educational environment.
- Coats are not permitted to be worn in the building, to class, or lunch.

The final judgment as to the appropriateness of the dress shall be with the school administration.

BOOK BAGS

Book bags are NOT permitted to be carried during the school day! Students may carry book bags to and from school but they must be placed in lockers during the school day.

DRIVING /PARKING

Students must observe driving safety rules as stated in school driving & parking policy. All students must obtain a "Parking" permit each school year. Failure to follow driving regulations may result in loss of driving privileges to school. Failure to follow these procedures will result in disciplinary action.

PARKING

Students must register automobiles or other vehicles with the office during the first week of school. Upon registration of vehicle students must submit:

1. Driver's License
2. Registration
3. License Plate Number
4. Proof of Insurance
5. Assigned Fee (\$4.00)

The student will be issued a parking sticker after the submission of the above items. Failure to register will result in disciplinary action. If a student should acquire a new car, it will be necessary to re register. Students who have their driving privileges revoked may not operate or have anyone else operate their car on school property during the revocation. **The parking permit may be revoked at any time for disciplinary reasons and the student prohibited from driving to school. A speed limit of 10 MPH is to be observed on school grounds. Any excessive speed or reckless operation will result in loss of driving privileges.**

The school is not responsible for damage or loss of property as a result of a student's parking his/her car on school property.

REVOKING OF DRIVER'S LICENSE

OHIO LAW mandates school officials to inform the Bureau of Motor Vehicles to revoke the driver's license of any student who drops out of school, who is habitually truant (students absent without a legitimate excuse for more than 10 straight days of school or 15 total days and students expelled or suspended from school for use or possession of alcohol or drugs. Revocation or denial of a license is at the discretion of the school district's superintendent.

EIGHTEEN-YEAR OLDS

School district policy is still the governing rule in the school, on school grounds, school buses and at school events. All school rules apply to all students regardless of age.

ELECTRONIC DEVICES

**CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION
DEVICES (Board Policy 5136)**

<i>1st Offense</i>	<i>Verbal warning—return at the end of the school day (front office)</i>
<i>2nd Offense</i>	<i>Required parent pick up at the end of the school day (front office)</i>
<i>3rd Offense</i>	<i>Parent pick up at the end of the school day (3-hour detention)</i>
<i>4th Offense</i>	<i>1 day DRA (Loss of Cell Phone Privileges)</i>

Middle school students must keep their cell phones in their locker during the school day. If found in possession of their phone during the school day:

SEE ABOVE FOR DISCIPLINE

Possession of a cell phone or other by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege.

Students are prohibited from using cell phones or other electronic devices or having them "ON" during any academic class during the school day unless upon authorized, approved use by a teacher, administrator or technology coordinator. This includes study halls or intervention periods, as well as on school-sponsored trips and in school vehicles. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phones. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cell phones as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cell phones in their possession, to make sure the cell phones are not left unattended or unsecured.

Using a cell phone in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Only urgent messages will be delivered.

Students are not permitted to access or use any social media sites or apps during the school day that bring conflict or disruption to the school day. Students are not permitted to post inappropriate language, comments, or images about another student or school personnel. The following are steps for discipline:

1. A student on a social media may receive:
 - a. Detention
 - b. DRA
 - c. Suspension
2. A student posting inappropriate language, comments, or images may receive:
 - a. DRA
 - b. Suspension

EXTRA-CURRICULAR SUPERVISION

Supervision of students will be provided one-half hour before the start of any regularly scheduled extra-curricular activity or practice and one-half hour after the conclusion of the activity or practice.

Students who are participants of an activity are the responsibility of the supervisor during the time they are in the building or grounds.

Students will not be permitted to remain in the building from the time of dismissal until the start of an evening activity or practice. The administration and staff of Sandy Valley take no responsibility for students who do not adhere to these guidelines.

FIELD TRIPS

Field Trips are academic activities that are held off school grounds. A student, who is a minor, may not participate in any school-sponsored trip without the parental consent and current emergency medical form on file in the clinic. Medications normally administered at school will be administered while on the field trip. The student Code of Conduct applies to all field trips.

LOCKERS

The lockers are the property of the school and are provided to students as a convenience. Student lockers shall not be used for illegal or dangerous purposes. Student lockers may be inspected

at any time to insure student health, safety, and welfare, without the student's knowledge and/or presence.

MEDICATION

The school may, under the written direction of the parents and physician, dispense medication. **All medication MUST be brought to the school by the parent/guardian, according to the laws of the State of Ohio. The school requires a doctor's order for all medications including over-the-counter.** A student may not bring their medication into the school. **All medication will be kept in a locked cabinet in the school office, or in another secure place. With the exception of inhalers, Epipens, and diabetic supplies.** The secretary, teacher, nurse, or administrator will dispense the child the medication.

The medication must be in its **original container that is labeled with the child's name, amount and frequency of dosage**, and any other information that will help to insure the proper and safe usage of the drug. **Written information must accompany the non-prescription or prescribed medication when it is brought to the office.**

TORNADO/FIRE DRILL

TORNADO DRILL

We are required by State Law to have tornado drills from time to time. Their classroom teachers will give information, on tornado drill procedures, to the students. Signs and destinations are posted in the classroom.

FIRE DRILL

The purpose of the fire drill is to provide a safe and rapid plan of vacating the building in case of a fire and to train the pupils in self-control in time of excitement of a real or supposed danger. Only the principal of the building, someone appointed by the principal, fire chief, or the superintendent shall turn on an alarm except in case of actual fire when the first one convenient-pupil, teacher, other person may sound the alarm. Signs and destinations are posted in the classroom. Other emergency drills (lock down drill and emergency evacuation) will also be conducted. Your classroom teacher will provide information.