



# TRI-VALLEY

*Local Schools*

## CODE OF STUDENT CONDUCT

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**Adopted June 13, 1996**

*Revised June 2025*



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## **Tri-Valley Local School District**

### **Code of Student Conduct**

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
2. FALSE ALARMS - including fire and/or bomb threats.
3. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
4. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
5. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
7. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.

8. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
9. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
10. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
11. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.
12. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
13. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
14. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
15. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
16. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
17. REPEATED TARDINESS to class or school.
18. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
19. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
20. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.

21. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
22. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
23. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
24. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
25. CHEATING.
26. PLAGIARISM.
27. TRESPASSING OR LOITERING.
28. STUDENT HAZING, HARASSMENT, INTIMIDATION, AND BULLYING:

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment includes but is not limited to any act which subjects an individual or group to unwanted abusive behavior of a non-verbal, verbal, written, or physical nature on the basis of the victim's protected class.

Intimidation is defined as, but not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of the victim's protected class.

Bullying is defined as a person who willfully and repeatedly exercises power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted, or psychological.

Hazing, Harassment, Intimidation, or Bullying includes any act that substantially interferes with a student's educational benefits, opportunities, or performance that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop. It includes any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once, and the behavior both (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. It also includes violence within a dating relationship.

29. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.
30. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
31. DEGRADING ACTS: A student shall not engage in an act which degrades himself/herself or others, including but not limited to written or oral communication directed toward school personnel or students. Obscene gestures, actions, words, possession or circulation of pictures, writings, or publication, etc., which are degrading or obscene are prohibited.
32. 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/CD players, pagers and TV sets, cell phones, and other electronic devices.
33. MISUSE OF A COMPUTER: Students shall not use a computer to obtain access to lewd, obscene, violent, illegal, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program in violation of Board Policy.
34. DISTRIBUTION OR SALE OF UNAUTHORIZED MATERIALS: A student shall not distribute or sell unauthorized materials on school property.
35. DISRUPTION OF THE LUNCH ROOM: Students must not fail to practice basic hygiene, such as returning trays and cleaning trash and food/drink from the table and floor area around their seat.
36. UNAUTHORIZED TOUCHING: A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school.
37. CYBERBULLYING: The use of information and communication technologies, including but not limited to e-mail, cell phone or pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

38. Leaving school property or assigned area prior to specified dismissal time without official permission.
39. Open displays of affection between members of the same or opposite sex.
40. Unauthorized throwing of any object including, but not limited to, snowballs.
41. Commission of an immoral act.
42. Failure to pay tuition or other approved charges.
43. Violation of state student mandates, including, but not limited to, required immunization.
44. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
45. Violation of school policies pertaining to dress and appearance.
46. Misuse of school property.
47. Violation of school policy prohibiting pocket pagers and other electronic communications devices.
48. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
49. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
50. Violation of policies governing internet usage.
51. Driving in an unsafe manner.
52. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
53. Any attempts to engage in conduct prohibited by this policy.
54. 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.
55. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

**Student Conduct Code<sup>2</sup>**  
**Discipline Control Program**  
**Grades K-6**

**"Minor" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and student conference with the possible option of during school hours Detention(s) or after-school detention.
- **2<sup>nd</sup> offense** - Two or four hour Saturday school or two to four hours of after school detention.
- **3<sup>rd</sup> offense** - Four hour Saturday school.
- **4<sup>th</sup> offense** - Two four hour Saturday schools or One day out-of-school suspension.  
*For most offenses, conferences as soon as possible with student, parent, teacher and principal are necessary.*

**"Major" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and 4 hour Saturday school or after school detention(s).
- **2<sup>nd</sup> offense** - Parent notification and 3-5 days out-of-school suspension.
- **3<sup>rd</sup> offense** - Parent notification and 5-10 days out-of-school suspension.
- **4<sup>th</sup> offense** - Parent notification and 10 days out-of –school suspension with recommendation for expulsion.  
*For most offenses, conferences as soon as possible with student, parent, teacher and principal are necessary.*

