

# VALLEY VIEW HIGH SCHOOL



## 2025-2026

# VALLEY VIEW HIGH SCHOOL STUDENT & PARENT HANDBOOK

Approved by the Valley View Board of Education

6057 Farmersville-Germantown Pike  
Germantown OH 45327

Phone 937.855.4116

Fax 937.855.4739

[www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)

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# Principal's Message

Students, Staff, Parents, Guardians and Community Members,

Welcome back for the 2025-2026 school year. Designed to provide students, parents, and staff with essential information about our school community, this handbook serves as a guide to our academic programs, extracurricular activities, policies, and resources available to support your success. By familiarizing yourself with the contents of this handbook, you will gain valuable insights into our school's culture, expectations, and opportunities for growth. We encourage you to explore this handbook thoroughly and refer to it throughout the academic year for guidance and reference. Expectations and procedures outlined in this handbook are designed to allow all Valley View students an opportunity to maximize their experience at school and receive the education they need to propel them into their futures. All students are expected to arrive on time for the school day as well as to all classes, adhere to all staff member expectations, be respectful and respected, and embrace a growth mindset through each year at Valley View.

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

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

Patrick McKee  
VVHS Principal

# School Culture

The school culture at Valley View High School is second to none and is a large reason why Valley View is such a special school district. Success depends on our ability to work together and learn in a constantly changing environment. Culture helps everyone in the district align around a common set of beliefs and behaviors that ultimately determine how we prepare our students for the future. In order to maintain this excellence, staff and students must dedicate themselves to engaging in the school culture playbook that can be seen below.

The graphic is a vertical rectangular panel with a dark blue, textured background. It is divided into three main vertical sections, each with a circular icon at the top. The first section, 'BELIEFS', has an icon of a mountain peak inside a circle. The second section, 'BEHAVIORS', has an icon of a Spartan helmet. The third section, 'OUTCOMES', has an icon of a laurel wreath. Each section contains three light gray rounded rectangular boxes with dark blue text. At the bottom of the panel, the text 'Together We Will Advance As One' is written in white.

| <br><b>BELIEFS</b> | <br><b>BEHAVIORS</b>  | <br><b>OUTCOMES</b> |
|---|--|--|
| <b>Own It</b>   | <ul style="list-style-type: none"><li>• Be Accountable</li><li>• Grow from your experiences</li><li>• Make it right</li></ul>  | <b>Strong Positive Relationships</b>   |
| <b>Lift Up</b>  | <ul style="list-style-type: none"><li>• Talk to people, not about people</li><li>• Invest time to care, listen and connect</li><li>• Respect our differences</li></ul> | <b>Strong and Supporting Community</b>   |
| <b>Embrace the Challenge</b>  | <ul style="list-style-type: none"><li>• Expand Your Horizons</li><li>• Step outside of your comfort zone</li><li>• Ask questions, solve problems</li></ul>             | <b>Resilient and Future-Ready</b>  |

**Together We Will Advance As One**

# General Information for 2025-2026

## VALLEY VIEW LOCAL SCHOOLS K-12 ACADEMIC CALENDAR 2025-2026

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    | 1  | 2  | 3  | 4  | 5  |
| 6    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27   | 28 | 29 | 30 | 31 |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    |    |    | 1  | 2  |
| 3      | 4  | 5  | 6  | 7  | 8  | 9  |
| 10     | 11 | 12 | 13 | 14 | 15 | 16 |
| 17     | 18 | 19 | 20 | 21 | 22 | 23 |
| 24     | 25 | 26 | 27 | 28 | 29 | 30 |
| 31     |    |    |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

**AUGUST**  
 THR 8/14 Teacher Workday  
 FRI 8/15 Teacher Workday  
 MON 8/18 Teacher Workday  
 TUE 8/19 First Day for 1<sup>st</sup>-9<sup>th</sup>  
 WED 8/20 First Day for 10<sup>th</sup>-12<sup>th</sup>  
 FRI 8/22 First Day Kgtn A-L  
 MON 8/25 First Day Kgtn M-Z  
 TUE 8/26 All Kindergarten

**SEPTEMBER**  
 MON 9/1 Labor Day  
 TUE 9/2 2-Hour Delay (PD)

**OCTOBER**  
 MON 10/6 2-Hour Delay (PD)  
 WED 10/15 End 1<sup>st</sup> Quarter (41)  
 THR 10/16 Prof Development  
 FRI 10/17 Fall Break

**NOVEMBER**  
 MON 11/3 2-Hour Delay (PD)  
 MON 11/24 Conf Exchange Day  
 TUE 11/25 Conf Exchange Day  
 WED 11/26 Thanksgiving Break  
 THR 11/27 Thanksgiving Break  
 FRI 11/28 Thanksgiving Break

**DECEMBER**  
 MON 12/1 2-Hour Delay (PD)  
 FRI 12/19 End 2<sup>nd</sup> Quarter (40)  
 End 1<sup>st</sup> Semester (81)  
 Winter Break  
 MON 12/22-  
 FRI 1/2  
 THR 12/25 Christmas Day

**JANUARY**  
 THR 1/1/2026 New Year's Day  
 MON 1/5 2-Hour Delay (PD)  
 MON 1/19 Martin Luther King, Jr. Day

**FEBRUARY**  
 MON 2/2 2-Hour Delay (PD)  
 FRI 2/13 Prof Development  
 MON 2/16 Presidents' Day

**MARCH**  
 MON 3/2 2-Hour Delay (PD)  
 FRI 3/13 End 3<sup>rd</sup> Quarter (47)  
 MON 3/16 Prof Development  
 MON 3/30-  
 FRI 4/3 Spring Break

**APRIL**  
 MON 4/6 2-Hour Delay (PD)  
 SUN 4/5 Easter

**MAY**  
 MON 5/4 2-Hour Delay (PD)  
 MON 5/25 Memorial Day  
 THR 5/28 Last Day for Students  
 End 4<sup>th</sup> Quarter (47)  
 End 2<sup>nd</sup> Semester (94)  
 FRI 5/29 Teacher Workday

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 29    | 30 | 31 |    |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    | 1  | 2  | 3  | 4  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    | 1  | 2  |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  |
| 10  | 11 | 12 | 13 | 14 | 15 | 16 |
| 17  | 18 | 19 | 20 | 21 | 22 | 23 |
| 24  | 25 | 26 | 27 | 28 | 29 | 30 |
| 31  |    |    |    |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 |    |    |    |    |    |

First Day for 1-9  
 First Day for 10-12  
 First Days for Kindergarten  
 End of Grading Period  
 Teacher Days  
 Professional Development (No Students)  
 2-Hour Delay for Professional Development  
 No School for Students

### STUDENT SCHEDULES

|                  |                  |
|------------------|------------------|
| Preschool AM     | 8:52 AM-11:45 AM |
| Preschool PM     | 12:45 PM-3:37 PM |
| K-5 (Elementary) | 9:07 AM-3:50 PM  |
| 6-8 (Middle)     | 7:28 AM-2:40 PM  |
| 9-12 (High)      | 7:28 AM-2:40 PM  |



# Central Office Personnel

|                |                                    |
|----------------|------------------------------------|
| Andrea Cook    | Superintendent                     |
| Mike Ellington | Transportation                     |
| Valorie Hill   | Treasurer                          |
| Brian Lemke    | Director of Information Technology |
| Nichole Thomas | Director of Curriculum             |
| Kevin Phillips | Director of Student Services       |
| Erick Depew    | Director of Operations             |
| Lori Spencer   | Bursar                             |
| Annie Sizemore | EMIS Coordinator                   |
|                | Food Service Manager               |
| Kathie Lucas   | District Communications            |

## **Board of Education**

|                   |                        |
|-------------------|------------------------|
| Timothy Rudd      | President              |
| Stephanie Smith   | Vice President         |
| Tyson Dillon      | Member                 |
| Chevella Griffith | Member                 |
| Bob Skidmore      | Member                 |
| Kyla McLaughlin   | Student Representative |
| Keaton Bowman     | Student Representative |

## **Grade Level Contact Information**

|   |                                    |
|---|------------------------------------|
| Valley View Elementary<br>Grades K-5    | p: 937-855-6571<br>f: 937-421-8944 |
| Valley View Middle School<br>Grades 6-8 | p: 937-696-2591<br>f: 937-696-1007 |
| Valley View High School<br>Grades 9-12  | p: 937-855-4116<br>f: 937-421-8951 |

## **Board of Education Office**

6027 Farmersville-Germantown Pk  
Germantown, Ohio 45327  
p: 937-855-6581  
f: 937-421-8956

For Individual Information and all staff email addresses, visit the Valley View Web Site – [www.valleyview.k12.oh.us](http://www.valleyview.k12.oh.us)

