



2026-2027

Elementary Student Handbook



Adamsville
Elementary



Dresden
Elementary



Frazesburg
Elementary



Nashport
Elementary

TRI-VALLEY ELEMENTARY SCHOOLS

TRI-VALLEY LOCAL SCHOOLS

36 E. MUSKINGUM AVE.

DRESDEN, OH 43821

740-754-1442

740-754-6400 FAX

SUPERINTENDENT, MR. KIRK HENDERSON

tvschools.org

Adamsville Elementary

7950 East Street

Adamsville, Ohio 43802

740-796-2153

740-796-4781 fax

Principal- Mr. Scott Brillhart

<http://tvae.tvschools.org/>

Frazeysburg Elementary

120 East Third Street

Frazeysburg, Ohio 43822

740-828-2781

740-828-3666 fax

Principal- Mrs. Heather Campbell

<http://tvfe.tvschools.org/>

Dresden Elementary

1318 Main Street

Dresden, Ohio 43821

740-754-4001

740-754-6405 fax

Principal- Mr. Tyler Shackelford

Asst. Prin.- Mr. Jeremy Cameron

<http://tvde.tvschools.org/>

Nashport Elementary

3775 Creamery Road

Nashport, Ohio 43830

740-452-3977

740-452-7101 fax

Principal- Mrs. Ashley Knowlton

Asst. Prin.- Mrs. Amanda Spiker

<http://tvne.tvschools.org/>

Board Members

Scott Ford-President

Luke Davis-Vice President

Andrea Collet

Betsy Brocklehurst

Steve Barr

District Administration

Kirk Henderson, Superintendent

Todd Woodard, Assistant Superintendent

Ryan Smith, Treasurer

Todd Stoffer, Director of Operations

Danielle Richesson, Director of Special Education

Chris Irvin, Director of Technology

Welcome to Tri-Valley Schools!

Dear Families and Friends,

It is with great excitement that we welcome you to another wonderful year at Tri-Valley—a place where curiosity is encouraged, learning is celebrated, and every child is valued.

At Tri-Valley, we recognize that each student brings unique strengths, talents, and goals. Our dedicated teachers and staff are committed to creating a safe, nurturing environment where students can grow both academically and personally. Through engaging, hands-on learning experiences, we strive to inspire creativity, critical thinking, and a lifelong love of learning in every child.

We also believe that education is strongest when it is a partnership between school and home. We encourage families to stay actively involved—whether by volunteering, joining the PTO, attending school events, or maintaining regular communication about your child’s progress. Working together, we can help every student reach their fullest potential.

As we begin a year filled with discovery, growth, and success, we invite you to explore our website for information about programs, events, and the many opportunities that make Tri-Valley such a special place.

Thank you for being an important part of our Tri-Valley family. We look forward to a fantastic year together!

Sincerely,
Elementary Principal Team

School Hours

Doors Open: 9:00
Tardy Bell: 9:15
Student Day: 9:15-3:30

Staff Directory

A comprehensive staff directory can be found here:

[Staff - Adamsville Elementary School](#)

[Staff - Dresden Elementary School](#)

[Staff - Frazeyburg Elementary School](#)

[Staff - Nashport Elementary School](#)

District Mission Statement

The Mission Statement of the Tri-Valley Local School District, is to provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students and citizens and help its students accomplish educational goals which are significant, durable, and transferable.

District Calendar

Click here for the [District Academic Calendar](#).

SUNSET STATEMENT

This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Mr. Todd Woodard, Assistant Superintendent, 740-754-4027.

Complaints will be investigated in accordance with the procedures described on page 49 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from The Building Administration.

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 or hand delivery when appropriate or email. 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 their educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School Office to alert the School Nurse.



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STUDENT ATTENDANCE (GRADES K–6)

Purpose:

The Board of Education recognizes that regular school attendance is essential to student learning, academic success, and the development of responsible habits. Absences from school for any reason—whether excused or unexcused—reduce instructional time and negatively impact student achievement.

Rationale:

In accordance with Ohio Revised Code 3321.04, all children of compulsory school age shall attend school for the full-time school is in session, which shall not be for less than thirty-two (32) weeks per school year under the law.

The responsibility for ensuring regular attendance rests with the student's parent, guardian, or custodian. Failure to ensure regular attendance may result in intervention and/or legal action as permitted by law.