**"Zero Tolerance" Misbehavior Management**

Possession of Dangerous Weapons, Bomb Threats & Violent Conduct<sup>3</sup> (Major Offenses)

- **1<sup>st</sup> offense**- Expulsion from school and notification of appropriate law enforcement agency. Conference (mandatory) as soon as possible with student, parent and principal. Any student who brings a firearm, as defined under Federal law, to school shall be expelled from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.
1. In all cases (K-6) listed above, when circumstances warrant, the principal has the option to select another misbehavior management schedule and/or level of punishment subject to an internal post-review by the Tri-Valley Administrative Team.
  2. Expulsion is the removal of a student for a period of up to eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, whichever is greater. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to:
    - a. Apply the remaining period of expulsion to the following semester or school year
    - b. Impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the next school year. However, community service as an alternate to expulsion cannot be used when a firearm is involved.
  3. In all cases (K-6) listed above a student can receive a period of social probation.
  4. Student lockers are subject to search in accordance with Policy 6.28.
  5. Suspension or expulsion of disabled students shall be in accordance with the law.

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<sup>2</sup> TV Policy 6.19

<sup>3</sup> TV Policy 6.18, 6.26



**Student Conduct Code<sup>4</sup>**  
**Discipline Control Program**  
**Grades 7-12**

**"Minor" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and student conference with the possible option of after-school detention or Saturday school.
- **2<sup>nd</sup> offense** - Saturday school or AEP or out-of-school suspension.
- **3<sup>rd</sup> offense** - AEP or out-of-school suspension.
- **4<sup>th</sup> offense** - 5-10 days out-of-school suspension.

**"Major" Misbehavior Management Schedule**

- **1<sup>st</sup> offense** - Parent notification and Saturday school or in-school or out-of-school suspension.
- **2<sup>nd</sup> offense** - Parent notification and 3-5 days out-of-school suspension.
- **3<sup>rd</sup> offense** - Parent notification and 5-10 days out-of-school suspension.
- **4<sup>th</sup> offense** - Parent notification and 10 days out-of-school suspension with recommendation for expulsion.

*For most offenses, conferences as soon as possible with student, parent, teacher and principal are necessary.*

**"Zero Tolerance" Misbehavior Management**

Possession of Dangerous Weapons, Bomb Threats & Violent Conduct<sup>5</sup> (Major Offenses)

- **1<sup>st</sup> offense**- Expulsion from school and notification of appropriate law enforcement agency. Conference (mandatory) as soon as possible with student, parent and principal. Any student who brings a firearm, as defined under Federal law, to school shall be expelled from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.
1. In all cases (7-12) listed above, when circumstances warrant, the principal has the option to select another misbehavior management schedule and/or level of punishment subject to an internal post-review by the Tri-Valley Administrative Team.
  2. Expulsion is the removal of a student for a period of up to eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, whichever is greater. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to:
    - a. Apply the remaining period of expulsion to the following semester or school year
    - b. Impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the next school year. However, community service as an alternate to expulsion cannot be used when a firearm is involved.
  3. In all cases (7-12) listed above a student can receive a period of social probation.
  4. Student lockers are subject to search in accordance with Policy 6.28.
  5. Suspension or expulsion of disabled students shall be in accordance with the law.

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<sup>4</sup> TV Policy 6.19

<sup>5</sup> TV Policy 6.18, 6.26

The minor and major misbehavior management schedules are guidelines for students and staff. Parents and students should be aware that the type of discipline that is used depends on the situation, and the final decision of the administration.

For first time violations of the student code of conduct, generally either the minor or major misbehavior management schedule will be followed. Some exceptions to the process include, but are not limited to:

1.) Assault, 2.) False Alarm, 3.) Alcoholic Beverages, 4.) Narcotics, Drug or Other Controlled Substance, 6.) Arson or Attempted Arson & Related Offenses, 8.) Dangerous Weapons and Instruments, 13.) Tobacco/Nicotine, 15.) Insubordination and/or Disobedience to Staff, 20.) Fighting, and 21.) Extortion.

