

*THE POLICIES AND REGULATIONS OUTLINED HEREIN WERE ADOPTED BY THE INDIAN VALLEY BOARD OF EDUCATION ON JUNE 17, 2024 FOR THE 2024-2025 SCHOOL YEAR*

**Mission Statement**

Working together to personalize a rigorous standards-based learning experience.

**General Information**

**Office Hours: 7:30 a.m. - 3:30 p.m.**

**School Hours**

7:35 .....Building opens to students (go directly to the cafeteria/gym)  
7:50 .....Classrooms open - students permitted to rooms  
8:00 .....Classes begin - attendance taken  
11:05 - 12:05 .....Kindergarten and 1st grade - lunch and recess  
11:35 - 12:35 .....2nd and 3rd grade - lunch and recess  
12:05 - 1:05 .....4th and 5th grade - lunch and recess  
2:55 .....Students walking home and/or being picked up are dismissed  
3:00 .....Students riding a bus are dismissed

**Arrival Time**

Students are to directly enter the building upon arriving at school and proceed to the cafeteria/gym. Students who walk or are dropped off at school should plan to arrive no earlier than 7:35 a.m. Students arriving before 7:50 a.m. will go directly to the cafeteria/gym.

**Dismissal Time**

Parents are responsible for clearly informing their child of after-school arrangements. A note signed by the student’s parent/guardian must be sent to the teacher/office indicating specific changes. This includes bus transfers. If a note is not received, the student will follow normal procedure.

Port Washington Elementary is “school” to approximately 400 students. The end of the day is very busy for students and staff in preparing to dismiss. Phone calls to change a student’s dismissal plan are discouraged and should only be made in an emergency situation because the message may not be delivered. Even dropping by to pick up your child can have a huge impact on the dismissal patterns of the students. We ask that every effort be made to establish a routine and stick to that routine. This practice would be our safest method of getting the student home. Specific procedures for Drop-Off / Pick-Up are posted online.

**Picking up Students Prior to Dismissal**

A note should be sent with the student and given to the teacher/office at the beginning of the school day so that the necessary staff can be informed of the time the student will be leaving school. Please include the name of the person picking up the child and the reason for the early release. **The parent (or person picking up the student) is required to enter the building when picking up the student during the school day, provide identification (if requested), and sign the student out.** Early dismissals are for appointments that can be scheduled at no other time than during the school day. The amount of time out of school is documented in the student’s attendance record.

**Changes**

Please use the online system to notify the school of any changes in address, phone number and/or custody. If moving from the Indian Valley School District, please inform the school of the date you are moving and your new address as soon as possible.

## DISTRICT ATTENDANCE PROCEDURES

Consistent attendance is a desirable habit that is essential for promotion and success in a student's schoolwork. While enrolled in school, the student's number one job is attending classes regularly and fulfilling all class requirements. When school is in session and a pupil is not present, he or she is counted absent regardless of the reason for the absence. *Excessive absence has an effect on a student's learning.*

### **Ohio Revised Code:**

*Special provisions of Ohio law apply to any student who is considered to be a "habitual truant" (defined as a child absent from school without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in one year). In addition, Ohio law defines "excessive absences" as a student being absent 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without legitimate excuse. In such cases, the Board of Education may proceed with an intervention strategy in accordance with adopted Board policy and/or initiate delinquency proceedings in juvenile court.*

All students regularly enrolled in Indian Valley Local Schools are under its jurisdiction according to the authority vested in it by the State of Ohio. These students are subject to all regulations required by the State of Ohio. In regard to attendance, the regulations are:

1. to enforce the state compulsory attendance law.
2. to use reasonable care regarding the welfare of the students.

This implies that the school be responsible for knowing the location of its students at all times, which necessitates school authorities keeping a careful record of all absences from school.

### ***If my child is absent a parent/guardian can execute one of two options by 8:00 a.m.:***

1. **Email Option** ([port@ivschoools.org](mailto:port@ivschoools.org)) - Email the student's name, grade, and reason for absence. This **WILL** count as authorization for absence and as a hard copy of written note. If the attendance office is emailed, **NO** written note is necessary upon return to school.
2. **Phone Option** - Call the Office to authorize student absence. After five days without contact, the student will be marked as unexcused. The phone call needs to include the following information: student's name, grade, and reason for absence.

### **Phone Numbers and Email:**

High School	740-254-4262	<a href="mailto:ivhs@ivschoools.org">ivhs@ivschoools.org</a>
Middle School	740-922-4262	<a href="mailto:ivms@ivschoools.org">ivms@ivschoools.org</a>
Midvale	330-339-1191	<a href="mailto:midvale@ivschoools.org">midvale@ivschoools.org</a>
Port Washington	740-498-8389	<a href="mailto:port@ivschoools.org">port@ivschoools.org</a>

An automated call will occur within 2 hours from the start of school for all absent students.

### **Types of Absences**

Indian Valley recognizes four different types of absences from school: 1) Educational, 2) Exempted, 3) Excused and 4) Unexcused. Educational absences are educational experiences which remove the student from their day to day classroom activities.

1. Educational Absences

Educational absences are educational experiences in which a student is not present for their typical daily class schedule. Such absences must be tracked for record keeping purposes.

Reasons for Educational Absences from School

The following situations constitute Educational Absences and are considered non-absences:

- A. College visitation with prior approval
  - \*Three college visits permitted during a student's Junior year and two college visits permitted during a student's Senior year
- B. Military registration/testing
- C. Tuscarawas County Fair
  - \*Judging days at the county fair and market sale day will count as educational experience days and will not be considered as an absence. All missing work will be expected to be promptly completed. Other fair days are also permitted as excused absences for 4H members but will be counted as excused absences with proper pre-approval. Students must complete and turn in the Tuscarawas County Fair participation form before the start of the fair.
- D. School sponsored field trips
- E. School sponsored athletic events
- F. School approved job shadow experience

2. Exempted Absences

Documented exempted absences are recorded and are part of a student's attendance record, but are exempt from being included in truancy totals.

