Valley Forge High School
Student Handbook

Consider the information in this agenda your warning, particularly regarding (but not limited to):

Phone use in class and in hallways during class

Dress code violations

Unexcused tardies to class

Use and possession of vapes and/or dab pens

PCSD
Parma City School District

BOARD OFFICE

6800 Commonwealth Blvd., Parma Hts., Ohio 44130 (440) 842-5300
(Office) (440) 885-8304 (Fax) Parma City School District Website:
www.parmacityschools.org

DISTRICT ADMINISTRATION

Charles Smialek, Ph.D., Superintendent
Mr. Sean Nuccio, Treasurer/Chief Financial Officer

BOARD OF EDUCATION

Mark Ruda, President
Ashley McTaggart, Vice President
Linda Kohar, Board Member
Brittany Kurpik, Board Member
Steve Vaughn, Board Member

VALLEY FORGE ADMINISTRATION

Ms. Janine Andrzejewski, Principal (440) 885-2330

Mr. Joseph Kuchta, Associate Principal (440) 885-8411
Grade 12 Administrator

Mr. Brian Brochetti, Assistant Principal (440) 885-8303
Grades 9-11, Last Names A-F

Mrs. Melissa Koss, Assistant Principal (440) 885-8404
Grades 9-11, Last Names G-O

Mrs, Mandy McCullough, Assistant Principal (440) 885-8418
Grades 9-11, Last Names P-Z

GUIDANCE DEPARTMENT

Grades 9 & 10	Grades 11 & 12
Mr. Riaz Moinuddin (440) 885-8419	Mr. Mikael Price (440) 885-2362
Mrs. Courtney Lutgring (440) 885-8417	Ms. Lyneida Hustick (440) 885-2328
Ms. Kristen Tsangeos (440) 885-8426	Mrs. Jolene Seuffert (440) 885-8406

Home Liaison (440) 885-2372
Records Clerk Ms. Kathleen Knill (440) 885-2333
Treasurer Mrs. Tammy Hathaway (440) 885-8405

Please click here to access the 2024-25 Parma City School District Staff/Student Handbook

If you SEE something or HEAR something, SAY something

WHO TO NOTIFY & WHAT TO REPORT

If you see or hear something suspicious that makes you uneasy, alerts your senses that something may not be right, that is threatening or could bring potential harm to someone you need to report it to an adult. Don't be afraid to report something, even if you aren't sure it is serious.

WHO TO TELL:

Tell an adult immediately if you are in school when you see or hear something suspicious

Administrator
Counselor
Teacher
Monitor
Secretary
Police officer
Bus driver

School personnel that are not administrators will make sure that you or your concerns get to the right people to do something about it.

WHAT TO TELL THEM:

Be very specific.
WHAT did you see or hear?
WHO did you see do it or hear say it?
WHEN did you see or hear it?
WHERE did you see this occur or where were you when you heard it? WHY did this alert you?

WHAT TO DO IF YOU SEE OR HEAR SOMETHING SUSPICIOUS
WHEN YOU ARE OUTSIDE OF SCHOOL:

Tell your parent or an adult immediately.
Contact the police so that they can begin investigating.
Call the 24 hours school safety line 440-842-2220.
Tell school officials first thing in the morning.

What NOT to do:

Do not post rumors, false information, or unverified information on social media. Do not text rumors, false information or unverified information to other people. Doing these things does not inform the correct people that need to know to keep the school building, students, and staff safe. Many times it causes undo panic and/or confusion when trying to identify the facts.

IMPORTANT: All school personnel and police take all concerns of violence and safety very seriously. All concerns are investigated thoroughly and dealt with according to school rules/policies and laws based on the facts that have been determined through the investigation.
Confidentiality laws will be followed in cases that involve student discipline.

VALLEY FORGE HIGH ALMA MATER

Every Valley Forge High student and graduate should know the song that represents our school:

Ours is a heritage
Living from age to age.
Help us thy honor bear
Through all the years.
The blue and white will be
Our bond of loyalty.
Always we cherish thee,
Valley Forge High.

MISSION STATEMENT

The mission of Valley Forge High School, the facilitator of educational opportunities for a diverse student population, is to develop confident and responsible students with skills necessary to participate in an ever-changing world by stimulating critical thinking, cultural appreciation, mutual respect, and the joy of life-long learning.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

BUILDING ENTRANCES AND EXITS

The building will open at 7:00 am for students. Between 7:30 a.m. and 2:10 p.m. students are only permitted to enter or leave with permission through the front auditorium doors or the back gym doors. Upperclassmen will report to the cafeteria and wait for the bell to dismiss them to their lockers unless previous arrangements have been authorized by a faculty member.