A student violating Item 2, 3, 4, and 6 can be suspended for 10 days along with a possible recommendation for expulsion and notification of the proper law enforcement agency. A violation of Item 8 can result in expulsion from school and notification of the appropriate law enforcement agency. A violation of Item 1, 20, and 21 and can result in a suspension up to 10 days and a violation of Item 13 can result in a period of time in Alternative Education Placement or Out-of-School Suspension.

For repeated offenses, the discipline issued can be more severe. For serious violations, alternative placement, including diversion weekend, may also be considered.

### **Examples of Misbehavior for Grades K-12**

#### **1. Assault or Attempted Assault**

Major examples. K-12:

1. A physical or verbal attack on another.  
*Suspension can be used for 1<sup>st</sup> offense*

#### **2. False Alarm**

All infractions will follow up with Major Behavioral Management Schedule.  
*Mandatory suspension infraction along with possible expulsion*

#### **3. Alcoholic Beverages**

Major examples. K-12

All infractions will follow the Major Behavioral Management Schedule.  
*Mandatory suspension infraction along with possible expulsion.*

#### **4. Narcotic Drug or Other Controlled Substance** Major examples. K-12: 1. All infractions will follow the Major Behavioral Management Schedule.

*Mandatory suspension infraction along with possible expulsion*

#### **5. Disruption of School**

Minor examples. K-12:

1. Intentional loud noises
2. Non Verbal distractions
3. Throwing objects
4. Horseplay
5. Excessive noises
6. Being rude, discourteous or annoying

Major examples. K-12:

1. Threats of serious physical harm to a student
2. Throwing an object that endangers someone
3. Serious misbehavior that stops the normal educational process

#### **6. Student protests Arson or Attempted Arson & Related Offenses**

All infractions will follow the Major Behavioral Management Schedule.  
*Mandatory suspension infraction along with possible expulsion*

**7. Possession, Use, or Threatened Use of Fireworks, Explosives, or other Such Instruments**

Major examples. K-12:

1. Ammunition, firecrackers, knives, or any other dangerous materials or objects.

Zero Tolerance Misbehavior Management, K-12:

1. Firearms, explosives

**8. Possession, Use, or Threatened Use of Weapons**

All infractions will follow the Major Behavioral Management Schedule.

**9. Repeated Offenses or Flagrant Violations**

Serious infractions will follow the Major Behavioral Management Schedule.

**10. Violation of Federal or State Statutes**

Serious infractions will follow the Major Behavioral Management Schedule.

**11. Violation of Terms of Suspension, Expulsion, or Other Forms of Discipline**

Serious infractions will follow the Major Behavioral Management Schedule.

**12. Damage, Destruction, Defacement or Vandalism\***

Minor examples. K-12:

1. Writing in a textbook or on school property
2. Damage to school property or personal property

\*Any minor infraction without restitution will be considered major.

Major examples. K-12:

1. Theft
2. Broken windows, carved furniture, broken furniture, destruction of computers, etc.

*Suspension can be used for 1<sup>st</sup> offense*

**13. Tobacco/Nicotine**

Minor examples. K-12:

1. Not applicable

Major examples. K-12:

1. Possession or use of tobacco products: snuff, cigarettes, chewing tobacco, pipes, matches, lighters etc. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

*Suspension can be used for 1<sup>st</sup> offense*

**14. Use of Profane, Indecent or Obscene Language**

Serious infractions will follow the Major Behavioral Management Schedule.

**15. Insubordination and/or Disobedience**

(Non-Compliance with Directions of Administrators, Teachers, and Other School Personnel)

Major examples. K-12:

1. All infractions will follow the Major Behavior Management Schedule.
2. Threatening behavior toward staff members, follows the Major Behavioral Management Schedule **and** includes a report to appropriate law enforcement agency.

**16. Truancy**

Serious infractions will follow the Major Behavioral Management Schedule.