Parents/guardians Responsibilities:

- Ensure their child attends school regularly and on time
- Call the district **TEC 754-4050** by 9:30 a.m. to report student absences
- Provide documentation when requested
- Participate in attendance intervention efforts when necessary
- Take proper steps to get foreseen absences excused in advance

Pre-Planned Absences:

- Any time a parent knows a student will be missing school for at least 1/2 day or more the office should be contacted via phone and or note with an explanation for the absence.

Reasons for pre-planned absences include:

- Medical appointment
- Such good cause as may be acceptable to the building principal

Definitions:

A. Habitual Truancy

A student shall be considered habitually truant if the student is absent without legitimate excuse for:

- 30 or more consecutive hours;
- 42 or more hours in one school month; or
- 72 or more hours in one school year

B. Chronic Absenteeism

A student shall be considered chronically absent if the student is absent for ten percent (10%) or more of the minimum required school hours in a school year, regardless of whether the absences are excused or unexcused.

Excused Absences:

Absences for the following reasons shall be considered as excused within the first 30 hours of absence:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical, behavioral, and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Authorized school-sponsored activities.
- G. Approved post-secondary visits, for which the student shall be marked as “present,” not to exceed three days each school year.
- H. Acts of God.
- I. Quarantine.
- J. Out-of-state travel, not to exceed 24 hours per school year that the student’s school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- K. At the Superintendent’s discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
- L. Pre-enlistment reporting to military enlistment processing station, with verification of the date and time of the reporting from the military authority. The student may be marked as “present” if the absence is used to help fulfill graduation requirements.
- M. Religious expression days (up to additional 3 days), in accordance with Board Policy and O.R.C. §3320.04.
- N. High school students may be absent from school for the sole purpose of attending a private driver training course approved by the Director of Public Safety in accordance with O.R.C. Chapter 4508 (“driver education course”), up to a maximum of eight hours for that student. The student shall only be absent for up to two hours per day for not more than four days in meeting the maximum of eight hours. The days may be nonconsecutive. No student may be released from a core curriculum subject course to attend a driver education course. Any student absent from school to attend a driver education course must complete any classroom assignments that the student misses because of the absence.
- O. Any additional reason stated in a policy adopted by the Board.

After 30 hours of absence, the District will require appropriate documentation (e.g. physician’s notes) to verify the legitimacy of any absence and excuse said absence.

Unexcused Absences:

Absences that do not meet the criteria listed above or are not properly verified shall be considered unexcused.

Students may be permitted to complete make-up work for unexcused absences; however, credit may be reduced or denied at the discretion of the teacher in accordance with district guidelines.

Attendance Monitoring and Notification:

A. Early Notification (5% Threshold)

The District shall notify a student's parent or guardian when the student has been absent for 30 Hours in a school year.

After a student has accumulated 30 hours of absence, the District will require additional documentation, such as a physician's note or other appropriate verification, to substantiate the legitimacy of subsequent absences.

B. Excessive Absence Notification

When a student is excessively absent, the District shall notify the parent or guardian in writing within seven (7) days of the triggering absence.

Prevention of Chronic Absenteeism:

The District shall implement proactive strategies to prevent chronic absenteeism, including:

- A. Personalized positive calls by the teacher when the student misses a day of school;
- B. Involvement in before- and after-school activities;
- C. Recognition of good and improved attendance;
- D. Small group sessions;
- E. Counseling;
- F. Check in/check out;
- G. Connecting the student to a mentor or caring adult;
- H. Development of a student success plan and/or family help bank;
- I. Tutoring;
- J. Developing an alternative schedule for the student;
- K. Extracurricular activities;
- L. Positive home visits; and
- M. Connection to mental health resources and supports (in school and out of school).
- N. The absence intervention team may utilize the student's building-wide Positive Behavioral Interventions and Supports ("PBIS") intervention system, as determined appropriate.

Tiered System of Support:

The District shall implement a tiered system of interventions to support student attendance:

Tier One

When a student has been absent from school for 25 hours of instruction in a school year (20 hours in the case of half-day kindergarten), the following action will be taken:

1. A written notice highlighting the student's absences and his/her attendance obligation under Ohio's compulsory education law will be supplied to the student's parent, guardian, or custodian.

Tier Two

When a student has been absent from school for 50 hours of instruction in a school year (30 hours in the case of half-day kindergarten), the following actions will be taken:

1. A written notice highlighting the student's absences and his/her attendance obligation under Ohio's compulsory education law will be supplied to the student's parent, guardian, or custodian.
2. An absence intervention team shall work with the student to improve the student's attendance at school.
3. The student's parent, guardian, or custodian shall be encouraged to participate with the absence intervention team in the development of an absence intervention plan.
4. The absence intervention team shall complete a root cause analysis for the student's absences and shall make referrals to resources to help the student and his/her family address the student's absenteeism.