Students must exit the building by 2:30 pm unless they are being supervised by an adult.

CLASS THRESHOLDS

High School students will be considered to be in the grade and class appropriate to the following designations:

9th Grade; 0-4.99 Credits earned
10th Grade: 5.0-9.99 Credits earned and at least second year of high school
11th Grade: 10.0-14.99 Credits earned and at least third year of high school
12th Grade: 15.00+ Credits earned and at least fourth year of high school

High School Principals hold discretion over any mid-year movement to the next grade and class.

OHIO HIGH SCHOOL GRADUATION REQUIREMENTS

For students entering ninth grade on or after July 1, 2019, Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school. As a part of this pathway to graduation, students must show that they have completed all three parts of these requirements

Credit Hour Requirements

Students must earn a minimum total of 20 credits in specified subjects and take your required state tests.

Show Competency

Students can demonstrate competency by earning a passing score (684) on Ohio's high school Algebra I and English language arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency:

Option 1	Option 2	Option 3	Option 4	Option 5
Algebra I and ELA II	Career Readiness	College Credit Plus	Military Enlistment	ACT or SAT

Show Readiness

Students can meet the readiness requirement by earning two diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the two seals students are required to earn, at least one of the two must be State-Defined. Ohio's 12 diploma seals are:

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

Want to learn more?
Contact your school counselor
or visit education.ohio.gov/graduation

GRADUATION REQUIREMENTS
REQUIRED: 4 credits of ENGLISH
O14 ____ 1 cr. English I or O14H ____ 1 cr. Pre-AP English I Honors
O67 ____ 1 cr. English II or O67H ____ 1 cr. Pre-AP English II Honors
O68 ____ 1 cr. English III or O68P ____ 1 cr. AP English III
O70 ____ 1 cr. English IV or O70P ____ 1 cr. AP English IV
REQUIRED: 3 credits of SOCIAL STUDIES (Honors Diploma requires 4 credits)
113 ____ 1 cr. US History or 113H ____ 1 cr. US History Honors
150 ____ 1 cr. World History or 150P ____ 1 cr. AP World History
167 ____ 1 cr. US Government or 167P ____ 1 cr. AP US Government & Politics
REQUIRED: 3 credits of SCIENCE (Honors Diploma requires 4 cr. of Sci., 2 cr. adv. Sci.)
207 ____ 1 cr. Biology or 207H ____ 1 cr. Biology Honors
224 ____ 1 cr. Physical Sci. or 230 H ____ 1 cr. Chemistry Honors or
230 ____ 1 cr. Chemistry or 232P ____ 2 cr. AP Chemistry
any ____ 1 cr. Additional Science course
(Options Include: Environmental Science, Biology II, Physics, AP Physics 1: Algebra (2 periods), AP Physics C: Mechanics (2 per.), Engineering Physics Honors, Biotech/AP Biology (2 periods), Astronomy, Physical Geology)
REQUIRED: 4 credits of MATH
359 ____ 1 cr. Algebra I or 360H ____ 1 cr. Algebra I Honors
363 ____ 1 cr. Geometry or 363H ____ 1 cr. Geometry Honors
361 ____ 1 cr. Algebra II or 361H ____ 1 cr. Algebra II Honors or 361A ____ 1 cr. Alg. II Part A
361B ____ 1 cr. Alg. II Part B or any ___ 1 cr. Additional Math course (Options Include: Statistics, AP Statistics, Pre-Calculus, Pre-Calculus Honors, Calculus, AP Calculus AB)
REQUIRED: .5 credits of HEALTH
937 ____ .5 cr. Health
REQUIRED: .5 credits of PHYSICAL EDUCATION (2 courses)
910 ____ .25 cr. PE Survey and any ____ .25 cr. Addit'l PE course (Options Include: Body for Life, Weight Training, Weight Training Adv., Team Sports I, Team Sports II, Recreation & Lifetime Sports,Watersports Swim & Safety, Lifeguarding-must be age 15.5)
REQUIRED: At least 5 additional ELECTIVE credits
172 ____ .5 cr. Financial Literacy (**mandatory class of 2026 & beyond**) See course guide for additional options. Any class (any subj) not required is an Elective. At least 1 credit must be two semesters of FINE ARTS; exemption CTE students that successfully complete 4 units of CTE program courses.