# High School Staff

|                      |                                      |
|----------------------|--------------------------------------|
| <b>Patrick McKee</b> | <b>Principal</b>                     |
| <b>Andy Berry</b>    | <b>Assistant Principal</b>           |
| <b>Michael Rasey</b> | <b>Athletic Director</b>             |
| <b>Patty Kidwell</b> | <b>Secretary, Attendance</b>         |
| <b>Debbie Landis</b> | <b>Secretary, Guidance/Athletics</b> |

|                     |                         |                      |                       |
|---------------------|-------------------------|----------------------|-----------------------|
| Ashlee Douglas      | 9/10 Counselor          | Danyel Bowman        | Math                  |
| Heather Keating     | 11/12 Counselor         | Tara Keating         | Math                  |
| Betsy Martin        | Agriculture Education   | Cindy Drabenstott    | Math                  |
| Marcey Hutchison    | Art                     | Matt King            | Math                  |
| Natalie Walker      | Art                     | Joseph Jacobs        | Music/Band            |
| Kyle Oldiges        | Business                | William Heistand     | Science               |
| Joel Phillips       | CBI                     | Matt O'Diam          | Science               |
| Joseph Barnett      | Choir/Band              | Alaina Sayre         | Science               |
| Kelli Daugherty     | English                 | Eddie Soliman        | Science               |
| Shannon Longman     | English                 | Chad Evans           | Social Studies        |
| Kent Boyle          | English                 | Michael O'Diam       | Social Studies        |
| Kevin Deskins       | English/Drama           | Scott Brown          | Social Studies        |
| Gwen Hilliard       | Family/Consumer Science | William Longman      | Social Studies        |
| Steve Dickson       | Health/Phys Ed          | Sara Penzinski       | Spanish               |
| Jon Tipton          | Intervention            | Nicole Ford          | Spanish               |
| Kim Greenup         | Intervention            | Robert Winkler       | STEM                  |
| Michele Hodson      | Intervention            |                      |                       |
| Beth Thomas         | Intervention            |                      |                       |
|                     |                         |                      |                       |
| Mike Tuck           | Custodian               | Terry Watkins        | Paraprofessional      |
| Maria Kincaid       | Custodian               | Holly Kurtz          | Paraprofessional      |
| Bill Cummins        | Custodian (Head)        | Brooke Sorrell       | Paraprofessional      |
| Brittany McReynolds | Nurse                   | Stephanie Hodge      | Paraprofessional      |
| Heather Myers       | Paraprofessional        | Officer Josh Nichols | SRO (German Township) |

# High School Student Leadership Positions

## Class Officers 2025-2026

### Seniors [Class of 2026]

|                |                 |
|----------------|-----------------|
| President      | Lauren Hypes    |
| Vice President | Ava Thompson    |
| Secretary      | Sam Berry       |
| Treasurer      | Hayden Sorrell  |
| Reporter       | Olivia Kozuszek |

### Juniors [Class of 2027]

|                |                 |
|----------------|-----------------|
| President      | Micah Schaeff   |
| Vice President | Lucy Shell      |
| Secretary      | Koltlynn Holler |
| Treasurer      | Cameron Pryor   |
| Reporter       | Austin Flynn    |

### Sophomores [Class of 2028]

|                |                |
|----------------|----------------|
| President      | Emmie Sears    |
| Vice President | Lily Bell      |
| Secretary      | Ella Campbell  |
| Treasurer      | Cooper Farris  |
| Reporter       | Emily Woodward |

### Freshmen [Class of 2029]

|                |                   |
|----------------|-------------------|
| President      | Leala Posey       |
| Vice President | Makenzie Collins  |
| Secretary      | Isabella Oblinger |
| Treasurer      | Hailey Denardo    |
| Reporter       | Kendall Wilson    |

## Student Council Members

### Seniors

Piper Blakley  
Keaton Bowman  
Rivers Lemke  
Kaylee Sargent  
Ashley Bailey

### Juniors

Aubree Bickel  
Allie Hannahan  
Audrey King  
Madison Schmidt  
Ashlyn Cail

### Sophomores

Allie Brunk  
Carleigh Henson  
Paisley Phillips  
Drew Scholler  
Olivia Hines

### Freshmen

Tristyn Peterson  
Trey Reed  
Emery Serres  
Logan West  
Kara Wilson

## FFA Officers 2025-2026

|           |                |
|-----------|----------------|
| President | Eli Gilbert    |
| Secretary | Lucy Shell     |
| Treasurer | Payton Blevins |
| Reporter  | Allie Brunk    |

|                     |                |
|---------------------|----------------|
| Vice President      | Piper Blakley  |
| Assistant Secretary | Allie Hannahan |
| Student Advisor     | Cameron Pryor  |

## NHS (National Honor Society) Officers 2025-02026

|           |                        |
|-----------|------------------------|
| President | Addy Abner             |
| Secretary | Makayla Stoutenborough |
| Treasurer | Cheyenne Adkins        |

|                |                |
|----------------|----------------|
| Vice President | Piper Blakley  |
| Reporter       | Hayden Sorrell |

# Valley View High School Bell Schedules

## DAILY SCHEDULE

|                 |                            |
|-----------------|----------------------------|
| 1st Period      | 7:28 AM - 8:20 AM          |
| 2nd Period      | 8:23 AM - 9:12 AM          |
| 3rd Period      | 9:15 AM - 10:04 AM         |
| 4th Period      | 10:07 AM - 10:56 AM        |
| <b>LUNCH</b>    | <b>10:59 AM - 11:29 AM</b> |
| <b>ADVISORY</b> | <b>11:32 AM - 12:04 AM</b> |
| 5th Period      | 12:07 PM - 12:56 PM        |
| 6th Period      | 12:59 PM - 1:48 PM         |
| 7th Period      | 1:51 PM - 2:40 PM          |

## TWO-HOUR DELAY SCHEDULE

|              |                            |
|--------------|----------------------------|
| 1st Period   | 9:28 AM - 10:07 AM         |
| 2nd Period   | 10:10 AM - 10:47 AM        |
| <b>LUNCH</b> | <b>10:50 AM - 11:20 AM</b> |
| 3rd Period   | 11:23 AM - 12:00 PM        |
| 4th Period   | 12:03 PM - 12:40 PM        |
| 5th Period   | 12:43 PM - 1:20 PM         |
| 6th Period   | 1:23 PM - 2:00 PM          |
| 7th Period   | 2:03 PM - 2:40 PM          |

# Attendance Policies and Procedures

Research consistently shows a strong correlation between high school attendance rates and post-high school success. Studies indicate that students with high attendance rates are more likely to perform well academically, graduate on time, and pursue higher education or successful careers after high school. Regular attendance in high school has been linked to increased academic achievement, improved social and emotional development, and higher graduation rates. By attending school consistently, students not only build a solid foundation of knowledge but also develop crucial skills such as time management, perseverance, and responsibility that are essential for success in college, the workforce, and beyond. Therefore, prioritizing attendance in high school sets students on a path towards a brighter and more promising future.

Ohio's compulsory school laws require students to attend school and establish legal penalties for both students and parents who violate these laws. Any questions concerning the authority or guidelines used for excusing student absences from school are outlined in the ORC 3321.04, ORC 2151.011, and Ch. 3301-51 of the Ohio Administrative Code, and HB 410.

## Attendance Procedure

Parents are asked to report their child's absence from school to Patty Kidwell at the High School via ParentSquare message or email as soon as they are aware of their child's absence. The school will attempt to contact the parent of each absent student who is not reported. Regardless of whether communication is made, students who miss all or part of the previous day must report to the attendance office with a signed parental note or doctor's certification upon their return, prior to the start of the school day. Failure to supply an acceptable note upon return to school results in an unexcused absence. Absences are either excused or unexcused. It is possible for a student to be unexcused even though a parent gives permission for the absence. Students arriving or leaving school for a doctor's appointment must bring a doctor's certification upon return to school, in order for the absence to be excused.

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

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

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

**\*Any student who leaves as of 2:08 or later, and returns with a medical excuse, will not have the missed minutes count towards their attendance hours.**

### **Excused Absence Defined**

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

- Personal illness (chronic absences due to illness may require a doctor's note)
- Quarantine of the home
- Serious illness or death in the immediate family

- Emergency circumstances, as granted by the principal
- Authorized religious holiday
- Approved school activities

### **Excused Absence Guidelines**

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

### **Unexcused Absence Defined**

The following are some examples of an unexcused absence:

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

### **Unexcused Absence Guidelines**

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

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

## **Habitual Absences/Tardy/Truancy Policy**

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

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

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

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

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

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

District Schedule to Notify Parents of Accumulated Student Absences:

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

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

(Adult students with habitual tardiness or absences may be withdrawn from school.)

**PLEASE NOTE:** A student’s driver’s license may be suspended by the State of Ohio upon notification of the Ohio Bureau of Motor Vehicles by the school district when a student accumulated 60+ hours (9 days) of unexcused absences in a month, or 90+ hours (13 days) in a school year. Additionally, students who drop out of school may also lose their driver's license ORC 3321.13 SEC. B2

The school also holds the right to pull work permits at any point. Failure to attend school regularly could lead to the loss of a work permit.

## Loss of Credit Policy

Students with excessive unexcused absences face possible loss of credit.

## Tardies

Any time a student arrives late to school, that time missed will count towards attendance hours. If a student is late between 1-29 minutes, this will be documented as tardy. Students who are 30 minutes or more late to school, will have this time documented as an absence. Students will report to the office to obtain a tardy pass before reporting to class.