Reasons for Exempted Absences from School

- A. Absence during the school day for professional appointments (student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment)
- B. Death in family/funeral
- C. Observation of religious holidays
- D. Family vacations with prior approval from the administration at least three school days in advance (Family Vacation request forms are available in the office)
- E. Quarantine of the home

3. Excused Absences

Excused absences are recorded as part of a student's attendance record. The number and scope of absences that qualify as excused are very minimal.

Reasons for Excused Absences from School

- A. Personal illness (after the 6th personal illness absence, students must provide a doctor's excuse for all future personal illnesses for the year...without a doctor's excuse, after the 6th personal illness absence, these absences will become unexcused)
- B. Illness in the family (must receive principal approval)
- C. Emergency at home (validity determined by the principal)
- D. Hunting: Students will be permitted one day for hunting with completion of the pre-approval Hunting Form, which will include parent permission, proof of hunting licence, and any other required information on the form

#### 4. Unexcused Absences

Unexcused absences can lead to penalties for a student and/or family, both at the school level and legally.

#### Unexcused Absences

A student who is absent for any reason other than those listed above, or has exceeded the 6th personal illness without a doctor's excuse, could face additional consequences such as: after-school detention, Friday school, referral to Tuscarawas Job and Family Services and/or referral to Tuscarawas County Juvenile Court.

#### **Late Arrival**

A detention may be assigned the fifth and sixth time a student arrives late to school per nine weeks. A Friday school may be issued for any student that exceeds 6 late arrivals in a nine week period. Classroom teachers may assign detentions if a student is tardy to class. If a pattern of habitual tardiness to school or class develops, parents or legal guardian may be notified and a conference with the principal/assistant principal may be requested.

#### **Students Leaving School during School Day**

No student is to leave school prior to the regular hours of dismissal except with the knowledge and approval of the administration and of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the administration.

#### **Extracurricular Activities**

Students are not permitted to attend or participate in an athletic event, practice, dance, club meeting, or any other student activity after school if they are absent from school that day or in the afternoon of that day. This means a student must be in school 3.25 hours in the day. Additionally, students who sign out of school ill and do not return before the school day is over will be ineligible to participate. *The principal may waive the day providing the circumstances warrant waiver.*

#### **Truancy**

Students shall be considered truant if they:

1. Skip a class, study hall, or other properly assigned activity.
2. Report to class without a legitimate excuse after the tardy bell.
3. Leave the school grounds without permission.
4. Fail to notify the office when they return to school in the afternoon.
5. Do not present a pass to the appropriate teacher before leaving a class or study hall.
6. Do not sign in/out in reference to any absence and/or open campus situation.

#### **Excessive Absenteeism**

Through the following steps and procedures, we hope to pinpoint and address attendance issues, if one, before they become a chronic absence. The plan is to correlate both academics and attendance in the success of our students now and preparing them for the future. It is vitally important to include the parent(s)/guardian(s) along with the student to maximize a positive and consistent attendance routine. Our goal is to reduce the number of students who become a habitual and chronic absence which in return will improve Academic Success!

The parents or guardian of students with excessive absences will be informed through:

**On the 5th Absence (32.5 Hours):**

A 5-day /32.5-hour letter and attendance record will be sent home to the parents/guardians.

**On the 10th Absence (65 Hours):**

A 10-day / 65-hour letter and attendance record will be sent home to the parents/guardians.

**On the 14th Absence (91 Hours):**

A 14-day / 91-hour letter and attendance record will be sent home to the parents/guardians and a conference with the principal will be requested.

**On the 18th Absence (117 Hours):**

A 18-day / 117-hour letter and attendance record will be sent home to the parents/guardians and conference with the principal requested.

Excessive absences may result in a request by the administration for truancy charges through the juvenile prosecutor’s office.

In addition, the attendance officer and/or principal may file charges in juvenile court when a student is considered habitually truant:

1. A student misses 30 consecutive hours of school without legitimate excuse
2. A student misses 42 hours of school in a month without legitimate excuse
3. A student misses 72 hours of school in a year without legitimate excuse

**PRINCIPAL’S DISCRETION**

It is understood that each situation is unique due to varying circumstances. The principal shall have full discretionary ability to deal with student attendance cases on an individual basis.

**Emergency Medical Authorizations**

All must complete an Emergency Medical Authorization form for their student(s). These forms are required. If the authorization is not returned by the end of the first week of school, one detention for each day the form is not returned may be given. Please keep the records current by using the online system to notify the school office of any changes in telephone numbers, doctor/dentist or the person(s) to be contacted. Please list as an alternate any person who you may possibly ask to pick your child up in the event of an unforeseen circumstance. Anyone who may pick your child up from school must be listed on the EMA form.

**Illness at School**

Students who become ill at school should get permission from their teacher to go to the office to obtain permission to go home. A student’s parent or guardian (or their designee) must be contacted before a student may leave the building. A student not following this procedure will be subject to disciplinary action.

**Administration of Medication**

The Indian Valley Schools have a medication policy to meet the standards of state law. If a student has to receive medication during school hours, the following steps must be followed:

1. A written statement from the doctor and parent giving school personnel permission to administer a medication, time of administration, and any side-effects that might occur must be on file at school.

2. A written statement from the parents giving school personnel permission to administer a certain medication must be on file at the school.
3. The medication must be in the original container for easy identification.

Medication, both prescription and non-prescription, cannot be given unless we have the above information. Forms are available at the school office. This is a strict rule but one that protects our students.

### **Head Lice Procedure**

Head Lice occurs occasionally among small children because they tend to have close contact with each other. The main thing is not to panic. One of the first indications of a lice infestation is intense itching. Please take the opportunity to check your child at home. Bath time is a great time to look at the hair/scalp for any concerns that may arise. Students are checked at school on an “as needed” basis. Together, we can contain any problems. Please feel free to call with questions or concerns.