BELL SCHEDULE

Students who are not in the classroom and prepared to learn when the bell rings will be considered tardy to class

PERIOD	TIME
Building opens for students	7:00 a.m.
Students remain in the cafeteria	Prior to 7:20 a.m.
Final Warning Bell for 1st period	7:25 a.m.
1st Period	7:30-8:16 a.m.
2nd Period - Homeroom	8:20-9:10 a.m.
3rd Period	9:14-10:00 a.m.
4th Period	10:04-10:50 a.m.
5th Period	10:54-11:40 p.m.
6th Period	11:44 a.m.-12:30 p.m.
7th Period	12:34-1:20 p.m.
8th Period	1:24-2:10 p.m.
Teachers available to meet with students	2:10-2:40 p.m.
Students MUST exit the building by 2:30 p.m. unless supervised by an adult	

CODE OF CONDUCT OFFENSES

The Parma Board of Education hereby established the following categories of misconduct as those which may result in disciplinary action(s) which are not limited to and may include: detention, Wednesday School, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion from the Parma City School District. Appropriate due process will be followed according to Ohio Revised Code 3313.66.

DISCIPLINARY EXPECTATIONS AND INFRACTION CODES

01: Academic Dishonesty: We expect that students will not engage in behavior which lessens the value and/or integrity of the learning experience

- 101A: Cheating
- 101B: Plagiarism

02: Attendance: We expect students to be in their assigned location at all times. We expect students to arrive on time to their assigned location. When not in class, we expect students to be with an adult charged with their supervision

- 102A: Leaving the Building w/o Permission - a student will not leave the building at any time without permission of an administrator. This includes going to a car in the parking lot.
- 102B: Class Cut
- 102C: Tardy to School
- 102D: Tardy to Class
- 102E: Loitering/Trespassing/Presence in an unauthorized area

03: Bullying: We expect that students will not engage in any intentional written, verbal graphic, or physical act toward another particular student(s) more than once where the behavior both causes mental or physical harm to the other person(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating,] threatening, or abusive educational environment for the other student(s).

- 103A: Bullying

04: Repeated Violations of School Rules: We expect that students will follow our procedures and protocols. Students who repeatedly fail to meet our expectations will experience escalating consequences.

- 104A: Repeated violations of school rules

05: Criminal Activity: We expect that our students will follow all laws. Criminal activity when students are under school jurisdiction will result in consequences most appropriate to the action.

- 105A: Criminal activity

06: Disobedient/Disruptive Behavior: We expect that students will comply with the requests and directives of school personnel and not act in a way that disrupts the orderly conduct of any school function

- 106A: Disruption
- 106B: Failure to comply with adult directions
- 106C: Horseplay/ physical disruption
- 106D: Contributing to a negative situation or incident

07: Disrespect/Falsification: We expect that students will behave in a manner which shows respect for school personnel and expectations including the provision of accurate information when it is requested.

- 107A: Disrespect
- 107B: Falsification/ Omission

08: Dress Code: We expect that students will comply with the school's dress code.

- 108A: Dress code violation

Dress Code Guidelines

09: Fighting, Violence, Physical Aggression: We expect that students will not act in a way that can cause physical harm to another.

- 109A: Physical Aggression
- 109B: Assault (One student to another person)
- 109C: Fighting (2 students)
- 109D: Endangering
- 109E: Serious bodily injury

10: Harassment/Threats/ Hazing: We expect that students will not engage in physical, verbal, written, or online behavior which is meant to or will likely cause another to feel unsafe or uncomfortable.

- 110A: Verbal harassment/ aggression to student
- 110B: Verbal harassment/ aggression to staff
- 110C: Written harassment/ aggression to student
- 110D: Written harassment/ aggression to staff
- 110E: Threat to student
- 110F: Threat to staff
- 110G: Hazing
- 110H: Sexual harassment
- 110I: Harassment to student due to racial or ethnic background
- 110J: Harassment to student due to gender or sexual orientation

11: Inappropriate Physical Contact/Pornography: We expect that students will not engage in sexual activity of any kind nor will they access or possess pornography.

- 111A: Inappropriate contact
- 111B: Pornography access or possession
- 111C: Dissemination of pornography

12: Inappropriate Use of Technology: We expect that students will only use technology to enhance their learning experiences. They will follow all adult directions with regard to their school-issued or personal technological devices and refrain from accessing inappropriate (examples: violent or sexually themed) web sites or other applications.

Electronic Device Guidelines

- 112A: Inappropriate use of technology
- 112B: Accessing inappropriate sites or applications
- 112C: Failure to adhere to the district's Student Acceptable Use and Safety Guidelines

13: Inducing Panic: We expect that students will not act in a manner which is likely to cause widespread concern in the school community. This cause includes, physical, verbal, written, and online actions.