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

## SPECIAL NOTE

**The Athlete/Participant must be in attendance at school on the day of practice or competition by no later than 30 minutes after the start of the regular school day in order to participate, unless he/she has either has a medical note or prior approval for an absence or tardy has been granted by a school administrator. The athlete must remain until the end of the school day unless he/she is excused by an administrator or is attending a school related activity. If the athlete is unable to attend classes due to an illness or injury, then he/she will not be allowed to practice or participate in a contest.**

## Pre-Excused Absences

Students are sometimes permitted to miss school for circumstances that would cause the student to miss multiple days. **These absences must have prior approval of the administration. Students are only permitted to use 5 pre-approved days per school year that will be excused.** The student should bring a parent note **to the attendance office** requesting the pre-approved absence **at least two days in advance** of the day s/he is leaving. The student will carry a form, given to the student by the attendance office upon receipt of the parent note, to teachers to receive missed assignments. These assignments are due the day the student returns to school.

The **administration will approve or not approve** these requests based on the student's academic standing, attendance record, and teachers' input. **It is the student's responsibility to know whether the absence was approved or not approved by an administrator prior to missing school.** (Refer to the "Guidance" section of this student handbook to read about college visits.) Note: An absence from school to participate in an athletic showcase is not considered a college visit; such absences must go through the preapproval process to be excused.

## CBI Additional Attendance Policies

Career Based Intervention (CBI) allows students to earn credit for working an approved job during the school day. Therefore, CBI students' work activities are part of their required school attendance.

**All Habitual Absences/Tardy/Truancy Policies from above also apply to CBI students. In addition, the following are attendance policies specific to CBI students:**

1. **CBI students must be employed.** CBI students who are not employed may be placed in AEP for some or all of the school day until they are employed. They must have employment verification sheets signed by five prospective employers each day they are unemployed. Students may be removed from CBI and placed back in traditional classes after the fifth school day they are unemployed.
2. **CBI students may not request a return to traditional classes after the first ten days of a school year.**
3. CBI students **may miss only 5 days per semester** without a doctor's note or pre-approved absence. Students who exceed that limit may lose credit. CBI students who lose credit due to excessive absences may appeal to a committee consisting of the CBI teacher, a Guidance Counselor, and an Administrator to request that credit be reinstated, but the committee is not obligated to do so.
4. **Employed CBI students must work an average of 15 hours per week with a job site and hours approved by the CBI coordinator.** Students who do not meet this guideline are considered unemployed. These CBI students, and any unemployed CBI students, may be required to remain at school until 10:00 a.m. They are expected to obtain a job verification sheet from the CBI instructor, to have it signed by three (3) prospective employers that same day, and to return it to the CBI instructor the next school day. Students without completed job verification sheets will receive a ½-day unexcused absence from school. Each day of unemployment beyond five will be considered an

unexcused absence from school. CBI students assigned AEP may be required to stay until 2:30 p.m., as determined by the administration, unless they are working at a CBI approved job that day.

## Academic Information

### College Credit Plus (CCP) Enrollment Option

Ohio's College Credit Plus (CCP) can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Valley View has entered into agreement with Sinclair College for the 2005-2026 academic year. Seventh through twelfth graders are eligible to participate in the CCP Enrollment Option program. Students must indicate intent to participate—and they, along with their parents, must attend an informational meeting held in the spring of the year. The intent to participate forms are due by April 1st for a student who intends to enroll in summer and/or fall courses or November 1st for a student who intends to enroll in spring courses. Any student who wants to withdraw from a CCP class, or the CCP program, must notify their school counselor immediately. Failure to report a withdrawal from class(es) may be viewed as truancy. Students taking CCP courses online will be required to report to school for at least four periods. Students will also be responsible for sharing their CCP grade upon request and can be denied the opportunity to arrive late or leave early if their grades are not passing. See your counselor for questions.

Students at Valley View High School also have the opportunity to earn an Associate's degree during their time in high school. This is completed using a mixture of CCP and AP courses.

Below is the list of all the Program Requirements to complete the Associate of Arts degree along with the course options typically offered at Valley View High School via AP or Sinclair CCP (offerings can change year to year). Please see your Sinclair Transition Advisor for a plan specific to your academic needs.

| Program Requirement                                   | Required College Credits | Sinclair Course                                      | Course Credits | Mode of Delivery   |
|---|--------------------------|--|----------------|--|
| Communication   | 3                        | COM 2206: Interpersonal Communications               | 3              | Sinclair CCP (online or at Sinclair)                                 |
|   |                          | COM 2211: Effective Public Speaking                  | 3              | Sinclair CCP (online or at Sinclair)                                 |
| English Composition                                   | 6                        | ENG 1101: English Composition I                      | 3              | Sinclair CCP (Valley View, online or at Sinclair)                    |
|   |                          | ENG 1201: English Composition II                     | 3              | Sinclair CCP (Valley View, online or at Sinclair)                    |
| Arts & Humanities Elective (2 subject areas required) | 9                        | ART 1110: Visual Literacy – Intro to Art & Art Media | 3              | Sinclair CCP (Valley View, online or at Sinclair)                    |
|   |                          | HIS 1101: US History I                               | 3              | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP U.S. History ** |
|   |                          | HIS 1102: US History II                              | 3              | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP U.S. History ** |
|   |                          | LIT 2201: British Literature I                       | 3              | Sinclair CCP (Valley View, online or at Sinclair)                    |

|  |                                 |  |                       |  |
|--|---------------------------------|--|-----------------------|--|
|  |                                 | LIT 2211: American Literature I  | 3                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | Arts & Humanities Elective*  | 3                     | Sinclair CCP (online or at Sinclair)   |
| Mathematics  | 3                               | MAT 1450: Intro Statistics   | 4                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | MAT 1470: College Algebra  | 3                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | MAT 1580: Precalculus  | 5                     | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP Precalculus**   |
|  |                                 | MAT 2270: Calculus & Analytic Geometry I   | 5                     | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP Calculus AB**   |
|  |                                 | Mathematics, Statistics & Logic Elective*  | 3-5                   | Sinclair CCP (online or at Sinclair)   |
| Multicultural Elective   | 3                               | Multicultural Elective*  | 3                     | Sinclair CCP (online or at Sinclair)   |
| Natural & Physical Sciences Elective                             | 6                               | BIO 1111/1117: General Biology I OR CHE 1211/1251: General Chemistry I OR Natural Sciences Elective*   | 3-5                   | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP Biology** (score 4-5) <b>OR</b> AP Environmental Science** <b>OR</b> AP Chemistry** |
|  |                                 | BIO 1211/1217: General Biology II OR CHE 1221/1261: General Chemistry II OR Natural Sciences Elective* | 3-5                   | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP Biology** (score = 5) <b>OR</b> AP Chemistry** (score = 5)                          |
| Social & Behavioral Sciences Elective (2 subject areas required) | 9                               | PLS 1120: American Federal Government  | 3                     | Sinclair CCP (online or at Sinclair)<br><b>OR</b> AP U.S. Government & Politics**  |
|  |                                 | PSY 1100: General Psychology   | 3                     | Sinclair CCP (online or at Sinclair)   |
|  |                                 | Social & Behavioral Sciences Elective*   | 3                     | Sinclair CCP (online or at Sinclair)   |
| Open Elective  | 21                              | ALH 1101: Intro to Healthcare Delivery   | 2                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | EDU 1100: Intro to Education   | 3                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | SPA 1101: Elementary Spanish I   | 4                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | SPA 1102: Elementary Spanish II  | 4                     | Sinclair CCP (Valley View, online or at Sinclair)  |
|  |                                 | Open Elective*   | varies                |  |
| <b>Program Requirement</b>                                       | <b>Required College Credits</b> | <b>Sinclair Course</b>   | <b>Course Credits</b> | <b>Mode of Delivery</b>  |

Minimum 15 credit hours through Sinclair (non-AP) required to earn degree; Must earn 60 combined (AP/CCP) hours to earn degree

\*Students should work with their Transition Advisor to ensure they meet the credit hour requirements and to choose the correct Arts & Humanities, Natural Sciences, Social & Behavioral Sciences, Multicultural, and Open Elective courses

\*\*Credit earned through AP dependent upon AP Test Score

## College/Career (Four E) Exploration Visits

College campus visitation can be a valuable experience in the selection of a college. Students are encouraged to arrange college visits during the summer, or on days when school is not in session. **Up to two**

**three days per year** may be granted to juniors and seniors for college/career visits and up to two days per year may be granted to sophomores. These visits will not be counted as absences. Students are required to have appointments with the university. **Pre-approval by the Principal or Guidance Counselor is required for excused college visits.** A written verification of the visit is required from college authorities. An absence from school to participate in an athletic showcase is not considered a college visit; such absences must go through the preapproval process to be excused.

## Commencement

In order to participate in Commencement, students must meet all graduation requirements set by the Valley View Board of Education:

- 1) Pay all outstanding financial obligations;
- 2) Complete all disciplinary obligations prior to Commencement practice;
- 3) Obtain a cap, gown, and tassel;
- 4) Attend graduation practice;
- 5) Obey all rules and policies in the Student/Parent handbook and Code of Conduct;
- 6) Wear appropriate attire for graduation;

**Students who violate any of these policies and rules may be withheld from participation in Commencement.**

All activities, speeches, and program content at Commencement are subject to approval of the Principal.

### **Correspondence Courses/College Courses/Summer Courses:**

Correspondence courses and summer school courses may be taken only to make up a credit for a failed Valley View High School course, or to supplement the curriculum. Anything beyond one of these two reasons must receive prior approval by school administration. The only exception to this policy is that students are able to take college courses in place of required Valley View courses, provided the courses have prior approval, that they meet the content and appropriate number of quarter or semester hours to receive high school credit. College Credit Plus policies are described in a separate section of this document.