Tier Three

When a student has been absent from school for 75 hours of instruction in a school year (40 hours in the case of half-day kindergarten), the following actions shall be taken:

1. A written notice highlighting the student's absences and his/her attendance obligation under Ohio's compulsory education law will be supplied to the student's parent, guardian, or custodian.
2. The absence intervention team shall reconvene to reevaluate the absence intervention plan and shall make adjustments and/or implement different strategies for improving the student's attendance.
3. The absence intervention team may request that the student's parent, guardian, or custodian attend a parental involvement program focused on improving the student's attendance.
4. If found to be truant, the District's attendance officer will warn the student and the student's parent, guardian, or custodian in writing of the legal consequences of being truant and will take all other actions required under O.R.C. §3321.19, which may include the filing of a complaint against the parent, guardian, or custodian in a court of competent jurisdiction if the student fails to attend school in violation of the law.

Truancy Intervention:

The District's attendance officer shall file a complaint in juvenile court against any student who was absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

The District shall provide written notice to its attendance officer if it determines that the student and the student's family are making satisfactory progress in improving the student's attendance, in which case the attendance officer shall not file a complaint. If the student and the student's family cease to continue making progress in improving the student's attendance, the District shall notify the attendance officer in writing, who shall file a complaint.

Tardiness and Partial Absences:

Students are expected to arrive on time and remain in school for the full instructional day.

Late arrivals and early dismissals shall be recorded and may be considered excused or unexcused based on the reason provided and appropriate verification. Students with excessive late arrivals will be addressed on an individual basis by building administration.

Elementary Absence Time Schedule:

- 9:00-9:15 Students should arrive to school
- Time missed will be recorded by the actual time missed, thus every minute counts towards a student's attendance record. (Ex. A student who has a morning appointment and is signed into school at 12:15 will have 3 hours added to their yearly absence total.)

Make-up Work:

If an absence is excused the student is allowed to complete and receive credit for work or assignments missed during the absence. Generally, a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the student's responsibility to find out what schoolwork was missed and to make the necessary arrangements to complete it with each individual teacher.

The completion of make-up work does not guarantee full academic credit if instructional opportunities cannot be fully replicated.

Suspension Absences:

Any student who has been suspended in-school or out of school will follow the Make-up Work Policy above.

General Absence Procedures:

- The primary responsibility for supervision of a student rests with the parent(s) or guardian(s). Parents or guardians of absent children shall call the school each day to report the absence within the first two (2) hours of the beginning of the school day that the student is absent.
- Between 9:30 a.m. and 11:15 a.m. the attendance office will attempt to contact a parent or guardian via the automatic calling system to clear the absence. Per R.C. 3321.141, parents shall receive notification within 120 minutes of the start of the school day for any student who was absent without legitimate excuse from the school the student is required to attend.
- If the school receives a parent call (or note) within the first 30 hours of absence, the absence will be excused. Once a student has exhausted his/her 30 hours of absence for the year, the office will issue an unexcused absence to the student unless the reason for absence is allowable under the ORC, or is accompanied by a doctor's note.
- No student in grades K through 6 shall be permitted to leave the school before the close of the school day without prior approval and without a parent or guardian signing the student out through the office.

- A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student's custodian.
- If one parent has been awarded custody of the student, the parent in custody as defined in statute shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent. *R.C. 3313.64.*

Illness While in School:

Students who become ill at school should report to the office for assistance. Students are not to leave school at any time during the school day without a parent/guardian signing the student out through the office. *Due to the district's 24-hour fever free policy, students who leave school due to illness will be considered "excused" for 24 hours from the sign-out time.* (i.e. If a student leaves ill at 11:00 a.m., they are "excused" for the remainder of that school day and up until 10:59 a.m. the following day. If students are over on their 30 hours of absence, the remainder of the following day and beyond will be unexcused without a doctor's note.)

Improving Your Child's Attendance:

Personal Illness: If a student is ill, the school desires for the child to remain at home for his/her own good as well as for the welfare of the entire school population; however, please make sure your child is ill and not just "not feeling well" before permitting him/her to stay home.

Medical and Dental Appointments: Such appointments are for the purpose of maintaining good health and will be considered necessary; however, the school should be informed of such an appointment at the session of the school immediately preceding the anticipated absence. Parents should attempt whenever possible to schedule these appointments on Saturday or before/after school hours.