- 113A: Bomb Threat
- 113B: False reporting of negative behavior
- 113C: Threat of violence to school community
- 113D: Inducing panic

14: Transportation Violation: We expect students to follow the district's established transportation procedures.

- 114A: "Place of safety" violation
- 114B: Disruption of the transportation process
- 114C: Inappropriate access of transportation
- 114D: Failure to comply with a transportation staff member's directions
- 114E: Failure to show respect for transportation staff member

15:Use/possession/sale/distribution of alcohol/drug/tobacco/paraphernalia: We expect that students will not consume, use, or possess any alcohol, tobacco or drug products, including "E-cigarettes" and/or vape materials. Students must follow the established school procedures for any over-the-counter medication they need to access.

- 115A: Use/possession/sale/ distribution of drug products or paraphernalia
- 115B:Use/possession/sale/distribution of tobacco products or paraphernalia (including "E-cigarettes and/or "Vape materials")
- 115C: Use/possession/sale/distribution of alcohol products or paraphernalia

16: Vandalism/Damage to/Theft of school or personal property: We expect that students will not engage in the willful destruction, defacement or theft of school or personal property. This clause includes actions which are both deliberate and negligent.

116A: Vandalism/Damage to personal property
116B: Vandalism/Damage to school property
116C: Theft of personal property
116D:Theft of school property

17: Vulgarity/Indecency: We expect that students will refrain from the use of vulgarity in any form (verbal, written, physical) and behave in a way that is not likely to elicit an extreme reaction from others.

117A: Vulgar expression (verbal, written, physical)
117B: Indecency
117C: “Hate speech, vulgar expression referencing gender/ethnicity/ race/sexual orientation

18: Weapons/Dangerous Items: We expect that students will not use or possess any form of weapon (examples: bomb, firearm, knife) or dangerous item (examples: pepper spray, lighters, etc.) or use any ordinary object (examples: pencil, pen) as a means of intimidating or inflicting pain or harm to another. Students are also not to possess or use items that resemble weapons.

118A: Possession of firearm
118B: Use of firearm
118C: Possession of Firearm look alike
118D: Use of Firearm look alike
118E: Possession of a dangerous weapon other than a firearm, explosive, incendiary, or poisonous gas (knife, razor etc.)
118F: Use of a dangerous weapon other than a firearm, explosive, incen diary, or poisonous gas (knife, razor etc.)
118G: Possession of explosive, incendiary, or poisonous gas
118H: Use of explosive, incendiary, or poisonous gas

HALL PASSES

An online pass system will be utilized in order to travel the building during the school day. When a pass is created and permission is given to leave the room, students are required to only travel to the location requested. This includes using the restroom designated for their location. Misuse of passes may result in disciplinary action, including, but not limited to, the loss of pass privileges.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by surveillance cameras.

INAPPROPRIATE LANGUAGE/PROFANITY

Students will refrain from using verbal expressions and/or physical gestures that carry rude, obscene, or highly disrespectful connotations, and from making slanderous remarks. Consequences will be issued.

DRESS CODE GUIDELINES

Established grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Dress code guidelines for Valley Forge High School are as follows:

1. Bare midriffs, crop tops, see-through/sheer clothing, cutout clothing, plunging necklines, tank tops, backless tops, spaghetti straps, sleepwear, onesies, blankets, and/or otherwise revealing clothing are not permitted.

2. Hats, hoods, and head coverings are prohibited unless the student has a religious or medical exemption approved by the Principal. No bandanas or other unapproved head coverings are to be worn or displayed in any manner.

3. Unclean, disheveled, or excessively torn clothing is not permitted. Pants may not be sagging and undergarments may not be visible at any time.

4. No winter jacket/trench coats are to be worn during the school day.

5. Any garment specifically made to be worn as an undergarment is not to be worn as an outer garment.

6. The length of shorts, skirts, dresses and/or skorts must be long enough to not be revealing.

7. Feet must be covered by some type of shoe or sandal. Bedroom slippers are not permitted.

8. Students are prohibited from wearing or carrying articles of clothing or jewelry, which promote drugs, tobacco and alcohol, glorify death and mutilation, contain or imply profanity, or state or suggest sexual or pornographic activity.

9. Any racially or culturally offensive clothing is not permitted. Inappropriate insignias, emblems, and/or gang-related colors shall not be worn during the school day or at school functions.

10. Chains or articles of clothing or accessories with spikes are not permitted.

11. Inappropriate or offensive tattoos must be covered.

School administration reserves the right to exclude apparel which is disruptive, offensive, or too revealing to the conduct of education or affects the health or safety of students or others.