Indian Valley Schools has a “No Nit” policy. To stop the spread of head lice at school, here are some guidelines to follow.

- 1) In the event that your child has head lice during the school year, please notify the school nurse/secretary as soon as possible upon discovery. The school will also notify you if discovered at school. At that time, you will need to pick up your child for treatment. We will set up a time and date to recheck their head/hair after treatment. An individualized plan of care and treatment options will also be discussed. *When using products to treat head lice, read all of the instructions carefully and follow them exactly. Treatment failure is more common than re-infestation.*
- 2) A “Lice Notification Form” is sent home at that time. Please fill out the form and bring it back to hand into the nurse.
- 3) After treatment/cleaning/nit removal at home, accompany your child to school the next morning to be checked by the nurse/staff member. DO NOT SEND THEM ON THE BUS. When the student is “lice/nit free”, they may return to class. Each case will be individually evaluated if further treatment is necessary.
- 4) Steps #1, #2 AND #3 may need to be repeated.

### **Student Records**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parent(s) or the student in compliance with the law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with the Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student’s cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any of the test and other material.

All rights and protection given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.” The District provides notice to parents and eligible students annually, in accordance with the procedures

set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. The right to inspect and review the student's education scores;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

### **Directory Information**

The following information is designated "directory information". The school may release directory information without prior written consent unless the parent or eligible student informs the Principal in writing that any or all of the information designated below should not be released without prior consent.

1. student's name, address, date of birth, dates of enrollment
2. parent or legal custodian's name and address
3. student's grade level classification
4. student's participation in recognized school activities and sports
5. weight and height of member of athletic teams
6. student's diplomas, certificates, awards and honors received.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents of eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all times which they refuse to permit as directory information about the student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who "school officials" are and what constitutes "legitimate educational interest."

Other than requests as described above, school officials release information from, or permit access to, a student's educational records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfer to another school

district or to comply with judicial order or subpoena or where warranted, in health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from or to permit access to, a student's education records and of information disclosed and access permitted.

### **Custody-Divorce Decree**

If legal papers exist regarding your child, please provide the school with a copy. If the school does not have any legal documents (e.g. custody), we must assume that rights are extended to all parents/guardians. The school will follow the most current court decision on file in the district. Provide copies of legal papers as soon as possible when there is a *change* in custodial provisions.

### **Student Insurance**

The Indian Valley Board of Education makes available to parents accident insurance on their children at a nominal fee. The Board of Education has no interest in this service other than to make it available to those who may desire it. The decision to participate is left entirely to the parents. Forms explaining this low cost insurance are available to your child the first day of school and will be available throughout the year in the school office.

### **Homework**

Students are generally assigned work to be completed outside the classroom as a means of reinforcing the daily lesson and in helping meet the student's educational needs. In most cases, homework will be due the next school day and ready to be presented at the beginning of the class for which it is required. Each teacher will determine the legitimacy of excuses.

### **Make Up Work**

Students who are absent from school or class for any reason are required to make up any work missed during their absence. The number of days/classes missed should equal the number of days/classes a student has to turn in their make-up work. All make-up work must be completed no later than one week after the end of the grading period. Only in cases of prolonged absence will more than one week be allowed for work to be made up. A day's absence does not excuse a student's responsibility for all homework that was due the day of the absence. The student should be prepared to turn in those assignments on the day of his/her return. Grades may be withheld in cases where make-up work is not completed. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.

### **Report Cards**

Report cards will be sent home at the end of each grading period. The school will have four grading periods with approximately nine weeks in each grading period. Letter grades shall represent student work for a grading period's average. The following is the grading scale:

Percent	Letter Grade	Point Value	Range
100-93	A	4.0	3.5-4.0
92-85	B	3.0	2.5-3.49
84-75	C	2.0	1.5-2.49
74-65	D	1.0	0.5-1.49
64-0	F	0.0	0.0-0.49



### **Honor Roll (Grades 3, 4, 5 only)**

In order to keep the Honor Roll consistent in all buildings, students in grades 3, 4 and 5 only will be recognized with this status. Each student must obtain a 3.2 grade point average or better to be on the Honor Roll. A student with a 4.0 grade point average will be placed on the Principal's Roll. Listed below are two clarifying points:

1. One "D", "F", or its equivalent in any subject (this includes specials classes) disqualifies a student from being on the honor roll.

### **Parent-Teacher Conferences**

We believe strongly that parent-teacher conferences are an excellent way to supplement report cards and other written forms of communication between parents and teachers. Parent-Teacher conference days for the school are scheduled once in the fall and again in the spring (please check the school calendar for the specific dates). The schedule and appointment forms are distributed by the teacher through the student a couple of weeks prior to the conference day. Parents are encouraged to schedule individual conferences with the teacher at other times during the year when the student is having difficulty. Unscheduled/walk-in conferences are discouraged due to teachers' schedules and responsibilities of supervision of students.

### **Promotion and Retention Policy**

**Elementary Promotion:** A pupil who finishes a school year in the Indian Valley School District and has shown satisfactory scholastic progress for the year shall be promoted to the next higher grade.

**Elementary Retention:** In addition to state-mandated retention requirements, a pupil who finishes a school year in our district and has demonstrated unsatisfactory scholastic progress will be considered for retention. The decision to retain a pupil shall be made by the respective principal in cooperation with appropriate staff members on the basis of what is considered to be in the best educational interest of the individual child. If the decision is made to retain a student, the parents shall be notified and given the opportunity to discuss the administration's recommendation. A criteria and procedure has been developed when retention is being considered.

### **Inclement/Cold Weather Policy**

It is the policy of our school that students will be kept indoors at recess when it is raining, snowing heavily, or below 20 degrees Fahrenheit. Otherwise, all students will attend outside recess. This means that at noon recess the student may be outside for as long as 30 minutes. We advise that the students wear coats, jackets, and clothing that is appropriate for the weather.