## **17. School Attendance**

### **Tardiness:**

1. 1st Offense Recorded
2. 2nd Offense Verbal Warning
3. 3<sup>rd</sup> Offense Written Warning
4. 4-5 Offense 1 Hour Detention
5. 6-7 Offense 1 Hour Detention(K-6)/ 2 Hour Detention(7-12)
6. 8+ Offense Saturday School

### **Absences:**

Students who are absent in excess of the following hours for the year will be subject to administrative action:

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

HB 410

Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

### **Excessive Absences:**

The penalty for excessive absences (more than 38 hours per month or 65 hours per year) could result in the following:

1. Conference with administrators
2. Referral to Juvenile Court program including Diversion Weekend.
3. Loss of academic credit for the year (the student may repeat the year)
4. Referral to Saturday School.
5. Referral to After-school Make-up time.

### **Unexcused Absences:**

Whenever any student under the age of eighteen (18) has the following number of unexcused absences from school during any school year,

1. 30 or more consecutive hours (habitual truancy)
2. 42 or more hours in one month (habitual truancy)
3. 72 or more hours in the year (habitual truancy)

HB 410

The Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

## **18. Alcoholic Beverages or Mind-Altering Substances**

All infractions will follow the Major Behavioral Management Schedule.

## **19. Theft\***

\*Any minor infraction without restitution will be considered major.

## **20. Fighting**

### **Major examples. K-12:**

1. Physical contact that could cause physical harm.
- Suspension can be used for 1<sup>st</sup> offense.*

**21. Extortion**

Major examples. K-12:

1. The use of force or intimidation to gain privileges, property, or money.  
*Suspension can be used for 1<sup>st</sup> offense.*

**22. Gambling**

Serious infractions will follow the Major Behavioral Management Schedule.

**23. The Act of Falsely Reporting Incidents**

Serious infractions will follow the Major Behavioral Management Schedule.

**24. Falsifying**

Serious infractions will follow the Major Behavioral Management Schedule.

**25. Cheating**

Serious infractions will follow up with Major Behavioral Management Schedule.

**26. Plagiarism**

Serious infractions will follow the Major Behavioral Management Schedule.

**27. Trespassing or Loitering**

Serious infractions will follow the Major Behavioral Management Schedule.

**28. Student Hazing, Student Harassment and Bullying<sup>6</sup>**

All infractions will follow the Major Behavioral Management Schedule.

**29. Possession of a Firearm**

All infractions will follow the Major Behavioral Management Schedule.

**30. Possession of a Knife**

All infractions will follow the Major Behavioral Management Schedule.

**31. Degrading Acts**

Minor examples. K-6:

1. Obscene gestures, actions, words.

Major examples. K-6:

1. Possession or circulation of pictures, writings, or publications, etc.
2. Inappropriate contact and/or exposure

Minor examples. 7-12:

Not applicable.

Major examples. 7-12:

1. Possession or circulation of pictures, writings, or publications, etc.
2. Inappropriate contact and/or exposure
3. Obscene gestures, actions, words.

**For Items 32-55:**

Serious infractions will follow the Major Behavioral Management Schedule.

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<sup>6</sup> TV Policy 6.23, 9.29

### **Permanent Expulsion**

The board may seek the permanent expulsion of a student 16-years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance, and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual penetration, if the victim is a district employee of the board.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent expulsion.

### **Guidelines for Teachers**

The effectiveness of the classroom teachers and the activities of the class are a prerequisite to good discipline. Most students will exhibit good behavior when they perceive a teacher who is consistent, fair, and supportive of school policies. The following are necessary for effective discipline:

1. Teachers shall plan sound preventive procedures based on their knowledge of the needs, abilities, and interests of students.
2. Teachers derive authority from state law, Board of Education policy, and administrative direction, and students shall abide by their authority.
3. Teachers are initially responsible for handling behavior problems in the classroom.
4. Teachers are encouraged to seek advice from principals and other supportive personnel on disciplinary matters.
5. Teachers share responsibility for enforcing the accepted code of behavior toward any student whom they observe violating the disciplinary code.
6. Teachers, by their own example, help set the tone for good discipline.
7. Teachers shall acknowledge an error if they have treated a student unjustly.
8. Teachers shall inform students of the high expectations regarding discipline and persist in their fulfillment.
9. Teachers are responsible for initiating parental contact where appropriate and necessary.
10. Teachers concerned with the appropriate enforcement of the Code of Student Conduct shall speak to their immediate supervisor.
11. Teachers shall support administrators in disciplinary matters and avoid every possible chance of undermining the administrator's authority regarding the student.

### **Guidelines for District and Building Administrators**

The administration shall take a shared role in the establishment and maintenance of appropriate discipline in the school and in the enforcement of the Code of Student Conduct in accordance with the following guidelines:

1. Administrators shall interpret to their staff the Code of Student Conduct and the appropriate steps to guarantee due process each year at orientation time and at other appropriate times as s/he determines or a staff member requests.
2. Principals shall provide personally, in appropriate ways, an interpretation of the Code of Student Conduct to students in September and at other times as needed for the purpose of reinforcing the teachers' efforts.
3. Since discipline is a prerequisite and a concomitant to learning, principals shall give top priority to counseling with any teacher on a disciplinary situation upon request by either party.
4. Administrators shall support teachers in their discipline and avoid every possible chance of undermining the teachers' authority to the student.
5. Administrators in concert with teachers must provide in-service activities for teachers in classroom management, discipline procedures, follow-up, and any other activities which will help the staff to become as one in discipline.
6. Administrators, supervisors, and teachers shall provide adequate supervision for all school sponsored activities which they respectively sponsor.
7. The administrator of the school, in cooperation with his/her teachers, shall develop supervisory guidelines for all school-sponsored activities.
8. Administrators shall study environmental factors in their schools in consultation with their teachers and students. Recommendations which will have a positive effect in the area of discipline shall be made to the Superintendent.
9. Administrators receiving parental concerns shall refer the parent to the appropriate teachers as the first step in resolving the situation.

### **Electronic Surveillance**

***Attention Students: Please be advised that the building and grounds will be utilizing electronic surveillance equipment to help monitor both student behavior and student activities.***

## **Guidelines for Parents**

Students come to school with certain attitudes and predispositions towards adults and the authority which they represent. They also arrive with certain predispositions toward other students as well as to public and private property. It is in the best interest of their children that parents support teachers and administrators in the enforcement of the Code of Student Conduct. Parents can help in maintaining effective discipline as follows:

1. Parents shall be made aware of the Code of Student Conduct at the beginning of the school year, and this code shall be part of the orientation of any new family to the School District.
2. Parents shall be made aware of the need for consistent enforcement of the Code of Student Conduct.
3. Parents shall be notified of any serious or repeated situation regarding their child and shall be afforded an opportunity to meet with the teacher to improve the student's behavior.
4. Parents having a concern involving classroom behavior shall first bring this matter to the attention of the teacher.
5. Parental concerns shall go through proper channels.
6. Parents are responsible for the supervision of their child when s/he is suspended from school. A conference between the parent and principal may precede re-admission.

A violation of any article of the Code of Student Conduct may result in disciplinary action, including suspension or expulsion from school.

The objective of this code is to establish, in one compilation, such guidelines with regard to the conduct of students in the Tri-Valley Schools which have been deemed appropriate and necessary for the maintenance of a wholesome school climate and shall be applicable to all students in accordance with the law.

## **Student Lockers**

Student lockers, desks, cabinets, and similar property are the property of the Tri-Valley Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

## **Use of Dogs<sup>7</sup>**

The Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the superintendent and building principal. The dogs will be allowed to examine a student's possessions, including vehicles. The dogs may also be allowed to examine school property such as lockers as permitted by the building principal.