Non-compliance will be cause for disciplinary action.

Repeated violations may be considered insubordination.

ELECTRONIC DEVICES

Please refer to Board Policy #5136 and read it in its entirety. **Student cell phone and Airpod/Headphone use of any kind is prohibited in all academic periods at all grade levels in our schools.** Students are prohibited from using their cellphones to make phone calls during the school day. They are required to seek the assistance of an adult if they need to contact their parent/guardian. Students are also prohibited from using their cell phones or other electronic devices as recording instruments for either audio or visual purposes. Students who fail to meet these expectations will be subject to disciplinary proceedings under the "Inappropriate Use of Technology" segment of the code of conduct.

Appropriate use of personal devices is allowed in the school building during the times listed below:

- Before 7:30 a.m. and after 2:10 p.m.
- During the 4 minute class change so long as it does not impede students' ability to travel to the next class period in a timely manner.
- During assigned lunch and/or travel period(s)
- During assigned study hall period(s)

Use of devices is <u>prohibited</u> during (but not limited to) the following:

- During assigned class time. This includes use of devices when out of the classroom using a hall pass, checking phones for time/ notifications, listening to music, having headphones/earbuds in, and/ or texting. **Devices must be powered off during all assigned class periods.**
- In any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
- Students are expressly prohibited from using recording devices (phones, video or digital cameras, etc.) without the express written consent of the classroom teacher or administrator.
- If a fight is recorded by a student, the student will automatically be suspended

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 ARE PERSONALLY AND SOLELY RESPONSIBLE FOR THE CARE AND SECURITY OF THEIR PERSONAL DEVICES. <u>THE SCHOOL IS NOT RESPONSIBLE FOR THEFT, LOSS, OR DAMAGE TO, OR MISUSE OR UNAUTHORIZED USE OF, PERSONAL DEVICES</u>.

OUT-OF-SCHOOL SUSPENSIONS

1. Students issued an out-of-school suspension are subject to their city's daytime truancy laws and required to remain in their own homes from 7:30 a.m. to 2:10 p.m. Leaving the house without a parent/guardian is considered a serious offense and can result in arrest.

2. Students issued an out-of-school suspension may not enter any Parma City School District property throughout the duration of their suspension. Doing so may subject the individual to their city's trespassing laws.

3. Students with an out-of-school suspension may not do any of the following: leave the house without a parent/guardian before 2:10 p.m., work on any job outside the home until after 2:10 p.m., enter school property throughout the district, attend any school or school-related function (this includes "away" athletic/extracurricular events).

IN-SCHOOL INTERVENTION (ISI-Room 122):

1. Students are to report to the ISI room ON TIME, no later than 7:30 A.M.

2. Personal devices will be surrendered upon entering ISI.

3. Students will be assigned seats.

4. Students will remain quiet at all times.

5. Students are responsible for securing work from their teachers prior to being in the ISI room. They are to bring school work and/or appropriate reading materials with them to the ISI room. Students may contact their teachers by e-mail if additional work or clarification is needed. There will be NO SLEEPING.

6. Two restroom breaks will be provided.

7. Students will be able to purchase lunch from the cafeteria or they may bring lunch. Lunch will be eaten in the ISI room.

8. Students will remain in the ISI room for the duration of their regularly scheduled school day unless otherwise assigned by the administrator.

9. If a student is absent on the scheduled ISI day, their assigned ISI will be rescheduled. An absence does not cancel an ISI day.

10. If a student does not comply with all ISI rules, additional consequences will occur, including additional ISI day(s) and/or out-of-school suspension.

LUNCH DETENTIONS

Any student who is late to school, and arrives during 1st period will be issued a lunch detention, which is to be served on that day. Students will be issued a lunch detention by the door monitor when they arrive to school in the morning. Students should report to the Media Center immediately at the beginning of their assigned lunch period, the same day the lunch detention is issued. Students will be released to purchase a school lunch if necessary after checking in with the monitor.

Failure to serve lunch detentions will result in progressive discipline.

CALLS TO EXCUSE LUNCH DETENTION MUST BE RECEIVED BY 9:40 A.M. ON THE DAY ASSIGNED.

ATTENDANCE
NO HANDWRITTEN NOTES ACCEPTED

Student Attendance-The Board of Education has adopted a policy requiring all students to attend school regularly (Policy 5200). By attending school daily throughout the school year, students can obtain maximum benefits from the learning environment and educational programs provided. Student's daily presence and participation are necessary to maintain the continuity of instruction and classroom interaction that leads to improved achievement.

Information taken from Board Policy 5200- The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/ he has been assigned.