It is advised that students not be kept in at recess due to minor illnesses such as a cold. If it is necessary, please send a note requesting this for one (1) day following an illness or provide a doctor's note if requested for a longer period of time. The student will be placed under adult supervision if not participating at recess.

### **School Closing Announcements**

All school closings due to weather or other calamity reasons will be announced on local radio and television stations. The all-call notification system will also be used for these notifications as well as other school announcements. Plans should be made for your child in the event of an early closing due to weather, so please discuss the procedure with your child/children.

### **Student Supply Fee**

Each student is charged a student supply fee. This supply fee is used to help cover the cost of workbooks,

classroom supplies, and other various materials. **A student can be denied participation in assemblies, field trips, or activities if the fee is unpaid.** Please make arrangements to pay this fee as soon as possible. All financial obligations from previous school years are carried to the current school year.

### **Assignment Log Books**

Students in certain grade levels will receive an assignment log book at the start of school. There is no cost for the first book, but if it needs replaced, a replacement fee will be charged.

### **Textbooks**

All textbooks are loaned to the student by the Indian Valley Board of Education. Students will be held financially responsible for lost or damaged books.

### **Library**

Students are encouraged to borrow material from the numerous books and materials in our library's collection. The following guidelines will be used for controlling usage:

1. Materials may be borrowed weekly and may be renewed.
2. All materials must be returned before new materials may be borrowed unless a special arrangement is made with the Librarian.
3. Replacement costs will be charged for lost or heavily damaged materials.

### **Cubbies**

Students will have access to a classroom cubby. This cubby will be used to store book-bags, lunch boxes, jackets, and other supplies. Never keep money or valuables in the cubby. Ask the teacher or office to hold them for you. Use only the cubby assigned to you and do not tamper with another cubby. These cubbies belong to the school and are subject to inspection and search by the administration. Stickers are not permitted on/in cubbies.

### **Lost and Found**

A lost and found area is maintained in the school. Students are encouraged to cooperate by turning items into the lost and found box. Have the student check this area if something comes up missing. Please mark personal belongings so easy identification can be made and the item can be returned to student. Items not claimed will be disposed of at the discretion of the building principal (usually after parent/teacher conferences and at the end of the year).

### **Lunch Program**

Lunch is served in our school's cafeteria every school day for a nominal fee. A computerized system is used for accounting purposes. The student brings money that is credited to the student's account. Each time the student makes a purchase, it is deducted from the money in their account. Keeping money in the student's account will help alleviate problems due to the fact that **no charges will be allowed.** Milk is included with each lunch purchased. If your child has an allergy to milk, please send in a note and we will substitute a juice for the milk.

Menus are available online so arrangements can be made as to the student's choice to eat a cafeteria lunch or to bring a packed lunch. Occasionally, the menus are changed because of late deliveries or snow days; however, most are served as listed.

Applications for free and reduced priced meals are available at the school. A form is sent home with every student the first day of school. Parents are encouraged to fill out the application and return it to school immediately if the family income falls within the stated guidelines. This information is kept confidential.

Students will be expected to eat and handle food properly. Any misuse or behavior problems in dealing with improper use of food (e.g. throwing food, licking tray, pouring milk over food) will result in disciplinary action.

### **Field Trips & Activity Privileges**

Teacher planned field trips are a valuable part of instruction. Field trips are relevant to the subject areas of the curriculum and to the needs of the students. Parents/guardians will receive a permission slip for field trips that covers all year. Students will not go on the field trip unless the parent/guardian has granted permission. Students who do not participate in the field trip experience are required to attend school.

Students can be excluded from participating in a field trip and/or other school activities for disciplinary reasons, poor attendance, not paying or making arrangements to pay necessary fees (includes fines and supply fees), or other reasons deemed appropriate by the principal.

### **Visitors**

All visitors are to report directly to the office upon arrival. Parents and visitors are not permitted to visit students without permission from the office.

### **Parent-Teacher Organization (PTO)**

The PTO is an important way for parents to become involved with the school and teachers. It serves as an excellent place for parents to have input into the school and receive information back about the school. Through this organization we can better serve the needs of our students. You are encouraged to become involved and attend the meetings/activities when possible.

### **Safety - Fire / Tornado Drills**

To ensure the safety of our students, safety drills are conducted throughout the school year. Fire drills are conducted regularly during each month that school is in session and tornado drills are once a month during tornado season. Procedures for these are posted in every classroom.

### **Pictures**

School pictures are offered as a courtesy to students and parents and will be taken twice during the year. **There is no obligation to purchase pictures.**

### **Weapon-Free Area**

“Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under person’s control, convey, or attempt to convey deadly weapon(s) or dangerous ordinance(s) into a school safety zone.”

### **Zero Tolerance Policy**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school and district regulations and comply with directions from school personnel. The Board has zero tolerance for violent, disruptive or inappropriate behavior by its students, including excessive truancy, and the possession of illegal drugs or life threatening weapons on Indian Valley School property or at Indian Valley School events. School property is defined as all Indian Valley Board owned grounds, including all buildings, athletic facilities, parking lots and school buses.

Because of the negative impact on the educational process, the Indian Valley Board of Education also does not condone the presence of gangs among its student body. Any evidence of gang affiliation is

prohibited. Evidence may include, but not limited to, gang-related clothing, tattoos, gang names displayed in written form, or substantiated documentation of gang affiliation.

These rules shall be in effect during all school days, plus after-school athletic contests or any other school related activity, regardless of location. The penalty for violating this policy will extend to the furthest limit permitted by law, including expulsion from school by the Local Superintendent.