### **Early Graduation:**

Students who wish to graduate early must inform the counseling department in a timely manner: before November 1 for mid-year graduates; before January 1 for end of year graduates. These students must be approved by the Board of Education. Seniors who chose this path will no longer be full time students and therefore will not be permitted to continue with school functions including prom and commencement. Juniors who choose this path will not be eligible for senior honors such as Valedictorian/Latin Honors and scholarships.

### **Credit Flexibility:**

The District has adopted a Credit Flexibility Plan. This learning plan offers students a variety of learning opportunities for students with a focus on performance, acknowledges students' different learning styles, paces, and interests, and enables students to demonstrate creativity, explore academic and career interests, and practice critical thinking. Students may earn credit by: completing coursework; testing out of or demonstrating mastery of course content; and/or pursue one or more educational options in accordance with the District's Credit Flexibility Plan. Students can check with their Counselors to receive more information.

**Grade Point Average:** Each student's GPA will be calculated at the end of each term and will include all courses that have a letter grade with a value of at least 0.5 credits. Correspondence classes, summer classes, pass/fail and Physical Education will not be included in the GPA. The

final GPA will be based on 8 semesters. Class rank will be calculated at the end of each term and will be based on a student's overall GPA.

## Grade Scale

| Grade | Numeric  | Regular | Honors | AP/CC+ |
|-------|----------|---------|--------|--------|
| A     | 100-93   | 4.000   | 4.500  | 5.000  |
| A-    | 92-90    | 3.667   | 4.167  | 4.667  |
| B+    | 89-87    | 3.333   | 3.833  | 4.333  |
| B     | 86-83    | 3.000   | 3.500  | 4.000  |
| B-    | 82-80    | 2.667   | 3.167  | 3.667  |
| C+    | 79-77    | 2.333   | -----  | 3.333  |
| C     | 76-73    | 2.000   | -----  | 3.000  |
| C-    | 72-70    | 1.667   | -----  | 2.667  |
| D+    | 69-67    | 1.333   | -----  | -----  |
| D     | 66-63    | 1.000   | -----  | -----  |
| D-    | 62-60    | .667    | -----  | -----  |
| F     | 59 below | 0.000   | -----  | -----  |

## Valley View High School Graduation Requirements

Students must earn **twenty-two (22)** credits as follows:

| Subject   | Credit     |
|---|------------|
| English   | 4 credits  |
| Mathematics<br>(up to Algebra II)   | 4 credits  |
| Science (Physical Science, Life Science, Advance Science)                               | 3 credits  |
| Social Studies (World History, American History, Government)                            | 3 credits  |
| Fine Arts (Art, Drama, Mass Media, Music)   | 1 credit   |
| Health  | .5 credit  |
| Physical Education (2 semesters - each semester = .25 credits)                          | .5 credits |
| Elective courses<br>(Starting with the class of 2026, .5 credits of Financial Literacy) | 6 credits  |

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>22 credits</b> |
|--------------|-------------------|

Students will earn credit for every semester that they have an overall passing score for the semester. Every semester will earn a student .5 credits of that course (except Physical Education which as stated above only earns .25 every semester with a passing grade). If a student does not pass a semester, they will be required to retake that semester to earn the appropriate credits. If a student does not pass either semester, they will be required to retake both semesters of that course.

In addition to attaining 22 credits (see above), students must earn a competency score of 684 in:

- Algebra I
- English 10

If a student does not earn a competency score on the Algebra I and English 10 exam, they can opt for one of the following:

Demonstrate two career focused activities:

#### **Foundational**

- Proficient scores on WebXams
- 12 point industry credential
- A pre-apprenticeship or acceptance into an approved apprenticeship program

#### **Supporting**

- Work-Based learning
- Earn the required score on WorkKeys
- Earn the OhioMeansJob Readiness Seal

1. Enlist in the Military. Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
2. Complete College Coursework. Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Once a student meets the credit and competency requirements, they must attain two diploma seals. At Least one of the two needs to be an Ohio defined Seal. These Seals are listed below.

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

Locally defined seals can be seen here:

[Summary of Valley View Local Seals](#)

## Spartan Digital Academy

The Spartan Digital Academy is a full-time program for students in grades 6-12. A digital academy offers a flexible and personalized learning environment that can accommodate students facing challenges such as health issues, scheduling conflicts, social anxieties, or unique learning styles. For students who require a non-traditional approach to education, a digital academy provides the opportunity to learn at their own pace, access a wide range of courses and resources online, and receive individualized support from educators. Students could be in the Spartan Digital Academy for anywhere from a semester, a year, or

further. However, a student cannot go back and forth between traditional school and Spartan Digital Academy in the middle of a semester.

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

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

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

Here is a link to the full Spartan Digital Academy Handbook

 [Spartan Digital Academy Handbook](#)

## Requirements for Valley View Students Who Attend the Miami Valley Career Technology Center (MVCTC)

Students must earn 22 credits as follows: English (4 credits); Social Studies (3 credits); Math (4 credits); Science (3 credits); Health (.5 credit); Physical Education (.5 credit). Students must complete specific course requirements as established by the MVCTC for specific programs and they must earn other electives to total at least 22 credits. All students must meet the State of Ohio End of Course Exam (OST assessment) requirements.

Students accepted into the MVCTC will have to complete and submit an acceptance form. This form will require students who accept their invite to attend MVCTC for the duration of the program. Programs are limited to a certain number of students and we do not want students taking away opportunities for others who are wanting to get into the CTC. As well, since CTC offers many different courses that VV does not offer, it can be difficult for students to make their schedule work in order to meet graduation requirements.

## Guidance Department

If you have any questions about graduation credits, college or career planning, scheduling classes, College Credit Plus, grade cards, scholarships, GED, summer school, or any personal concerns, you are invited to see your Guidance Counselor.

## Exams

Exams may be given at the end of each semester and may count as 20% of the semester average or as a grade for that semester. The school administration may offer waivers to students as incentives for good academic performance. See the exemption table below:

| <b>Student Exam Exemptions (Only apply to courses taught on VV campus and not AP/CCP courses)</b>   |   |   |   |
|---|---|---|---|
| <b>Exam Exemptions</b>  | <b>1 exam exemption</b>   | <b>2 exam exemption</b>   | <b>3 exam exemption</b>   |
| <b>If you are enrolled in 6 or more courses at Valley View High School you may be eligible to exempt no more than 3 exams</b>   | <ul style="list-style-type: none"> <li>◆ No unexcused absences</li> <li>◆ No more than 5 excused absences (Tardies to school/early dismissals worth .5)</li> <li>◆ Grade of 80% in the course</li> <li>◆ No AEP/OSS Discipline</li> </ul> | <ul style="list-style-type: none"> <li>◆ No unexcused absences</li> <li>◆ No more than 3 excused absences (Tardies to school/early dismissals worth .5)</li> <li>◆ Grade of 85% in the course</li> <li>◆ No AEP/OSS Discipline</li> </ul> | <ul style="list-style-type: none"> <li>◆ No unexcused absences</li> <li>◆ No more than 2 excused absences (Tardies to school/early dismissals worth .5)</li> <li>◆ Grade of 90% in the course</li> <li>◆ No AEP/OSS Discipline</li> </ul> |
| <b>If you are enrolled in 5 courses at Valley View High School you may be eligible to exempt no more than 2 exams</b>   | <ul style="list-style-type: none"> <li>◆ No unexcused absences</li> <li>◆ No more than 5 excused absences (Tardies to school/early dismissals worth .5)</li> <li>◆ Grade of 85% in the course</li> <li>◆ No AEP/OSS Discipline</li> </ul> | <ul style="list-style-type: none"> <li>◆ No unexcused absences</li> <li>◆ No more than 3 excused absences (Tardies to school/early dismissals worth .5)</li> <li>◆ Grade of 90% in the course</li> <li>◆ No AEP/OSS Discipline</li> </ul> |   |
| <b>If you are enrolled in 4 or fewer courses at Valley View High School you may be eligible to exempt no more than 1 exam</b>   | <ul style="list-style-type: none"> <li>◆ No unexcused absences</li> <li>◆ No more than 5 excused absences (Tardies to school/early dismissals worth .5)</li> <li>◆ Grade of 90% in the course</li> <li>◆ No AEP/OSS Discipline</li> </ul> |   |   |
| <p>If you are taking a state tested course and you score Proficient (700) or higher on the state test, you automatically earn an exam exemption in that subject. (If we have scores back in time.)</p> <p>*This stipulation is separate from the above requirements.*</p>   |   |   |   |
| <p>*Students who are enrolled in Valley View courses after the fifth week of a semester will be ineligible to waive any exams.</p> <p>*Administration has the ability to excuse certain dates or events that count towards the excused absence guidelines listed above.</p> |   |   |   |

## Fees

Outstanding fees are found on all Interim Reports and Report Cards. Parents who wish to may contact the office to set up a payment plan. Seniors must have all fees paid prior to participating in commencement. (See fee list in this handbook.) Some extracurricular activities may be withheld from students with overdue fees.