Absences for Religious Instruction:

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction in accordance with Board Policy 7.37 for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

"Released time" means a period of time during which a student is excused from school to attend a course in religious instruction conducted by a private entity off District property.

The Board authorizes a student to be excused from school to attend a released time course in religious instruction for up to but not more than one period per week, provided that each of the following applies:

1. The student's parent or guardian gives written consent.
2. The sponsoring entity maintains attendance records and makes them available to the District.
3. Transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent, guardian, or student.
4. The sponsoring entity makes provisions for and assumes liability for the student.
5. No public funds are expended and no public-school personnel are involved in providing the religious instruction.
6. The student assumes responsibility for any missed schoolwork.

While in attendance in a released time course in religious instruction, a student shall not be considered absent from school. No student may be released from a core curriculum subject course to attend a religious instruction course.

Up to two (2) units of high school credit for the completion of a released time course in religious instruction may be earned by a student in accordance with Board Policy 7.37.

No solicitation for attendance at religious instruction shall be permitted on district premises. No staff member shall encourage or discourage participation in any religious instructional program.

If you have any questions regarding the Tri-Valley Schools Attendance Policy, please contact the District Office and ask for the District Attendance Officer.

BICYCLES

Students are permitted to ride their bikes to school with parent permission. The school will not be responsible for bicycles that are lost, stolen or damaged. Students that live outside of town should not ride a bicycle to school. Students must obey traffic rules. Bicycles are to be walked up the school sidewalk and kept near the back entrance in the bike rack. Bicycles are not to be ridden in the school driveway or on school property.

BIRTHDAY CELEBRATIONS

Birthdays are very special events for our children. If a parent wishes to celebrate a student's birthday by bringing treats to classmates, please contact your child's teacher in advance. We ask that birthday invitations only be distributed at school if ALL students in the classroom are invited. Please do not send invitations to school otherwise.

CAFETERIA

A nutritional and balanced breakfast and lunch are prepared and served each day. Parents can access daily lunch menus through the T.E.C. line (754-4050).

All students are required to eat in the cafeteria during their assigned lunch periods. Free/Reduced meal benefits are available to children who qualify with state and federal regulations. Paper applications for meal benefits are available in the school office and on the school website. An electronic application is available through PaySchools.com. School meal prices are subject to change, and are posted at the beginning of each school year. Money may be deposited into your child's meal account in any amount during the school year with cash or check. Money may also be deposited electronically through PaySchools.com.

CARE OF SCHOOL PROPERTY

Classroom furniture, materials, and textbooks are expensive and your child will be instructed in the proper care and use of school equipment. The Tri-Valley Board of Education provides textbooks for each student, and the student is responsible for the care while they are in his/her possession.

Students are expected to take care of all school property and there is to be no willful destruction of property, however minor, such as writing in books or on tables or walls. Students who cause damage to school property

shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears and the Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. Damage to school equipment, textbooks, and other property shall be charged according to the current market value to repair or replace the item.

CHILD CUSTODY

Parents must provide the District with a copy of any court order affecting parental rights, custody, or designation of a residential parent or legal custodian, including temporary orders, or a modification of an existing order. If appropriate, parents should review the custody situation with the child's teacher at the beginning of each school year. A record shall be kept indicating the legal custodian of each student. Such custodian is responsible for informing the office of any change in the student's situation. If one parent has been awarded custody of the student, the parent in custody (R.C. 3313.64) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

DRUG-TOBACCO FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school- approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, Vapor Pens and/or paraphernalia, or dangerous controlled substances as defined by federal or state statute, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school.

When required by federal or state law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

EMERGENCY CARE

It is important that the school be informed of how parents may be reached in case of an emergency. Student information should be updated yearly in Registration Gateway. *Inform the office of any changes in phone numbers or in the names of the people you wish the school to call in case of emergency.*

EMERGENCY MEDICAL AUTHORIZATION (E.M.A.) FORMS

All parents of students are required to submit a completed and signed (by parent/guardian) E.M.A. form online through the Final Forms Parent Portal/ Registration Gateway Update. Students and parents are responsible for updating the information on this form as soon as changes (e.g., address, phone, and custody, medical, email addresses) become known. Students who fail to submit an E.M.A. form on Final Forms by the interim time of the first quarter will be prohibited from attending field-trips or extra-curricular activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance at the District; grade level; date of graduation; degrees, honors and awards received; most previous educational agency or institution attended by the student; e-mail address or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Directory information does not include a student’s Social Security number or the student’s identification number, user identification, or other unique personal identifier, unless the identifier cannot be used to gain access to education records except when used in conjunction with authenticating information.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within twenty (20) days after receipt of the District’s notice. The District will not release directory information that alone or in combination can be used as personally identifiable information to identify a student. Examples include, but are not limited to the following:

- A media guide, showing your student’s participation in a school sport, musical, or other school production.
- Honor roll or other recognition list
- Graduation program (including D.A.R.E. graduation, kindergarten recognition)
- Sports activity sheets such as for football or basketball showing a student’s height and weight
- Social media recognition (to include photos and videos) on school authorized accounts recognizing your child’s honors and accomplishments, graduation, or participation in an engaging classroom activity
- A school yearbook
- School newsletters

Under FERPA, personally identifiable information is a part of your student’s educational record. “Personally identifiable information” includes, but is not limited to, the name and address of the student or student’s family members; a personal identifier, such as social security number, student number, or biometric record; an indirect identifier, such as date of birth, place of birth, or mother’s maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The District shall release the names, phone numbers and addresses of students in grades nine through twelve (9-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education that requests such information. Such data shall not be released if the adult student or student’s parent submits a written request not to release such information. The notice to parents or eligible students shall inform the parent or eligible student that they have a right to prohibit all or a portion of the information to be released. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.” The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Notwithstanding the provisions set out above, no person shall release or permit access to the names or other personally identifiable information concerning any students attending a public school to any person or group for use in a profit making plan or activity.

The District may disclose “directory information” on former students without student or parental consent.

Notification of Rights Under FERPA

The Superintendent annually shall provide notice to students and parents to ensure they are adequately informed regarding their rights to:

- A. Inspect and review the student’s education records;
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights;
- C. Consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by the law;
- D. Challenge District noncompliance with a parent’s request to amend the records through a hearing;
- E. File a complaint with the Department of Education; and
- F. Obtain a copy of the District’s policy and administrative guidelines on student records.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Students may not participate in field trips without parental consent and a current emergency medical form on file. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

FIRE AND DISASTER DRILLS

Fire, disaster, and intruder drills are conducted in accordance with state regulations. Procedures for these drills are posted in each classroom. Drills are conducted to acquaint children with the sound of the alarm and to develop the habit of following directions during an emergency. Teachers will also provide specific instruction on the appropriate procedures to follow in situations where students must be secured in the building rather than evacuated.

FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and support in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Ohio Department of Education and Workforce (ODEW), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care.

GRADING SCALE

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 0-59%

Grades will be calculated with assessments accounting for at least 60% of the total grade. The remaining 40% may include classwork, homework, and other assignments.

HEAD LICE (*Pediculosis Capitis*) and BED BUGS (*Cimex Lectularius*)

A student found to be infested with lice, nits, or bed bugs will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. Parents will be provided with educational material and instruction regarding head lice and bed bugs, the exclusion policy and procedures for treatment and return to school. These policies are for the protection of all members of the school community and are endorsed by the County Health Department.

Return to School:

A student may return to school as soon as the hair is found to be "nit free" in the case of lice or after documentation of treatment for bed bugs is presented. Documentation of this assurance is necessary before a student may return to class. Parents are asked to bring their children to be checked prior to the start of the school day. Children are not permitted to ride the bus or be dropped off without being found free of lice and nits or bed bugs with a parent present.

HOMework

Assignments to be performed by the student outside the school or independently while in attendance at school are considered important extensions of the instructional program. Homework is assigned to students on a regular basis to develop responsibility, provide practice and remediation in the mastery of skills, and reinforce the learning experience of school. Parent cooperation and assistance are vital in helping students to successfully meet homework expectations. Homework time recommendations are 10 MINUTES PER GRADE LEVEL. If your child is having difficulties completing their homework in this amount of time, please contact the teacher so supportive arrangements can be established.

Rationale of Homework:

- A. To assist the students in becoming more self-reliant
- B. To assist students in learning to work independently
- C. To improve and reinforce skills that have been taught
- D. To complete unfinished class assignments
- E. To expand reading for pleasure
- F. To help parents understand what students are learning

IMMUNIZATIONS

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless the student presents written evidence satisfactory to the District that the student has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, measles, and meningococcal disease. In addition, no student who begins kindergarten at an elementary school shall be permitted to remain in school for more than 14 days unless the student presents satisfactory written evidence that he/she has been immunized by a Department of Health-approved method or is in the process of being so immunized against hepatitis B and chicken pox. For further information regarding immunization, see Board Policy 6.52.