### **Narcotics, Alcoholic Beverages, Stimulants or Depressant Drugs**

Students shall not possess, use, transmit, sell, buy, conceal, smell of, or consume any alcoholic beverage or intoxicant, or any prescription medication or look-alike drugs. Likewise, students shall not consume any alcoholic beverages or intoxicant chemicals at a time before their arrival at school or at a school-sponsored or related event or activity. Examples include, but are not limited to: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, speed, caffeine pills, “look-alike” drugs, or prescription medications that have not been prescribed for the student by a doctor. Use of drugs as authorized by medical prescription from a licensed physician shall not be considered in violation of this rule.

Students shall not possess, use, transmit, sell, buy or conceal any drug of abuse, instrument, or paraphernalia (for example: hypodermic needle, syringes, water pipe, and roach clip).

Violations of this policy include, but are not limited to: the smell of alcohol or a controlled substance on a student’s breath or about his/her person; stumbling or lack of motor coordination; slurred speech; inability to focus eyes.

### **Disciplinary Referral (First Offense)**

1. Any student found to be in possession of, using, buying, selling, smelling of, or under the influence of, or distributing drugs, look-alike drugs, or alcohol at school, on school property, or at a school related activity, will be referred to a school administrator and may be required to submit to urinalysis, breathalyzer, or litmus paper test. Refusal to take the test may result in suspension from school.
2. The student will be suspended out of school (maximum of 10 days). With a drug test and documentation of counseling, the student may be reinstated on the 6th school day of the suspension. The remaining days of the suspension will be held in abeyance until proof of completed counseling is received.

Completion of the C.A.R.Y. Project through the Tuscarawas County ADAMHS Board may be accepted in place of a certified counseling program based upon administrator recommendation.

### **Disciplinary Referral (Second Offense)**

Second offense for drug/alcohol involvement will automatically result in a 10 day suspension with possible recommendation for expulsion to the Superintendent.

### **Tobacco and Tobacco Products**

1. A student shall not possess, use, transmit, sell or conceal tobacco and tobacco products (including E-cigarettes) anywhere on school property or in plain view from the school.
2. Reasons to suspect include, but are not limited to: the smell of tobacco on a student’s breath, protruding lip or bulge in the cheek.

### Disciplinary Referral

(First Offense)

1. Any student found to use, transmit, sell or conceal tobacco and tobacco products will be referred to the school administrator.
2. The student will be suspended for a period of three days.

(Second Offense)

The student will be suspended for five days.

(Third Offense)

The student will be suspended for 10 days.

### Student Supervision Responsibility

School supervision of the student begins when the student enters the school. School supervision for bus students begins once a student enters an Indian Valley School District bus. If a student is on school grounds the student is subject to all school rules and procedures. Walkers should not arrive before 7:35 a.m. and should leave school property immediately upon school dismissal, not returning to school property until all buses and students have left the school. Responsibility for bus students begins when the student boards the bus and will be supervised until they are dropped off at their bus stop. Teachers are assigned supervision duty throughout the school day.

### Student Code of Conduct

In compliance with State Law the following, along with Board Policy, is the code of pupil conduct. Violations of this code may result in disciplinary action. These actions may include but are not limited to, suspension from school, expulsion from school, emergency removal, detention, in-school intervention, Friday school, placement in the STAR Alternative School, appropriate court action, or similar forms of disciplinary measures in the Indian Valley Local School District.

- A. The principal, assistant principal, dean of students, or local superintendent (in the absence of the principal) may suspend a student from school for not more than ten (10) days. Counting of such days shall begin with the date of removal.
  - B. This policy shall not be constructed to require notice and hearing in the case of normal disciplinary procedure in which a student is removed for a period of less than 24 hours and is not subject to suspension.
  - C. This policy shall be posted in a central location in the school, printed in the student handbook, and made available to students and parents upon request.
  - D. Grounds for disciplinary action shall include, but not be limited to and shall be enforceable while a student is on school property, school buses or approved transportation, or at any school sponsored activity, or the misconduct is directed at a district official or employee or the property of the official or employee regardless of where it occurs.
1. **Academic Dishonesty** - a student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.
  2. **Arson/Attempted Arson** - a student shall not attempt to act in the burning or attempted burning of any item on school property.
  3. **Assault, Assault and Battery** - a student shall not engage in any act or threatened act of unauthorized touching, physical violence, or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

4. **Complicity** - a student shall not actively or passively aid, abet and/or otherwise encourage others to violate the rules contained in the Code of Conduct.
5. **Conduct Against Board of Education or Its Employees** - a student shall not physically assault, threaten to assault, vandalize, damage, or attempt to damage a board member or school employee or his/her property or family or demonstrate physical, written or verbal disrespect/threat on or off school property.
6. **Damage to Property** - a student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.
7. **Disrespect/Disobedience** - a student shall not be disrespectful toward or disobedient to any authorized staff person at any time.
8. **Disruption of School/Disorderly Conduct** - a student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.
9. **Distribution or Sale of Unauthorized Materials** - a student shall not distribute or sell unauthorized materials on school property.
10. **Dress or Appearance** - a student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, or attracts undue attention.
11. **Extracurricular Activities** - no student participating in an extracurricular activity shall violate the rules and regulations of that activity or of the school.
12. **Failure to Pay Tuition** - a student shall promptly pay any necessary tuition for school attendance and other approved charges.
13. **Failure to Serve School Discipline** - refusing to serve in-school intervention, Friday school, detention, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention or Friday school, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.
14. **False Alarms/Bomb Threats** - a student shall not give false alarm of fire, bomb, or other hazard or emergency, or misuse the school's fire alarm system in any manner.
15. **False Reports/Forgery** - students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.
16. **Field Trips** - no student shall violate the Student Code of Conduct while participating in any school-sponsored activity off school grounds.