## Honors Classes

Valley View students may be exposed to more challenging academic work by enrolling in honors and advanced placement courses. Credit will be assigned as per board policy. All honors classes will be weighted.

## Honors Diploma

In order to qualify for an Honors Diploma, students must meet the following criteria: Successful completion of all local district requirements; complete college preparatory curriculum; complete all but one of the criteria for Honors Diploma (see Guidance Counselors for those criteria).

## Honor Roll/High Honor Roll

To be eligible for the Honor Roll a student must have a GPA of 3.25 for the first quarter, and have a “C” or better in all courses used to calculate the Honor Roll. Students with a GPA of 3.6 or higher will be on the High Honor Roll.

## Junior High Students taking High School Credit Courses

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

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

## Make-Up Work

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

## Parents Right to Know (Ohio House Bill 8)

Per Ohio House Bill 8, parents and guardians have the right to be informed about curriculum and instructional materials that include content related to sexuality. Parents may review any textbooks, reading materials, lesson plans, or instructional content used in their child's classroom upon request. Please contact the curriculum director, Nichole Thomas, for such a request.

## PE Waiver

Students at Valley View High School may be excused from the high school physical education requirement if they successfully complete two full seasons of interscholastic athletics, cheerleading, or Marching Band.

## ProgressBook

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

## Report Cards

At the end of each quarter an electronic copy of the report card will be sent via ParentSquare. A printed report may be requested by a student or parent. If a student feels that his/her report card contains an

incorrect grade, or if he/she has not received a grade for a course, the student’s Guidance Counselor should be contacted.

## Schedule Changes

Students returning to Valley View will have the opportunity the prior school year to make any adjustments to their schedule. Schedule changes requested during the school year by these students will be for certain circumstances only approved by administration. Students new to the district will have up to 5 days to make schedule changes at the beginning of the first semester. Students will be provided a window of time to make any necessary schedule changes previous to the start of their semester courses. After the five-day grace period, schedule changes may only be initiated by teachers, counselors, or an administrator. Courses dropped after the permitted time period may result in a failing grade (unless drop requested by the teacher). Refer to the AP guidelines for dropping AP and CCP courses. No teacher change or period changes will be considered unless deemed necessary by administration.

## Senior Recognition

| CUM LAUDE HONORS |            |
|------------------|------------|
| Cum Laude        | 3.8 - 4.09 |
| Magna Cum Laude  | 4.1 - 4.39 |
| Summa Cum Laude  | 4.4+       |

- Cum Laude honors will be identified after the 8th semester (end of Senior year.)
- Students must attend Valley View High School for their 5th through 8th semesters to earn these honors.
- Students will wear a stole with their graduation gown to be identified in each category

## Transition

### Classes of 2024, 2025, 2026, and 2027

Will recognize both Valedictorian/Salutatorian and Cum Laude

### Class of 2028 and beyond

All honors will be on the Cum Laude System

## Textbooks

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

| Issued | Collected | Minimum Charge   |
|--------|-----------|------------------|
| New    | Poor      | 60% of book cost |
| New    | Fair      | 40% of book cost |
| Good   | Poor      | 40% of book cost |
| Fair   | Poor      | 20% of book cost |

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

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

Specific charges for other damage to textbooks include:

Marking on pages: 25 cents per page

Severely marked pages: \$1.00 per page

Damaged binding and/or cover: \$10.00

## Student Code of Conduct

### **STUDENT CONDUCT**

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

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

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

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

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

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

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

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

A violation of any section or rule of this Code of Conduct and/or Student Parent Handbook may result in disciplinary action including, but not limited to, detention, loss of bus privileges, loss of driving privileges,

loss of privileges, detention, lunch-detention, assignment to in-school study groups, extended school, alternative educational placement (AEP), ~~satellite court~~, suspension, emergency removal, expulsion, or permanent exclusion. The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail, email, hand delivery, or phone to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals. Use of Progress Book, email, and phone calls to contact school personnel are encouraged.

## Discipline of Students with Disabilities

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

### Scope of Jurisdiction

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

1. Misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property.
2. Misconduct by a student that, regardless of when or where it occurs, is directed at a District official, employee, outsourced personnel, or the property of a District official, employee, or outsourced personnel. This includes all parallels at the MVCTC as well.
3. The Miami Valley Career Center (MVCTC) is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based UPON THE STUDENT CODE OF CONDUCT OF EITHER Valley View High School and/or the Miami Valley Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

## Discipline Types

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

1. **Conflict management** In order to maintain a safe and effective learning environment, students are encouraged to resolve conflicts peacefully. Counselors and administrators are available for students who are willing to discuss problems.
2. **Restorative Practices** This may be used in order to restore anything that could have been damaged during a student disciplinary action.
3. **Lunch Detention** This may be used as an option in lieu of detention. This may be assigned by a teacher or an administrator. The student will have their lunch but in a supervised classroom. This may be assigned by a teacher or administrator.
4. **Detention** This requires a student to spend up to 60 minutes after school in a supervised room. A detention may be assigned by a teacher or an administrator. It is the responsibility of the student to secure transportation. Students will be able to reschedule one after school detention per semester.
5. **Extended School** This is an alternative to suspension. Extended School is considered a privilege which the student may be offered. Students must provide their own transportation home from Extended School. This would be assigned on a designated day in a supervised room for up to 90

minutes. There are specific written Extended School rules that students must agree to abide. This may be assigned by an administrator. Students will be able to reschedule one extended school per semester.

6. **Denial of School Privileges** Taking a student's privilege to attend after school events. This includes events such as sporting events, dances, walking at graduation, etc. If assigned, this can be lifted at any point when the administration has determined improvements have been made to the reasoning the discipline was handed out.
7. **Emergency Removal** Taking a student away from a classroom, other school event, function, or activity for a class period up to one day. An emergency removal can be exercised by a teacher, administrator, or both.
8. **Alternative Educational Placement (AEP)** This is an alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments during the school day. Students are responsible for all work that is assigned and completed in their classes. This may be assigned by an administrator.
9. **Suspension** This is denying a student the privilege of attending school (academic suspension), or any other school function, event, or activity, including transportation for a period of not more than ten consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the code of conduct. During a suspension a student may not be on any school property without permission from the Principal, Assistant Principal, or Superintendent. At the Principal's discretion, a suspended student may be allowed to make up standardized tests and class exams, and may makeup work and earn up to 100% credit for missed work during the first suspension, up to 80% credit for the missed work on a second suspension, and 60% for third and subsequent suspensions. This may be assigned by an administrator.
10. **Expulsion** This is denying a student the privilege of attending school or any school activities, school transportation, or events, for a period of more than 10 days up to one calendar year. The Superintendent issues all expulsions. During an expulsion a student may not be on school property without the permission of the Superintendent. Credit will not be issued for any courses taken during this time, including CC+ courses. Expulsion hearings will continue even if a student withdraws from school. This may be recommended by an administrator for Superintendent action.
11. **Permanent Exclusion** Permanently denying a student the privilege of ever attending school or any school activities, of being on school property any time without the permission of the Board of Education. This would be determined by the Superintendent.

## Student Consequences for Unexcused Absences

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

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

Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.

6. **Any subsequent offenses: If the student has not made satisfactory progress per the AIP, a court complaint may be filed. Having subsequent offenses would be a strong indicator that satisfactory progress has not been made and court involvement becomes likely.** The student may receive three days of three Extended Schools, possible referral to the school's attendance officer; and possible loss of school driving privileges (length of time determined by administration); and other sanctions/measures as determined by the AIP.

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

## Student Consequences for Tardies (per quarter)

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

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

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

1. **First offense & second offense:** Extended School(s).
2. **Subsequent offenses:** AEP Day(s) up to ten day suspension.

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

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

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

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

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

1. The student will be given written or oral notification of the detention.
2. The student will be given a specific reason why the detention is being assigned.

3. The student will be given at least one day to make any necessary arrangements for transportation (transportation is not provided by the school for any students in detention).
4. The student will be told the specific time and place of the detention.
5. Students who are un-excused from detention may be assigned two or more detentions, or assigned Extended School.

## Reasons for Denial of School Privileges

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

### Procedure of Assignment to Denial of School Privileges

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

## Reasons for Emergency Removals

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

### Procedure for Emergency Removal

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

## Reasons for Extended School

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

### Procedures for Extended School (ES)

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

## Reasons for Alternative Education Placement (AEP)

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

### **Procedures for Alternative Education Placement (AEP)**

1. The student will receive written notification of being assigned AEP.
2. The student will sign the AEP contract indicating that he/she will abide by the rules written on that contract.
3. In all cases, parents will be notified unless the student is an emancipated adult.
4. A disciplinary report will be completed and filed.
5. Students who violate AEP rules may be suspended.