LIBRARY

All students are provided regular opportunities to utilize the library facilities and resources. Books may be signed out of the library for a time period of one (1) week. Books and magazines not returned will cost the face value of the book. Books returned in damaged or marked condition will require partial payments. Failure to pay library obligations or failure to return library materials may result in temporary or permanent loss of library privileges. Students who have overdue books will not be allowed to check out additional materials until the materials are returned or obligations paid. Failure to pay for lost or damaged books can result in Progress Book access being denied for both the parent and student account.

LOCKERS

Students shall have no expectation of privacy in any in-school storage supplied by the Board of Education and in those areas and instances set forth in this policy.

The lockers supplied in this school and used by the students are the property of the Board of Education. Therefore, the student lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

No personal lock may be used if the school issues locks or a built-in lock is provided, unless approved by the principal or his/her designee. If a personal lock is used, the student is required to provide the combination and/or key to the building principal or his/her designee.

LOST AND FOUND

Items found in and about school will be kept in "Lost and Found." Please remember to check occasionally if your son/daughter has lost an item. All items unclaimed at fall parent-teacher conferences, Christmas break, spring break and the end of the school year will be donated to a charitable organization.

MEDICATIONS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. Those students old enough to understand and follow directions for taking their medication should be responsible for same under supervision. If this is not possible, the dispensation of medication during the school day will be done in accordance with Board Policy 6.34.

MONITORING OF SCHOOL-ISSUED DEVICES

In accordance with Ohio Revised Code (ORC) 3319.327, Tri-Valley Schools may monitor student activity on all school-issued devices. Monitoring includes location tracking, keystrokes, and web browsing. These tools support instruction, technical support, exam proctoring, and help ensure student safety. Per ORC requirements, families will be notified within 72 hours if Tri-Valley Schools access any specific student information using these tools, including the reason for accessing it.

Monitoring may be conducted through the following platforms:

- Cisco Umbrella – Filters web activity in compliance with CIPA. Accesses student name and email.
- GoGuardian Admin – Flags concerning content (e.g., self-harm, bullying, drugs, violence). Accesses student name and email.
- GoGuardian Teacher – Supports instruction and supervision. Accesses student identity and educational records.

This monitoring policy has not changed but is being communicated as required under Ohio Senate Bill 29 as amended by House Bill 432 (effective December 9, 2024).

NON-DISCRIMINATION

Tri-Valley Schools are committed to non-discrimination in all policies and actions governing student behavior as well as in other aspects of the educational program and extracurricular activities.

No student shall, on the basis of his or her race, ethnicity, national origin, or religion, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any educational right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race, ethnicity, national origin, or religion, whether intentionally or otherwise, in any activity at any level of the operations of the District.

NOTES FOR SCHOOL

It is critical for parents to remember to ALWAYS put the first and last name of your child, name of teacher, and grade on ANY NOTES sent from home to school. This applies particularly to BUS NOTES, LUNCH MONEY ENVELOPES, BAGS etc. The better labeling on correspondence, the more likely that mistakes will not be made through the school office. We appreciate your help with this important matter.

Please remember to send notes for the following:

- A. Absence/Tardy
- B. Riding a Different Bus, Parent Pick Up, Different Bus Stop
- C. Leaving Early
- D. Medication (Must be signed by parent and physician)
- E. Staying Indoors for Recess (note from parent allows 2 excused days, after that a doctor's note is necessary)
- F. Excused for Physical Education (note from parent allows 2 excused days, after that a doctor's Note is necessary)
- G. Meetings/Activities After School

PROGRESS REPORTS/REPORT CARDS

Progress Reports are issued every nine weeks. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION AND RETENTION

Promotion, placement, or retention of students in kindergarten through grade eight will be based on the student's academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation, and in accordance with Board Policy 7.04. These factors will be carefully weighed by the professional staff and parents.

PARENT/TEACHER ORGANIZATION (PTO)

All parents are encouraged to join our parent- teacher organization and become involved in the school. This organization provides service to the school as well as financial support for special school needs. The PTO provides support in areas such as school assemblies, field trips, student functions, school agendas, student yearly publications and teacher recognition events. We hope you will join our team. Please call the school office for a current list of officers and committee members or check our webpage for more information.