17. **Fighting** - a student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.
18. **Gambling** - a student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.
19. **Hazing** - a student shall not participate in hazing or other degrading or disgraceful acts.
20. **Illegal Possession of Building Keys and Unauthorized Entry** - a student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.
21. **Insubordination/Defiance** - a student shall not refuse to comply with reasonable requests, orders and directions of teachers, student teachers, substitute teachers, paraprofessionals, bus drivers, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
  - disobedience or disrespect toward any staff member
  - not serving assigned disciplinary measures
  - not following school rules or proper procedures
  - not following assigned schedule/being in an unauthorized area
  - chronically tardy to school or class
  - repeated misbehavior after warning

22. **Intimidation/Harassment/Menacing/Bullying**

A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, gender, or disability. Harassment, intimidation, or bullying toward a student, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) repetitively and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated or serious enough, to negatively impact a 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, material status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, shunning, gossiping and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) repetitively and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any harassment, intimidation or bullying situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Threats of retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations or aggressive behavior is prohibited and will not be tolerated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students who make informal complaints may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Note: The entire Board policy on bullying/aggressive behavior is Policy 5517.01 and may be viewed on the school district website.

23. **Loitering/Trespassing/Leaving School Property** - a student shall not loiter or delay in any way that may cause disruption of some activity or function. A student shall not trespass on the property of another or leave school property or assigned area prior to the specified dismissal time without official permission.
24. **Misuse of a Computer** - students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program.
25. **Misuse of Vehicles on School Property** - a student shall not violate the prescribed rules and regulations or use of vehicles on school property.



26. **Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia** - a student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, narcotics, mood altering substances, stimulants, or caffeine pills on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.
27. **Prescription or Non-prescription Drugs** - a student shall not sell or distribute, buy, or possess prescription or non-prescription drugs. A student must follow the procedure for use of such medications at school.
28. **Profane, Obscene or Vulgar Language/Gestures** - a student shall not use profane, obscene, vulgar, abusive, or disrespectful language or gestures, nor shall any student possess profane, pornographic, vulgar, or other improper publications, pictures, signs, or videos.
29. **Public Display of Affection** - students shall not engage in excessive and/or repeated displays of affection on school property or school-sponsored activities.
30. **Prohibited Articles** - any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape players, CD's, CD players, PDA's personal pagers and TV sets, telephones, and other electronic communication devices, and laser pointers. Cellular phones may be used after school only.
31. **Punctuality and Tardiness** - all students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school.
32. **Repeat Offenses** - a student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, paraprofessionals, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.
33. **School Buses** - a student shall not violate the prescribed rules and regulations for student conduct on school buses.
34. **Sexual Harassment** - a student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:
  - sexual flirtation, touching, advances, or propositions
  - verbal or physical abuse of a sexual nature
  - graphic or suggestive comments about an individual's dress or body
  - the use of sexually degrading words to describe an individual
  - displaying sexually aggressive objects or photographs
  - sexually explicit or obscene jokes
35. **Shakedown/Strong Arm/Extortion** - a student shall not force another person to give him/her money or articles of value.
36. **Theft** - a student shall not take or attempt to take the property of others without their consent.
37. **Throwing of Objects** - a student shall not throw any object without authorization, including, but

not limited to snowballs.

38. **Tobacco** - a student shall not possess, smoke, smell of, or otherwise make use of tobacco of any kind in the school building. On school buses, at school sponsored activities, or on school property at any time.
  39. **Truancy and Repeated Tardiness** - a student shall not be truant from or repeatedly tardy to school without parental and/or school approval.
  40. **Vandalism** - a student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.
  41. **Violation of Federal or State Statutes** - students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.
  42. **Weapons and Dangerous Instruments** - a student shall not bring to school, possess, handle, transmit, threaten to use, throw, or conceal any object capable of injuring himself or others. This includes but is not limited to fireworks, munitions, matches, lighters, stones, snowballs, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives, pellet guns, clubs and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. This also includes objects converted from their original use to an object used to threaten or injure another person, such as padlocks, pens, pencils, chains, scissors, or jewelry.
  43. **Other** - any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- E. A teacher or school official shall communicate to the principal the name(s) of the student(s) along with an explanation of the incident which he/she believes may lead to disciplinary action.
- F. The principal shall investigate to the extent necessary to determine if an offense has occurred which is grounds for disciplinary action. The incident shall be discussed with the student so the student may have the opportunity to be heard with respect to the alleged offense unless the student is unavailable or unwilling to discuss the incident.

### **STUDENT WATER BOTTLE POLICY**

Students are permitted to carry water bottles during the school day, but the water bottle must meet the following criteria:

1. Be made of a synthetic material; metal or glass water bottles are prohibited.
2. The material must be completely *clear* and transparent; tinted, frosted, and other translucent materials are prohibited.
3. Not exceed 32 fluid ounces in volume.

Additionally, the liquid in the water bottle must be *clear and colorless water*.

Violations of the water bottle policy will be handled as follows:

- 1st Offense: Ask the student to dump contents and place the water bottle in his/her locker.  
2nd Offense: Take the water bottle to the office and call the parent to pick-up the water bottle.  
3rd Offense: Same as 2nd offense, plus the student will receive a detention.  
4th Offense: Same as 2nd offense, plus the student will receive a Friday school.

## **CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

Student possession of telephone paging devices (e.g., beepers or pagers) is prohibited on school grounds, at school sponsored events, and on school buses or other vehicles provided by the District. Students may not use cellular telephones, including camera phones, or other electronic communication devices (ECDs) (e.g., laser pointers and attachments, personal digital assistants (PDAs) and other devices designed to receive and send an electronic signal) during the school day. Cellular telephones and ECDs must be kept out of sight and turned off (not just placed in vibrate or silent mode) during the school day (upon arrival through departing the building). In addition, students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/transmit the spoken word or visual image of any person, including other students or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school sponsored event. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at the school.

The requirement that cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special medical circumstance (e.g. an ill family member or his/her own special medical condition).
- C. The student is using the cellular telephone or ECD for an educational instructional purpose with the teacher's permission and supervision.