A student in grades nine (9) through twelve (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:
A. Illness of the child. (The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate.
B. Illness in the family necessitating the presence of the child. (The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate.)
C. Quarantine of the home. (The absence of the child from school under this condition is limited to the length of quarantine as determined by the proper health officials.)
D. Death of a relative. (The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence.)
E. Medical or dental appointment. (The approving authority may require the written statement of a physician or dentist if it's deemed appropriate.)
F. Observance of religious holidays. (Any child may be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
G. College visitation. (The approving authority may require verification of the date and time of the visitation by the college, university, or technical college.)
H. Emergency or other set of circumstances in which the judgment of the Superintendent/ designee constitutes a good and sufficient cause for absence from school.
I. Out of school suspension as assigned by appropriate administration.

Students who have been absent will have an opportunity to make up work they have missed and receive credit for the work, if completed. The length of time for completion of make-up work shall be equal with the length of the absence.

Student Vacations During the School Year

Vacations are discouraged during the school year. However, in some cases, family vacations may occur during the school year. In this case, advanced requests to have an absence excused must be submitted five (5) school days prior to the vacation. Excused vacation days may not exceed five (5) school days during the school year. Students will be obligated to complete assignments to ensure no interruption in education upon their return. A vacation request must be submitted for approval after completion by parent and student. The student assumes full responsibility for obtaining and completing all assignments and materials covered during this absence. Teachers are not expected to tutor students for work missed during planned absences. After the excused vacation period, the allotted time for make-up work will be equal to the number of days absent.

ATTENDANCE - HOUSE BILL 410 REQUIREMENTS

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian
- Development and implementation of an absence intervention plan
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.

House Bill 410 now defines truancy and excessive absences in terms of hours missed. When a student is excessively from school the following will occur:

- The district will notify the student's parents in writing within seven days of the triggering absence
- The student will follow the district's plan for absence intervention
- The student and family may be referred to community resources

Excessive Absence
Absent 38 or more hours in one school month with or without a legitimate excuse
Absent 65 or more hours in one school year with or without a legitimate excuse
When a student is excessively absent from school the following will occur: 1.The district will notify the student's parents in writing within seven days of the triggering absence 2.The student will follow the district's plan for absence intervention 3.The student and family may be referred to community resources
Habitual Truant
Absent 30 or more consecutive hours without a legitimate excuse
Absent 42 or more hours in one month without a legitimate excuse
Absent 72 or more hours in one year without a legitimate excuse.
When a student is habitually truant from school the following will occur: 1.Within seven days of the triggering absence, the district will do the following: Select members of the absence intervention team Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team. 2.Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team 3.Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court unless a child has been absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours in a month during the implementation of an absence intervention plan.

A WRITTEN EXCUSE FROM A PHYSICIAN FOR MORE THAN 38 HOURS OF ABSENCE FROM SCHOOL IS REQUIRED

Ill students MUST be released through the clinic. Students who are not feeling well must ask for a pass to the clinic – not contact parent/guardian to come pick them up. The clinic nurse will assess and call home if the student needs to be picked up.

CLOSED CAMPUS VIOLATION

No student may not leave the building for any reason, without permission from an administrator or notification from an approved parent/guardian and permission from the office. Students must sign out and/or be re leased from the office prior to leaving the building. If a student is found to have left the building without permission/approval. If a student is found to have left the building without approval, the student will automatically be suspended.

LATE ARRIVAL/EARLY DISMISSAL

Seniors MAY ONLY have up to two periods for either a late arrival (1st period) or early dismissal (7th and 8th periods), or a combination of late arrival and early dismissal (1st and 8th periods). Juniors MAY ONLY have ONE period for either late arrival (1st) or early dismissal (8th).

PRIVILEGE CARDHOLDER RESPONSIBILITIES

1. No student may change his/her schedule to obtain a privilege card. 2. ALL eligible students must carry their privilege card every day. 3. Students with an 8th period privilege card must exit the building within 5 minutes after the period ends. 1st period late arrivals may not enter the building until 8:00 a.m. Violation of this rule will result in consequences. 4. Privilege cards may be revoked for infractions of school rules. 5. Students with privilege cards are not permitted on any school property within the Parma City School District once they leave the building.

EARLY DISMISSAL PROCEDURE

For the safety and security of our students, only authorized contacts on the Blue Emergency Contact Card can excuse students to leave early. The individual who will pick up the student must show a picture ID at the door upon signing in and follow appropriate procedures requested by the staff at the door.