RECESS

When weather permits, all students are expected to go out to the playground with their class. Recess will be held outdoors when there is not substantial precipitation or accumulation of snow on the playground, and when the temperature is not excessively cold. When the wind chill factor or the temperature falls below 20 degrees F, the students will remain inside. Therefore, it is important that children are properly dressed for the weather. In cases where parents feel it is absolutely necessary that the child does not go outside for a day or so, a note requesting this must be sent. Requests to stay in for more than two days *must be sent from the child's doctor*. During recess play periods, school personnel will supervise students.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" in the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many needed outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

SCHOOL CLOSINGS

School closings are announced on the Tri-Valley Schools website @ tvschools.org. Families may also call TEC 754-4050 and/or submit texting information for automatic updates online through the Tri-Valley website (One Call Now) for closing information. In the event of a school closing, all extra-curricular activities are canceled.

THE EDUCATION CONNECTION (TEC)

The Education Connection (TEC) is a complete communication system that parents can call 24 hours a day to listen to school information including daily lunch menus, school delays or cancellations or to leave messages regarding attendance. Automated phone calls are also sent to families regarding building or classroom events. The TEC automated number for all Tri-Valley buildings is **740-754-4050**. Information pamphlets are available in the school office.

TRANSPORTATION

Bus transportation is provided for all students in the district. Students are required to adhere to all rules and regulations established by the Tri-Valley Board of Education. These rules and regulations are described in the district publication- *Tri-Valley Local School District- [Transportation Policies & Bus Route Schedule](#)* found on the Tri-Valley Website under the Parents & Students tab, then click Bus Routes.

VISITORS

Visitors, particularly parents, are welcome and encouraged to visit our school at any time. All visitors shall comply with the rules set forth in Board Policy 9.02. With safety as a priority, all visitors must report to the school office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Any visitor found in the building without signing in or a pass shall be reported.

VOLUNTEERS

We encourage parents and grandparents to volunteer at our school. These people provide services to our students through more individualized assistance and enriching experiences. There are both daytime and evening opportunities. Please contact our Volunteer Coordinators, if you have extra time to help. Training and support will be provided at the beginning of each school year. Thank you for giving the precious gift of **TIME** to those who need your help!

STUDENT CODE OF CONDUCT

Upon the Board's approval and adoption of the Student Handbook, the provisions contained herein shall govern and control with respect to student matters addressed in the Handbooks. Any provision of a Handbook that differs from or conflicts with a corresponding Board Policy shall be deemed approved by the Board and shall control over the conflicting Board Policy provision. All Board Policies not inconsistent with these Handbooks remain in full force and effect.

CODE OF CONDUCT: This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at school sponsored events, or other school activities or programs. In addition, this code of conduct includes:

- 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property;
- 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violations of the discipline code at the elementary school level may result in disciplinary action including, but not limited to, parent conferences, detentions, in-school restriction, alternative educational placement (AEP), out of school suspension, expulsion, loss of privileges including extracurricular and field trips, emergency removal from school, or referral to law enforcement officials.

The Administration has the authority to consider any unique circumstances on a case-by-case basis when making any disciplinary determinations.

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

MAJOR OFFENSES -SECTION ONE

These offenses may be considered among the most serious violations of the total school process. An offense that includes (*) denotes that criminal charges may be filed by the school and the victimized persons involved.

1. *Possession or Use of Weapons or Dangerous Instruments:

A student shall not possess, transmit, or conceal a dangerous weapon or “lookalike” counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule. Students may be recommended for expulsion on a first-time offense.

2. *Alcohol/Drugs or look-alike drugs, drug paraphernalia, including marijuana or hand-rolled cigarettes: Possession, distribution, sale, or use

The Tri-Valley Local Schools Board of Education has defined procedures and policies addressing substance use and abuse in order for school personnel to respond realistically and consistently to problem behaviors occurring in the school setting. In accordance with Tri-Valley Local Schools board policy as being 100% tobacco and drug free, students are not permitted to possess, distribute, be under the influence of alcohol, low-alcohol products, harmful intoxicants, non-prescribed controlled substances, counterfeit controlled substances or other mood-altering chemicals which include over-the-counter mood-altering chemicals of any use or form including related paraphernalia such as lighters, matches, rolling papers anywhere on school property at any time or at any school function. This includes e-cigarettes, vaporizers/vapes, and the various cartridges and chargers associated with them which come in many forms such as: look-alike computer flash drives, ink pens, THC cartridges and others. Beyond tobacco, these battery powered vaporizers can also contain non-nicotine flavored solutions including marijuana (THC oil) and other addictive additives that could cause adverse medical issues. Any of these items that are confiscated may be subject to testing for THC by school administration. Characteristics of drug-alcohol use (evidence of consumption) are defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor, nervousness, restlessness, vomiting, sleeping in class, memory loss, abusive language, or any other behavior not normal for the particular pupil. A counterfeit controlled substance, to include the contents of an e-cigarettes, juul, or

vaping device, is defined in the following ways:

- Any drug, drug container, or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization.
- Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, its labeling, markings, packaging, distribution, or the price for which it is sold or offered for sale.