## Reasons for Suspension

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

### **Procedure for Suspension**

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

## Due Process & Appeals Process

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

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

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

## Reasons for Expulsion

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

### Procedure for Expulsion

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

## Reasons for Permanent Exclusion

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

### Procedures for Permanent Exclusion

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

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

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

## Reasons for Mediation

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

### **Procedure for Mediation**

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

## Codes Used for Student Conduct

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

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

Valley View High School uses an honor code to encourage honesty in all aspects of school, including but not limited to academic honesty. The purpose of this policy is to promote academic integrity and establish clear guidelines regarding academic misconduct, including the use of AI in academic work. Academic misconduct includes, but is not limited to, the following behaviors:

- Copying or stealing work from another individual, having another individual do your work, or allowing another student to view your work.
- Unauthorized storage, use of notes, formulas, etc. on calculator and text-messaging using cell phones or through any other means of communication.
- Communicating to students in other classes questions or answers to tests/quizzes administered earlier in the day
- Possession of teacher tests, computer files, answer documents that are not authorized by the teacher.
- Plagiarism: Presenting someone else's work, ideas, or intellectual property as one's own without proper attribution.
- Fabrication: Falsifying information or data in academic assignments or assessments.
- Facilitating Academic Dishonesty: Helping or attempting to help another student engage in any form of academic misconduct.
- Unauthorized Use of AI Tools: Utilizing AI technologies to complete assignments or assessments without permission from the instructor.
- Forgery, which includes unauthorized access into computers, computer sites, or information on databases, falsification in writing, or verbally on school forms, or correspondence directed to the school. This also includes falsification in writing/submitting false documents.

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

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

# AI Policy for High School

## **Purpose:**

The purpose of this policy is to establish guidelines for the responsible use of artificial intelligence (AI) technologies within the school community, ensuring that they enhance educational experiences while maintaining ethical standards and student privacy.

## **1. Acceptable Use:**

- At times, teachers may allow students to use AI technology to support their learning. This can only be done with permission given by the teacher first. Even when using AI, students must still follow the Academic Misconduct policy in regards to AI technology.
- When given permission to use AI technology, students must use school approved platforms to ensure the safety of our students and their data.

## **2. Privacy and Data Protection:**

- All AI applications must comply with local, state, and federal privacy laws, including the Family Educational Rights and Privacy Act (FERPA).
- Personal student data must not be shared with third-party AI services without explicit consent.

## **3. Academic Integrity:**

- Students must adhere to the school's academic integrity policy when using AI tools. Any form of plagiarism or unauthorized assistance through AI is prohibited.
- Teachers are encouraged to develop assignments that promote original thought and creativity, minimizing the risk of AI misuse.

## **4. Monitoring and Evaluation:**

- The use of AI tools will be regularly monitored to ensure compliance with this policy and to assess their impact on student learning.
- Feedback from students and staff will be collected to inform future updates to AI technologies and practices.

## **5. Support and Resources:**

- Training sessions will be provided for students and staff on effective and ethical AI usage.
- Resources will be made available to assist educators in integrating AI into their teaching methodologies.

## **6. Policy Violations:**

- Any violations of this policy will be addressed according to the school's disciplinary procedures for academic misconduct.
- Consequences may include loss of access to AI tools, academic penalties, or further disciplinary action, depending on the severity of the violation.

## **7. Review and Revision:**

- This policy will be reviewed annually to ensure its relevance and effectiveness, with input from stakeholders including students, parents, teachers, and administrators.

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

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

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

### **C. Dress Code**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and/or that it does not endanger them or others safety, health, or physical well being. School administration will determine when student dress and appearance is disruptive to the educational environment, or is offensive, unsafe, or is not appropriate at Valley View High School. Please keep in mind that there are students of all ages in our building now so modesty in our apparel is required.

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

2) **Shirts** which expose the midriff at any time are not acceptable. Sleeveless shirts must be hemmed and must fit snugly around the arm. Muscle shirts and spaghetti strap shirts are not appropriate unless they have at least a minimum one inch strap. Low cut shirts with inappropriate exposures (cleavage) are also unacceptable.

3) **Lower garments** must be worn in a fashion that undergarments cannot be seen. Holes in jeans/clothes, tears, or length of clothes must not be inappropriate or disruptive as determined by the administration.

4) **Other related items (objectionable):** Hats, headgear, hoods (may not be worn up on head), masks, skate shoes, blankets, bandanas, costumes or parts of costumes, gloves, mittens, sunglasses, studded or spiked jewelry, are to be kept in student's locker and are not to be worn or carried during the day.

5) The administration reserves the right to determine when body piercing or other apparel/items are disruptive to the educational process or poses a health or safety risk.

6) The administration reserves the right to determine when make-up, hair coloring, and hair styles are disruptive to the educational process.

7) School issued clothing, when approved by administration, may be worn during the school day.

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

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

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

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

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

7. Substances specific to altering drug test results (stored urine, synthetic urine, urine look-alikes, substances meant to alter urine).
8. Any products including THC or other altering substances

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

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

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

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

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

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

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

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

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

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

## **F. Gangs**

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

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

## **G. Gambling**

Students may not gamble on school activities or school events.

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

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

The Valley View School District and Board of Education understands the seriousness of category H and has adopted a policy that clearly describes their position, please see board policy 5517.01. Therefore we are committed to eliminating and preventing harassment/sexual harassment/bullying/cyberbullying. The Board of Education does not tolerate harassment, intimidation or bullying of any student, or staff member, on school property or at a school sponsored event, and regardless of whether the event occurs on or off school property (including on school buses and other school related vehicles). These types of behaviors that occur off school grounds and not at a school sponsored event, but carry over to intolerable behaviors at school, may be addressed. Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying and cyberbullying will not be tolerated by students, staff, or administration. **Students are strongly encouraged to REPORT these types of behaviors to school personnel.**

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

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

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

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

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

## **I. Insubordination**

Students are expected to obey reasonable requests of school personnel. Insubordination also includes, but is not limited to, any violation of accepted standards of behavior in which any reasonable person would be expected to observe. Any other action judged by school officials to involve misconduct and not specifically mentioned in other sections of the Code of Conduct may be dealt with as insubordination. This also

includes: disruption, disrespect, dishonesty, false reporting, impeding an administrative investigation, being untruthful to school officials, or withholding information that may put staff/students well-being at risk. **If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately. Failure to do so may be considered insubordination.**

#### **Student Conduct on school transportation**

School transportation is a privilege, not a right. Therefore, students who disrupt school bus operations or create unsafe conditions may be removed from the bus but still required to report to school. Also, students must obey bus driver requests or directions while on school transportation.

**Consequences:** Detention day(s) ranging up to 10-day suspension with recommendation for expulsion, denial from school transportation privileges, and/or possible court referral.

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

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

**Consequence:** Extended School up to 10-day suspension with recommendation for expulsion. Victims or a victim's parent may contact law enforcement personnel and civil action may be taken.

#### **K. Language, Inappropriate or Profane**

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

**Consequence:** Detention day(s) ranging up to 10-day suspension with recommendation for expulsion, and/or possible court referral.

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

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

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

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

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

**Consequences:** Formal charges may be filed with ~~Miamisburg Juvenile Satellite Court~~ or Montgomery County Juvenile Court under ORC 2151.87, for students under the age of 18. (Discipline may be reduced in some cases)

if parents attend an approved tobacco education class with the student.) First offense: AEP up to a 3-day suspension; subsequent offenses – up to a 10 day suspension.

#### **N. Technology Violation**

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

Violations of the VVLS District Technology and Use Policy are also considered technology violations.

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

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

#### **O. Theft**

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

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

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

#### **P. Truancy**

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

1) The absence from school is deemed unexcused. 2) The student leaves school property without permission. 3) The student leaves the school building without permission. 4) A student has arrived on school grounds, and then leaves school without approval by school personnel. 5) Cuts Class  
See ATTENDANCE PROCEDURES earlier in this document. “Habitual Absences/Tardy/Truancy Policy” applies to this section.

**Consequences:** same as listed for unexcused absences in section “Habitual Absences/Tardy/Truancy Policy.” A student’s excessive or habitual absence, tardiness, or truancy to school, will result in a requirement for their parent(s) to attend an Attendance Intervention Meeting in accordance with ORC 3313.663, ORC 2151.011(B)(17), and HB 410.

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

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

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

#### **R. Weapons**

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

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

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

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

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

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

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

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

# High School Student Organizations

A complete listing and description of activities, clubs, and organizations is located in the next section of this handbook. We encourage students to participate in any and all activities of their choice. It is possible that individual clubs may charge a fee. Extra-curricular activities are a privilege and participants are reminded that the Student Code of Conduct will be in effect during all activities. Student participants in non-athletic organizations must abide by the same standards and guidelines as described by the Athletic Code of Conduct, and student participants may be disciplined in the means applied to student athletes, up to and including permanent removal from the extra-curricular organization. Academic eligibility standards will not apply to non-athletic extracurricular activities. Activity availability is conditional upon sufficient funds to support that activity.

## Academic Team (Extracurricular)

Membership is open to all students interested in the SWBL Academic Team matches with area schools. Students participate in academic challenges against teams from other area high schools.

## Band (Symphonic: Co-curricular)

Symphonic Band is a year-long class that meets daily. Due to the performance nature of this class, there are several required evening performances throughout the school year. Attendance at all performances is mandatory, and is a major component of students' grades. Please see the Symphonic Band Handbook for the attendance policy and calendar.

## Band (Marching and Pep: Extracurricular)

Marching band performs at all football games and competes in local competitions. Pep Band performs at all home basketball games, providing upbeat music for the crowd's enjoyment (all band members are required to perform with the pep band for a specified number of games as determined by the director).

## Business Professionals of America (BPA) (Co-curricular)

This is a student organization that focuses on developing leadership, communication, and business skills. It provides students with opportunities to explore careers in business and related fields through competitive events, leadership development, networking, service, and industry certification opportunities.