The use of cellular telephones and other ECDs in locker rooms, classrooms, and/or bathrooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action up to and including suspension, expulsion and/or the confiscation of the cellular telephone or ECD. If confiscated the device may be released to the student or parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or other electronic devices brought onto school property.

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. Students may use the office phones to contact parents during the school day.

### Discipline:

First Offense – Confiscate device and return at the end of the day.

Second Offense – Confiscate device and hold for parent/guardian to pick up.

Third Offense – Detention and hold for parent/guardian to pick up.

Additional Offense – Out-of-School Suspension and hold for parent/guardian to pick up.

Should any offense involve illegal activity (e.g. pictures, text), the matter will be referred to law enforcement officers and the phone will not be released until all investigations have concluded and/or discipline has been served.

### **Electronic Devices**

Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them “On” during the school day, (upon arrival through departing the building) without specific permission from a staff member. This includes lunch periods and in between class periods, as well as on school-sponsored trips or in school vehicles. “Using” refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.). Students also may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day without specific permission from a staff member. Cellular telephones or ECDs may not be “on” or otherwise used in classrooms, locker rooms, bathrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the camera feature available with some models of cellular telephones.

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

Using a cellular telephone or other ECD in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone or ECD (in which case, the cellular telephone or ECD will only be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

Kindles / E-readers are permitted to be used appropriately during school hours.

### **Student Conduct - Buses**

Although the Indian Valley School District furnishes transportation in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus - and only at that time does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student

### **Specific Elementary Student Rules**

Disciplinary action will result if there is a violation of the following rules.

1. Students must respect the authority of all teachers and staff.
2. Students will refrain from eating candy and chewing gum in undesignated areas or at inappropriate times.
3. Students are not to enter the teacher's workrooms, lunch room, or mailroom unless permission has been granted.
4. Radios, pagers, cell phones, electronic devices, tape players, CD players - these items are not permitted unless special permission has been granted by the teacher or principal.
5. Bicycles are to be parked in the bicycle rack. This is off limits to all students except when arriving or leaving school. Bicycles should not be ridden on school sidewalks.
6. Toys or devices to inflict injury and personal novelties (e.g. trading cards) should be left at home. The school is not responsible for lost or stolen items.
7. Dangerous articles or items unsuitable to student safety such as sharp objects, firecrackers, caps, rubber bands, glass bottles, etc. are not allowed at school.
8. Fighting or physical abuse will not be permitted and one or more of the following could result: detention, parent contact and/or suspension.
9. The use of profanities, obscenities or any other non-physical abuse is not permitted at school.
10. The noise level while in the hallways should be very quiet as not to disturb the other classes.
11. Animals, reptiles, pets, etc. are not permitted on school grounds unless special permission is granted by principal.
12. During lunch students are to be in cafeteria or in recess area. No students are permitted in the hallways or other parts of the building unless under a teacher's supervision.
13. Teachers will have classroom rules and procedures that will be followed.
14. Students are expected to show respect and care for their items and items belonging to the school and others.
15. Students should conduct themselves in such a way as to reflect positive credit to themselves, their family, and to their school.
16. Students may only stay inside from recess with permission from school personnel and/or a physician's note.

### **Repeated Acts of Misconduct**

Students who repeatedly fail to conform to established rules and regulations as listed in the Student Handbook, Board Policy, and the code of conduct are subject to further disciplinary action.

### **DRESS CODE**

Each student should use good taste in dress, which means neatness, simplicity and appropriateness. It is believed that dress reflects actions and if students take pride in themselves, it will help develop a better atmosphere for learning.

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

### **General Expectations**

1. All clothing must be clean, neat and in good taste.
2. Clothing displaying language/ symbols related to tobacco, drugs, and alcohol are not permitted.
3. Clothing displaying symbols of an offensive nature (e.g., sexist, obscene, sexually suggestive)

are not permitted.

4. Clothing depicting violent expressions, images, or pictures is not permitted.
5. Clothing should be worn as constructed and not in a manner that is revealing.
6. Any new “fads” in clothing or anything not specifically covered in the guidelines, which are considered inappropriate or distracting dress shall be dealt with by the principal/designee.

#### Pants

1. Pants must be worn at the natural waist level. At no time should undergarments be visible. Belts are encouraged and may be required if pants are not worn at the natural waist level.
2. Pants with revealing or excessive holes and tears are not permitted.
3. Non-jean pants cannot be revealing and must have a drawstring and no-fly.
4. Non-revealing leggings are permitted.

#### Shirts/Blouses/Dresses

1. Shirts or tops that are not attached over the shoulders or upper arms are not permitted.
2. Tank tops, tube tops, halter tops, muscle shirts, compression shirts, cut-off shirts, backless shirts, tops with spaghetti straps, sheer shirts, or other tops which show midriff are not allowed.
3. Navels, cleavage, hip bones, or underclothing should never be visible.

#### Shorts/Skirts/Skorts/Dresses

1. Excessively short, or revealing shorts, skirts, skorts, and dresses are not permitted.
2. Sports spandex shorts are not permitted.

#### Jacket/Coats

1. Trench coats are not permitted.
2. Coats and jackets are not to be worn in classrooms (unless permission is granted).

#### Head Coverings

1. Head Coverings are not permitted.
2. Caps, hats, visors, bandanas, sweatshirt hoods etc. are not to be worn during school hours. As a display of respect, students should remove hats upon entering the school.

#### Hair

1. Hair should not be a health or safety concern (around equipment or food for example).

#### Backpacks/Purses

1. Backpacks, books, notebooks, purses, etc. must be free of inappropriate writing or images.
2. Backpacks must be left in lockers during the school day.
3. Gym bags must be stored in lockers except when going to and from PE.