MAKE-UP WORK

Each classroom teacher can expect to have numerous students absent during the year for legitimate reasons. Naturally, all work missed by a student during a legal absence can be made up by the student. It is the student's responsibility to contact the teacher concerning make-up work due to absence. A student will be given the same number of days he/she has been absent to make up work missed. Failure to make up work may result in no credit.

END OF SCHOOL DAY

Valley Forge High School closes at 2:30 p.m. each school day. Students who are not under the direct supervision of a teacher, coach, supervisor or other adult are expected to leave school property at this time.

STUDENT DELIVERIES

ALL student deliveries from florists or other such agencies, including fast food, will be refused at the visitor sign-in desk. NO flowers, balloons, candy, fast-food, etc. will be delivered to students in classrooms/cafeteria. These distractions are disruptive to the educational environment of VFHS.

PARKING—GENERAL INFORMATION

1. Parking on school property is a privilege, not a right. Only 10, 11, and 12 grade students holding a valid driver's license and with all fees paid up to date are allowed to drive to school and park on school property.
2. All drivers will obey the traffic laws of the state and will comply with the rules and regulations set forth by municipal and school officials.
3. A speed limit of 10 MPH is to be observed in the school zone.
4. Any excessive speed, squealing of tires, or reckless driving will be considered a type of exhibition of speed by the police officer on duty. This will result in loss of parking privileges and a possible citation by the police.
5. Students are prohibited from vaping/smoking, sitting in, or loitering around any cars on school grounds during the day.
6. Students driving more than one vehicle must have each vehicle safety checked and registered with Student Services.
7. Obscene bumper stickers or signs on automobiles are not permitted.
8. The cost of a permit is $50.00.
9. Violation of school rules may result in loss of parking privileges.

PARKING REGULATIONS

1. All traffic signs will be obeyed and there will be no parking in any school driveway. Cars blocking traffic will be towed at the owner's expense.
2. Parking permits must be properly displayed.
3. Park only in student-designated spaces, not on the ends of the aisles.
4. Students are NOT permitted to park in the faculty spaces. Student vehicles parked in these spaces will be ticketed and towed at the owner's expense.
5. Student cars are not permitted to park in the automotive shop area.
6. If a student should acquire a new car, it will be necessary to have the car registered with Student Services.
7. Damaged parking permits must be returned to the Student Services office for replacement.
8. Students who drive to school on a regular basis (even once a week) must have a parking permit.
9. Students who do not ordinarily drive to school but must do so on occasion due to an emergency must see an administrator for a temporary permit.
10. The cars of students who continue to park in the lot illegally will be towed at the student's expense.
11. Cars may be towed on first offense.
12. Students must have their car insured before a permit will be issued.
13. Parking permits are valid for only one school year.
14. Vocational traveling students should obtain their parking permit at their HOME SCHOOL
15. No parking permit will be issued unless previous parking violations have been paid.
16. No parking permit will be issued unless all curricular fees are paid and up to date.
17. Falsification of parking permits will result in suspension of driving privileges for an extended period of time.

SCHEDULING AND ACADEMICS—GENERAL INFORMATION

CARRYING LESS THAN FIVE CLASSES WILL JEOPARDIZE ATHLETIC ELIGIBILITY

No student will be permitted to take more than one course for credit during any one class period. Under no circumstances can a student take two courses during the same class period. Students who choose not to schedule a lunch period will be required to sign the student/parent/guardian lunch waiver acknowledging this decision on the registration sheet. Stu dents without a scheduled lunch period will not be able to eat during the school day. Convenience changes will not be made. These include (but are not limited to):

1. Changing a class or lunch period to be with friends
2. Wanting a different teacher
3. Wanting early dismissal or late arrival
4. Wanting to drop a course because the student does not like the class or feel it might be too difficult. This consideration should be made prior to course selection

Reminder: Students must remain in his/her assigned class until the schedule change is finalized and official notification is obtained by the student that the schedule has been changed.

SCHEDULE CHANGE PROCEDURES

Every effort will be made to ensure that students are properly placed in classes, which they selected during the registration process. Students and parents should give serious consideration when selecting courses. Any schedule change has a serious effect on class sizes, staffing/teacher assignments, and the overall master schedule. All schedule changes must be made in writing and must have the approval of the parent/guardian, counselor, and administrator. No changes will be made unless:

1. There is a technical error in the scheduling process.
2. It is determined by the team consisting of the classroom teacher, counselor, administrator, and parent that the student is academically misplaced.
3. Adjustments need to be made due to successful completion of summer school/credit recovery courses.
4. A student wants to add an additional course where enrollment permits and does not require movement of other courses.
5. Student does not have a minimum of (5) classes (excluding PE, orchestra auxiliary corp. and/or G.R.I.T.) each semester.