## Chamber Choir (Co-Curricular)

Chamber Choir is a year-long class that meets daily, and performs music from every genre throughout music history. Due to the performance nature of this class, there are several required evening performances through the school year. Attendance at all performances is mandatory, and is a major component of students' grades. Please see the Chamber Choir Handbook for the attendance policy and calendar.

## Class Officers (Extracurricular)

Each class will have representation in the form of class officers. The positions to be represented are President, Vice President, Secretary, Treasurer, and Reporter. These are elected positions voted on by the student body and held for one year. They periodically meet with the Class advisor to develop and run activities such as Class fundraisers, dances, and homecoming floats.

## Color Guard (Extracurricular)

This performing group acts as an auxiliary unit for the marching band in the fall and performs at all varsity football games as well as several adjudicated events. Students must audition for this organization and are not related to any course.

## Drama Club (Extracurricular)

Students interested in drama may join the musical, which is performed in February of each year. Members may attend productions at area schools and theaters together, have meetings concerning the activities of the drama club, and participate in other drama-related activities sponsored by the club throughout the year.

## Family, Career, and Community Leaders of America (FCCLA) (Extracurricular)

FCCLA is open to any student who has completed or is currently enrolled in any Family and Consumer Science Course at Valley View. Students meet monthly to organize and participate in service activities. Our goal is to gain networking connections, practice leadership skills and to share a positive experience with our peers and community members.

## Future Farmers of America (FFA) (Co-curricular)

This organization is for students interested in agriculture and enrolled in any Agricultural Education course at VVHS. All students in Agricultural Education courses have an active FFA membership for that school year. FFA teaches leadership, citizenship, and cooperation. Students become involved in many community activities.

## Interscholastic Athletics (Extracurricular)

Athletics are an integral part of the total educational program at Valley View High School. The following sports may be offered:

### **Fall**

Cheerleading  
Cross Country  
Football  
Golf  
Volleyball  
Girls Tennis  
Soccer

### **Winter**

Basketball  
Bowling  
Cheerleading  
Swimming  
Wrestling

### **Spring**

Baseball  
Boys Tennis  
Softball  
Track and Field

## Interact (Extracurricular)

This group is a service organization open to all students.

## National Art Honor Society: NAHS (Extracurricular)

The Valley View NAHS club was founded in 2013 to provide enrichment for interested and talented art students attending VVHS. Our club program provides avenues for recognition of artistic talents and opportunities for leadership roles for visual art students, while spotlighting the success and community work of our school's art program. Interested art students can join in September, as long as they meet the requirements of scholarship and leadership. The club meets monthly to discuss the events and activities that occur during the school year. Service is another important aspect of our club, and we participate in both school and community service projects using the visual arts as our platform.

## National Honor Society: NHS (Extracurricular)

NHS involves four areas of student life: scholarship, leadership, service, and character. Membership involves an application process and is based on GPA, volunteer service hours, school activities and the students leadership and character qualities displayed during their high school career. GPA and service hours begin to accumulate the first day of freshman year. An induction ceremony takes place in the fall of each year. Students may become eligible to apply for membership the first quarter of their junior or senior year.

### **National Honor Society Bylaws**

This is a brief summary of the by-laws of Valley View's chapter of the National Honor Society. A complete copy of these by-laws is available from the faculty advisor. The name of the Valley View chapter of the National Honor Society is Vir Doctissimus. Students must meet the following eligibility criteria to be considered for membership: Junior or Senior class standing and enrolled as a full time student for at least one semester. In addition, students must qualify for induction based on their record of Scholarship, Service, Leadership, and Character.

**Scholarship** – A candidate must have a minimum high school cumulative grade point average of 3.5. Failure in a pass/fail course shall be treated as an F in the cumulative point average; a passing grade will not affect the cumulative average.

**Service** – A candidate for NHS shall have a minimum of 30 hours of volunteer service. Hours must be documented on forms provided by the NHS advisor. Service hours may be accumulated from the beginning of the 9<sup>th</sup> grade school year to time of application. Students who are scholastically eligible for NHS and have completed a minimum of 30 hours of volunteer service must complete a school and community service packet. A total of 60 service hours from the beginning of the 9<sup>th</sup> grade are needed to achieve full points for this area. These standards are subject to yearly review and revision by a faculty committee and the Principal. An induction ceremony will occur in the fall of each year for new members. Members of the NHS are expected to obey all school rules and regulations, and to exhibit high standards of character, leadership, and integrity; perform service projects as determined by the membership and faculty advisor; maintain a minimum cumulative grade point average of 3.5; and attend all scheduled meetings of the school's chapter. Members of the NHS will elect a President, Vice President, Secretary, Treasurer, and Reporter for one year terms. NHS members will be liable for limited probation, probation, or dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. These include/are not exclusive to: suspension from school, reported cheating from a faculty member, suspension from extracurricular activities, meeting attendance, service project work, attendance and all rules and regulations contained in the VVHS student handbook. A student subject to disciplinary procedures may have an opportunity to present information regarding the circumstances being reviewed to the faculty

committee, at the faculty committee's discretion. Activities outside of school may be considered such as alcohol or drug possession and/or use or any activity generally considered illegal or of low moral character. The faculty council shall carry out probation proceedings. Students who may be dismissed from NHS will receive written notification from the faculty committee. Decisions of the faculty committee may be appealed through whatever rules govern disciplinary appeals in the school district.

## Project Charlie (Extracurricular)

Project Charlie is a part of Valley View's drug abuse prevention program. High School students who are trained in workshops go to Intermediate classes on a weekly basis in the second semester to teach lessons and conduct activities focusing on building self-esteem, improving relationships, and developing decision-making skills.

## Student Council (Extracurricular)

The Valley View Student Council is a student governing body of 20 members (5 per class, grades 9-12). The most important function of this organization is to work with administrators to protect student rights and to promote student responsibilities. It also sponsors some school activities, such as Homecoming, and Miss Basketball, and schedules some assembly programs.

## Student Trainers (Extracurricular)

This group of students supports the needs of student-athletes. Their activities are overseen by the Athletic Dept. in conjunction with a certified adult athletic trainer. Students must request admittance into this program through the Athletic Dept. Students may gain extensive knowledge of sports medicine.

## Tri-M Honor Society

The purpose of the Tri-M is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students at Valley View High School. This is an honor society of students that would be similar to our National Honor Society and our National Art Honor Society. Within the Tri-M Honor society, high school students grades 9-12 will be required to carry a 3.0 GPA as well as an A in any music related classes. Those who wish to hold an officer position would be required to achieve a 3.5 GPA and demonstrate strong leadership skills. They will be required to serve 20 hours to their community each year. Any Valley View High School student involved in symphonic band, marching band, choir, or music technology would be welcome and encouraged to join.

## Miscellaneous

### Emergency Closing and Delays

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

Information will also run on Dayton channel 7, WHIO, as well as the Valley View Local Schools Website/District media outlets. Please make sure that we have the correct parent/guardian telephone

number on FinalForms. Parents and students are responsible for knowing about emergency closings and delays.

## Accidents

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

## Adult Student Policy

**When a student becomes 18 years of age** he/she is legally considered an adult. An 18 year old student is no longer legally required to attend school. Education becomes a privilege rather than a legal necessity. For this reason, adult students must deal with different decisions than students who are considered minors under the law. Adult students must agree to abide by all school rules and policies as set forth by the Valley View Board of Education and its administration. Those who do not abide by rules jeopardize their privilege to attend school. The school reserves the right to issue more severe discipline to adult students, up to and including withdrawal or expulsion for any violation of rules/policy.

## Announcements by Students

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

## Valley View Local Schools Policy for Random Drug Testing

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

### VVLS Drug Policy

By completing Final Forms, all students have opted in for random drug testing. Students/families who wish to opt out of drug testing must contact the office. However, opting out will prevent the student from participating in extracurriculars and/or obtaining a parking pass. If at any time, when an extracurricular season is over or the participant is no longer a member of the team while the season is still going, a legal guardian would like to opt out their student from random drug testing for the remainder of the year, the custodian/guardian must notify Valley View Local School District before the day of a random drug test. (Note this action will negate the student from participating in any future athletics/activities/clubs and of their current or future parking permit, unless they re-enroll in the random drug testing program.)

## Change of Address

If a family were to move their residency after completing FinalForms, they will be required to report this to the school office. This includes, but is not limited to, name, address, phone number, email address, emergency contacts, guardianship, and custody or other court orders.

## Deliveries

We understand that sometimes students forget things needed and a parent/guardian will drop them off. In this instance, deliveries can be brought to the Welcome Center and we will deliver to the student during non-instructional time.

## Elevator Use

The elevator is to be used only by staff members and students with pre-approved reasons. The elevator is off limits to other students unless permission is granted by school personnel.

## Emergency Drills

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

Other school safety drills may be conducted to ensure that our students are informed about options to remain safe in the case of an emergency.

## Field Trips

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

## Financial Assistance

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

## Foreign Exchange Students

Valley View High School accepts foreign exchange students from reputable organizations. These placements require prior approval from the Principal. Foreign exchange students will be enrolled with junior class (or lower) standing. Valley View students who wish to live in another country as a foreign exchange student

must realize this could delay their normal commencement date, as credits may not be accepted from the foreign exchange assignment.