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<sup>7</sup> TV Policy 6.28



## Tri-Valley Dress Code for Grades K-12<sup>8</sup>

This Dress Code was designed in a collaborative effort between the students, the teaching staff, and the secondary administration of the Tri-Valley Local School District. The Tri-Valley School dress code is designed to ensure the health, welfare, and safety of the members of the student body. The dress code should create a positive image of our students and the school. Each student has the responsibility to regulate his/her appearance in order to avoid the disruption of the educational process. Any form of dress or grooming that attracts undue attention or interrupts the educational process is unacceptable. Clothing and appearance should be decent, discreet, modest, and worn as intended by design.

*Students whose style of dress or inattention to hygiene is deemed inappropriate for school will be sent home to change or will be sent to the office to await an arrival of appropriate clothing from a parent/guardian and/or assigned the designated discipline.* Absence from class due to this action will be regarded as unexcused. Repeated violations of the dress code will be handled in compliance with Board Policy pertaining to the Code of Student Conduct and could, therefore, result in suspension.

Considering both the above and the fact that clothing and style of dress are personal in nature, there may be times a situation results in a "judgment call" by the school administration which shall remain the final arbiter.

### **The following types of clothing are specifically prohibited:**

1. Head coverings (hats, hoods, etc.) of any kind are not to be worn in the school building. (Unless designated as a fundraiser.)
2. Sunglasses **are not** to be worn in the school building.
3. Any clothing or objects that contains writing and/or pictures that have double meaning, are suggestive, are violent, are sexual or gang related in nature are not permitted. Clothing and other objects **should not** be offensive, **revealing**, distracting or disruptive to the school learning environment. This includes, but is not limited to, Weapons, Gang Symbols, Bondage, Violence, Death, Cult/Satanic Symbols or Activities, Obscenities (including but not limited to references to lewd and sexually suggestive, vile, indecent, inappropriate gestures and actions or public nudity).

*Note: The outermost garment must meet the proposed guidelines detailed in item numbers 4, 5, and 6.*

4. Shorts, skorts, dresses, skirts and other lower torso items must be at mid-thigh when standing up. Skirts/dresses can only contain a slit in the back; front or side slits are not permitted, unless the slit is below the knee.
5. Pants need to be at the waist or sitting on the hips at all times.
6. Holes in jeans/pants are not permitted above mid-thigh. Frays/stress points are permitted as long as no skin is visible. The decision of the Administrator is final.
7. All shirts/tops must have sleeves and cover all undergarment standing or sitting. Exception: During formal or semi-formal activities, dresses may be worn that do not have sleeves. Bare midriff (showing of skin) front or back, standing or sitting, will not be permitted. This would include tops that are too revealing. **K-6** - No tank tops. Shirts must cover the shoulders, back, stomach, and all undergarments.
8. All footwear must be appropriate and safe for the school environment. Examples would include but not be limited to: shop areas, lab areas and physical education areas. **K-6** - All footwear and sandals must have back straps for safety reasons. No slides or flip-flops are allowed.

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<sup>8</sup> TV Policy 6.24

9. Offensive body markings which may create a disturbance to the educational process will not be permitted (tattoos, face painting).
10. Body piercing is limited to one (1) facial piercing other than the ears. *All piercing must be petite in size or be a clear stud.*
11. All jewelry should be appropriate for an educational environment. Small necklaces around the neck, wrist, and ankle areas are permitted. Chains **are not** permitted.

***If something is questionable in your mind, do not wear it or bring it to school.***

If the teacher feels the student is not meeting the standards of the dress code, or causes a disruption in class, the student shall be referred to the office by written documentation from the teacher in order to maintain the fairness and consistency of the guidelines.

***The building administrator shall make the final decision on all questionable cases.***

In accordance with the previous standards, administrators and teachers have the right to issue warnings and refuse to admit to school or class those students who violate the dress code.

For those students who will not accept the responsibility of living up to the code's minimum standards, the appropriate discipline control program shall be followed.

Nothing in this guideline shall be interpreted to limit the responsibility of teachers to enforce guidelines concerning the control of hair or clothing in the interest of safety or full participation in any specific teaching situation.