ACADEMIC RECOGNITION

A student must earn the G.P.A. denoted below for each grading period to receive academic recognition:

MERIT ROLL	3.00-3.499 G.P.A.
HONOR ROLL	3.50-3.999 G.P.A.
HIGHEST HONOR ROLL	4.00-ABOVE G.P.A.

SENIOR FINANCIAL OBLIGATIONS

All financial obligations must be paid in full by cash, money orders, or certified checks before seniors are allowed to purchase Senior Prom tickets or attend graduation ceremonies.
No personal checks will be accepted.

VALLEY FORGE RENAISSANCE

Valley Forge is a Renaissance School. The objective of this program is to regularly recognize and reward the accomplishments of our students. ALL students may qualify for a Renaissance card by demonstrating evidence of success in ACADEMICS, ATTENDANCE, and CITIZENSHIP each marking period.
It is the student's responsibility to apply for a Renaissance card by the deadlines provided. Deadlines are announced in the application email.

The three levels of recognition require meeting the following standards:

Platinum	Blue	White
3.75 GPA or above	3.74-3.25 GPA	3.24-2.75 or .5 improvement
No more than 1 occurrence of absence*	No more than 2 occurrence of absence*	No more than 3 occurrence of absence*
All three levels require no "F's" and no office discipline		

*An occurrence of absence is defined as a period of 3 consecutive days or less of absence.

STUDENT ACTIVITIES

All students are encouraged to become involved in extra-curricular activities. Some may require application, tryout, and/or an election process. The following are some of the available opportunities at Valley Forge High School during the 2023-2024 school year:

Athletics: Interscholastic (9-12)
Academic Challenge
Battlecry
Blocks & Bridges
Boxing Club
Cheerleading
Chess Club
Color Guard
Crossfire (Bible Club)
French Club
Girl Power
History Club
Hope Squad
Key Club
Media Pages
Model UN
National Honor Society Office Pages
Project Carol
ROX
SAAD
Ski/Snow Board Club
Senior Advisory Board
Student Aides
Student Council
Theater Arts
U B YOU
Video Game Club
WVFH (announcements) Yearbook

<u>If you are interested in playing any sports</u>, please visit the Valley Forge Athletics page at vfathletics.com

You will need to register in Final Forms and have a physical form completed by your doctor

VF FINAL FORMS INSTRUCTIONS:

Go to: vfathletics.com
Click on "More" tab
Select "Final Forms"
Create New Account (BOTH Parent and Student)

DANCE RULES

Student dances have been a very popular extra-curricular activity at VFHS. The dances provide students with an excellent opportunity to meet socially. In an effort to make these dances an enjoyable activity for all students, the following guidelines will be followed:

1. All school rules are in effect, whether the dance is on school property or not.
2. Once a student leaves the dance he/she is not allowed to return. No money is refunded.
3. Students are expected to obey the requests of all chaperones, police officers, and other school personnel.
4. No dancing while on someone's shoulders is permitted.
5. Students' behavior should be such as not to endanger or bother other students.
6. Inappropriate and/or sexually suggestive dancing can be cause for removal from the dance.
7. Students are NOT allowed to use either courtyard.
8. All personal belongings are subject to search.

Anyone violating these rules or other rules in the code of conduct will be removed from the dance and may be subject to further disciplinary action.

Tickets are pre-sale only; the proper permission forms must be submitted at the time of ticket purchase.

Valley Forge HS and Normandy HS students in good standing as determined by an administrator will be able to attend the dance. Guests from outside cannot have any discipline infractions or attendance concerns and will need the guest form signed with an official seal. Guests over 18 will be required to provide a copy of their diploma and identification.

Administration has the right to restrict dance attendance.

ALL dance attendees will be required to show photo ID. PCSD student ID cards (or other form of valid photo identification) will be required to enter the dance. If a student has any out of school suspensions, concerning discipline infractions or attendance concerns they will NOT be permitted to attend the dance. Admin will review all discipline referrals.

DANCE DRESS CODE

The Homecoming Dance at VFHS is a semi-formal dress dance. This means dressy outfits for girls and suits or jackets with dress shirts and ties for boys. Other dances may not be as formally attired. Please follow the dress code on dance posters.

Prom requires formal attire.

Students are not to wear T-shirts, hoodies, and/or jeans to dances.
Students may be denied entrance to a dance for inappropriate dress.

Students are subject to the authority of the school when they are at school-related or school-sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses which occur at such events, will be subject to the same penalties as offenses that occur in school.