#### Jewelry/Makeup/Face Paint/Face Stickers

1. Excessive jewelry is not allowed.
2. Earrings must be in a modest style. Ear gauges and large earrings are not permitted.
3. Nose piercings are the only piercing permitted other than the ears.
4. Wallet chains or jewelry that are perceived by the administration as a potential weapon are not allowed.
5. Excessive makeup is not permitted.
6. Face Paint or face stickers are not permitted.

Footwear

1. Proper footwear is required at all times.
2. K-5 - Shoes must have a back or a strap around the back of them.
3. Flip Flops are not permitted.

Earbuds/Airpods/Headphones

1. Earbuds, Airpods, Headphones or other electronic listening devices worn in or around ears or neck are not permitted.
2. A teacher may grant permission for academic purposes while in their classroom only.

Activities/Events/Field Trips/Programs

Appropriate clothing may be required to attend/participate in activities, events, field trips, and programs for proper representation of Indian Valley or for safety considerations for specific programs.

Consequences

Any extreme or unusual case that is deemed immodest or an exaggerated mode of dress or conspicuous departure from accepted local custom will not be permitted, subject to the discretion of the building Principal. A classroom teacher or the sponsor of any extracurricular activity may for safety, health, or public relation reasons request from the school administration a reasonable modification of this code.

If violation of the dress code occurs the student may be requested to change or may be sent home to change. Students who violate the dress code and receive IV clothing to wear during the school day must return the IV clothing in the same condition they received it or they will be charged accordingly.

Consequences for any dress code violation:

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Detention
3 <sup>rd</sup> Offense	Friday School
Additional Offenses	Out-of-School Suspension

**Disciplinary Procedures**

Every teacher is responsible for the general conduct of every student within their jurisdiction. Each teacher will have specific procedures and guidelines that will be enforced in their classroom. Desirable attitudes must be taught. Positive, aggressive action by the teacher in promoting desirable self-discipline is preferred over negative defensive action. Teachers will only refer students to the principal after they have exhausted all other alternatives which should include parental contact. Fairness is a prerequisite in the disciplinary relationship between school and student.

A general order of disciplinary procedures would be as follows:

1. Teacher intervention.
2. Teacher intervention with parent contact.
3. Noon Detention.
4. After-School Detention.
5. Meet with principal
6. In-School Intervention
7. Suspension (notification will be sent home with the student and/or mailed).
8. Expulsion.

Any student unwilling or unable to fulfill a disciplinary requirement will be referred to the next higher

level.

Noon Detention

Students may be referred to noon detention. Students in noon detention will be provided an opportunity to eat lunch.

After-School Detention

Detention is held after school beginning at 3:00 p.m. Parents of students assigned after-school detention will be given sufficient time (24 hrs.) to arrange transportation.



## Port PBIS Behavior Expectations

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Engaged</b>
<b>Hallway</b>	Talk quietly	Handle materials with care	Walk on the right side facing forward
	Keep hands/feet to yourself	Go directly to your destination	Walk with a purpose
	Respect hallway materials	Follow directions	Report any problems to an adult
<b>Restroom</b>	Wait your turn	Put paper towels in the trash can	Report all problems to an adult
	Keep hands/feet to self	Wash hands	Get in and out promptly
	Allow privacy to others	Report all problems to an adult	Use quiet voices
<b>Classroom</b>	Listen and take turns	Complete work on time	Keep your area clean
	Work together & be helpful	Use classroom materials with care	Always try your best / do not be afraid to fail
	Use kind words	Follow directions & routines	Join in class discussions
<b>Cafeteria</b>	Keep hands/feet to self	Wait patiently and quietly in line	Eat your own food
	Use indoor voice & be silent when directed	Bring all needed items to lunch	Clean up your own area
	Use good manners (please, thank you)	Gather all materials when going through line	Raise your hand for assistance
<b>Bus</b>	Use your indoor voice	Keep all body parts inside the bus and out of the aisle	Be at the bus stop prior to the bus arrival
	Use appropriate school language & behavior	Keep all food and drinks in your lunch box	Use cell phones appropriately
	Keep your hands & feet to yourself	Keep all objects in your backpack	Follow bus drivers instructions

## INDIAN VALLEY LOCAL SCHOOLS DIRECTORY

<b>Central Office</b> .....	(740)254-4334
Superintendent .....	Ira Wentworth
Treasurer .....	Andrew Bache
Director of Learning .....	Brandy Grant
Director of Student Services .....	Megan Heath
School Performance Coach.....	Rachel Gibson
Buildings & Grounds Director.....	Nick Swaldo
Food Service Director .....	Kaleb Stokey
Technology Director .....	Devin Brough
Transportation Director & Cafeteria Supervisor.....	Jacob Glasgow
Superintendent's Secretary .....	Jodi Hillyer
Secretary .....	Kaila McPeek
Assistant to Treasurer .....	Wendy Allensworth
Secretary to Treasurer .....	Stephanie Carroll
<b>Port Washington Elementary (Grades K-5)</b> .....	(740)498-8389
Principal .....	Troy Page
Secretary .....	Jessica Doane
Family Advocate .....	Melanie Baker
<b>Midvale Elementary (Grades K-5)</b> .....	(330)339-1191
Principal .....	Ryan Wells
Secretary .....	Stacy Slorgie
Family Advocate .....	Kara O'Connor
<b>Indian Valley Middle School (Grades 6-8)</b> .....	(740)922-4226
Principal .....	Brent Carter
Assistant Principal .....	Trent Coutts
Secretary .....	Deana LaCroix
Secretary .....	Jen Simmerman
Guidance Counselor .....	Jessica Swaldo
<b>Indian Valley High School (Grades 9-12)</b> .....	(740)254-4262
Principal .....	Robert Clarke
Assistant Principal .....	Aaron Haney
Athletic Director .....	Zach Golec
Secretary .....	Denise Rizor
Secretary .....	Kristin Pittis
Guidance Counselor .....	Keeley Kochman