## Hall Passes

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

## Home Schooling

From time to time some students enroll at Valley View High School who have been homeschooled. These circumstances present unique challenges in granting high school credits. Each student will be evaluated on an individual basis. Students will be required to present textbooks, course outlines, transcripts, and completed assignments which may be evaluated by school personnel to grant credit. Credit(s) will be granted only when the home schooled courses are similar in content and requirements to those offered at Valley View High School. While credits may be granted, students would have a P or F on the transcript. If a student would like, they can take Valley View's exams in courses they have taken to earn a letter grade on their transcript. This policy also applies to students who enroll at Valley View High School after attending a school not accredited by the Ohio Department of Education.

## Lockers

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

## Loitering

Students are not permitted to loiter in the parking lot before or after school. Students who drive to school are to enter the school building immediately after parking their vehicles.

## Lost and Found

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

## Medication

Students who need to take prescription or nonprescription drugs must follow the procedures in the Valley View Medication Policy. All drugs or medication must be brought to the office at the beginning of the school

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

## Objectionable Items

Water propellant devices or laser pointers may not be brought to school or to school activities. Latex balloons will not be allowed. These items, and any other item determined to be a disruption, potential disruption, or health or safety risk, may be confiscated. Possession of these items and/or refusal to surrender such an item to a staff member upon request may be considered insubordination and disciplined as such under Section I.

## Parking Permit Regulations

Driving to school is considered a privilege. Therefore, students who obtain parking privileges at Valley View High School are subject to random drug testing. A student who tests positive will face consequences involving loss of privileges, and more, as detailed in the Valley View Drug testing policy linked below.

[VVLS Drug Policy](#)

**FinalForms contains consent agreements which are required to be signed and completed by the student and parent/guardian prior to purchasing a VVHS parking permit.**

Students will not be able to go to their vehicles once they are in school so they need to ensure they have everything with them.

Students must purchase a student parking pass (\$30 for any part of two semesters, \$15 for any part of one semester) and register all vehicles with the attendance secretary. In order to purchase a parking pass, [FinalForms](#) must be completed and up to date. The parking permit must be signed by the student and parent.

Further, in order to maintain the privilege of a parking permit, students must drive in a safe and courteous manner. Any violation of school rules, or any law which endangers students or other drivers, may result in a denial of the privilege to drive to school. Student driven automobiles are subject to random searches anytime they are on school property or at any school functions. Police dogs may be used to detect the presence of illegal substances in student automobiles.

A student may have his/her driver license revoked by the Ohio Bureau of Motor Vehicles for any suspension or expulsion from school for using or possessing drugs or alcohol, for unexcused absences/tardies, or for dropping out of school.

**Parking Permit: Loss of Parking and/or Driving Privileges for Non-Attendance**

Valley View High School may revoke a student's parking permit at any time. Poor attendance is one reason that the administration may do so. Additionally, Ohio School Districts may notify the Ohio Bureau of Motor Vehicles to deny a student's driving privileges if he/she is under the age of 18 and is in violation of certain school rules and attendance policies. This may take place under the following conditions: 1) a student is suspended or expelled from school for the possession, use, or distribution of alcohol or drugs; 2) a student voluntarily withdraws from school (drop out); 3) has been absent without a legitimate excuse and is in violation of Ohio Law attendance requirements.

## Prom and After-Prom

(See section labeled: **“Student Behavior at Extracurricular Activities, Dances, Assemblies, in the Cafeteria, and in the Hallways”** as well.) All seniors and juniors are invited to celebrate their high school years at a formal prom that is planned by the junior class officers and advisor. Underclassmen are permitted to attend Prom only as invited dates of junior and senior Valley View High School students. Non-Valley View High School invitees must have prior approval of the administration and must submit a pre-approval form (with a copy of guest's photo ID) forty-eight hours in advance. The administration reserves the right to deny approval of any non-Valley View guest to attend the prom. Middle School students and younger may not attend high school dances; neither may guests 21 and older. The administration reserves the right to determine acceptable behaviors in these types of settings, and if deemed necessary by the administration, to remove individuals and/or cancel an event at any time without refund.

**“After-Prom” is a non-school sponsored activity** that is usually planned by Valley View parents.

## Safe School Website

Safer Schools exist so that parents, students, or other concerned citizens can report safety and bullying concerns anonymously. You can get contact information through the school website [Tipline](#) or text or call 844-SaferOH.

## Sales

No student shall be involved with any sales on school grounds except those connected with school activities and approved by the school administration. Students are not permitted to bring personal items to sell or trade with others.

## Senior Option (Early Release or Late Arrival)

Since colleges and universities are increasingly becoming more selective, students are highly encouraged to take a challenging course of study during their years at Valley View High School. An additional course can many times prove more beneficial than early dismissal. To be eligible for the Senior Option the student must be a senior and have achieved their required State Testing Graduation Criteria, have passing grades (C average) in all classes, be enrolled in 6 classes per semester, have no credit deficiencies, and may not exceed six days absent (excused/unexcused combined) per semester. At time of release, students must leave the building and not loiter on school property. Students must sign out prior to leaving school. Early Release or Late Arrival must be approved by the administration, and the administration reserves the right to revoke this privilege for any violation of the Code of Conduct and/or poor academic performance.

## Signs/Literature

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

## Social Activities

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

## Sportsmanship

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

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

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

Valley View students who wish to invite a non-Valley View High School guest to a dance must have prior approval of the administration and must submit a pre-approval form (with a copy of guest's photo ID) forty-eight hours in advance. The administration reserves the right to deny approval of any non-Valley View guest and/or student to attend any Valley View activity. Eighth grade students and younger may not attend high school dances, nor may guests 21 and older. All areas of the dance floor must be accessible at all times to the administration/staff/chaperones; i.e. mosh pits/grind floors are not permitted.

**All Dance tickets are pre-sale. No ticket sales at the door.**

## Student Publications

Any school newspaper, class publications, yearbook, and school sponsored clothing are part of the school's program and are subject to the administrator's approval of all contents, prior to printing and distribution.

## Student Valuables

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

## Study Halls

If a student has a study hall period on their schedule, this is not time permitted to socialize and/or be out in the building. Study Halls may not always be offered during every class period each day. We have built in options such as Spartan Time that students would be able to sign up for additional time to complete work/receive support if needed.

## Substance Abuse Self-Referral Policy

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

## Telephone

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

## Visitors

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

## Work Permits

Application forms for work permits may be obtained in the main office. Completed applications should be returned to the Principal’s secretary. School administration does have the authority to pull the work permit of a student when deemed necessary. Reasons for this may include inappropriate disciplinary behavior and/or failure to meet attendance expectations.

# Student Rights

## Equal Educational Opportunity

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

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

## Nondiscrimination

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

## Complaint Procedure

### Section I

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

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

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

### Section II

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

### **Step 1**

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

### **Step 2**

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

### **Step 3**

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

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

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

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

## **Prohibition Against Retaliation**

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

## **Student and Staff Well Being**

Safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. **If a student is aware of any**

**dangerous situation or accident, he/she must notify a staff person immediately. Failure to do so may be considered insubordination. Another option is to email: [safety@valleyview.k12.oh.us](mailto:safety@valleyview.k12.oh.us), however remember that an immediate safety concern must be reported promptly to a staff member.**

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

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

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

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

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

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

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

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

## **Student Privacy And Parental Access To Information**

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

- A. political affiliation or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, antisocial, self incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileges and analogous relationships, such as those of lawyers, physicians, or ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her/their parents;

H. income (other than that required) by law to determine eligibility for determination in a program, or for receiving financial assistance.

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

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

## Search/Seizure, Surveillance

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

## School Responsibilities To Report Student Information To Military Branches Of The Service

The federal "No Child Left Behind" legislation requires the school to provide the name, and contact information for every student, to branches of the military service. If parents (or students who are 18) do not want the school to provide the information to the military services, you must submit a written request to the school asking the information be withheld for a specific student. This request must be submitted to the school as soon as possible, but no later than the end of the first nine weeks.

## Transportation

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

### **Consequences:**

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

First Offense – verbal warning by the driver

Second Offense – office referral

Third Offense – loss of bus/van riding privileges

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

# Technology

## Valley View Local School District Technology and Acceptable Use Policy

### **Appropriate Use**

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

### **Security**

1. The user will NOT use other accounts nor store information about other users accounts nor change information on others accounts or devices.
2. The user will NOT modify district devices hardware or software, this includes but is not limited to disabling or bypassing district security software, installing and running applications not approved, and changing networks that the device is intended to connect to.
3. The user will not attach personal computing devices to the school network without permission from appropriate responsible staff.
4. The user will not connect a school issued device to another network that is not approved by the Valley View while on campus during school hours.
5. The user will refrain from attempting to willingly access sites and or bypass or defeat the filtering system. This includes the use of Proxy sites or VPNs to access acceptable or unacceptable mediums.

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

1. Chromebooks must be brought to school each day with a full charge.
2. An uncharged chromebook is a violation of this agreement and can be treated as a disciplinary issue per Administration's discretion.
3. Students will be issued a "Loaner" chromebook in the event there is a charging issue. Students are limited to only one loaner device on their account.

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

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

## **Ownership**

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

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

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

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

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

## **Penalty Procedures & Disclaimers**

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

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

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

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