The following penalties shall be imposed for violation of this policy:

- First violation: Parents/guardians of the student will be notified. Notify law enforcement officials if necessary. The principal may suspend the student for ten (10) days. The suspension may be reduced to five (5) days if the student received an assessment from a certified agency. The principal may recommend the student be expelled.
- Second/Subsequent violation: Parents/guardians of the student will be notified. Notify law enforcement officials if necessary. The principal may suspend the student for ten (10) days and may recommend to the superintendent that the student be expelled.
- Selling or Distributing: Any student selling or distributing alcohol or non-alcohol beer/wine, tobacco, harmful intoxicants, controlled substances, counterfeit controlled substances, or other mood-altering chemicals, is subject to suspension for ten (10) days with recommendation for expulsion and an assessment by a certified agency.

3. *Threats of Violence: Implied, written and/or spoken:

Any student found to be threatening and/or intimidating another student or Tri-Valley Local Schools employee at any time on school property or school bus will be subjected to strict disciplinary action. This would include making, by telephone call, letter, social media post, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds (i.e., bomb threats, rioting, inducing panic, false alarms or inciting inappropriate behavior).

4. *Arson or Unauthorized use of fire:

Setting or attempting to set fire to, damaging, or attempting to damage, any school building or property.

5. *Disruption of the Educational Process:

Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

6. *Fighting, Physical Abuse or Inappropriate Language Directed toward another Student, School Employee, or Authorized School Visitor while on the school grounds, school property, or at any school function (home or away):

Students shall not curse or use abusive, profane, or vulgar language, spit, or make an abusive, profane, or vulgar gesture toward any student, school employee, or authorized school visitor regardless of when or where it occurs according to Ohio Revised Code. Students shall not engage, instigate, participate, retaliate, or support any type of behavior related to fighting, nor shall students attempt to engage, instigate, participate, retaliate, or support any type of behavior related to fighting. The recording and dissemination of videos of fighting on school property for the sole purpose of sharing on social media or through cellular devices may be subject to the same consequences as those engaging in the fight. Any assault on a staff member may result in an automatic recommendation for expulsion.

7. *Assault of a Student, School Employee, Authorized School Visitor:

Students shall not cause or attempt to cause physical injury, or behave in such a way as could threaten to cause physical injury, to a student, school employee or authorized school visitor. Any assault will result in a recommendation for expulsion.

8. *Immoral Acts or Indecent Exposure:

Pursuant to ORC 2907.09, no student shall knowingly or recklessly, under circumstances in which the person's conduct is likely to be viewed by and affront others engage in conduct that could be considered as indecent exposure or public indecency.

MAJOR OFFENSES - SECTION TWO

These offenses may be considered serious violations of the total school process. The offenses that include (*) indicate that criminal charges may be filed by the school and the victimized persons involved.

1. Acts of Disrespect/Insubordination to a Staff Member or School Employee:

No student shall be disrespectful of or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel on or off school grounds (if proven to cause a disruption to the learning environment). School staff members are acting "in loco parentis," which means that school staff are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. Disrespect/Insubordination shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs directed towards a staff member or unwilling to comply or cooperate with a reasonable request or directive by any teacher or staff member.

2. *Verbal/Physical Harassment, Bullying, Threatening or Intimidating Another Student:

Ohio Revised Code 3313.666 defines "harassment, intimidation, or bullying" as "any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once, and the behavior both: Causes mental or physical harm to the other student; is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student." This includes violence within a dating relationship. Tri-Valley Local Schools prohibits such behavior on school property or at school events. The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of the school

staff, or of any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

- a. Verbal - No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane.
- b. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching, or any kind of physical intimidation shall be construed as physical harassment.

For reporting harassment, please see the contact information below:

- Complaint Coordinator- Todd Woodard, Assistant Superintendent 740-754-1442
- You can file an anonymous report at www.safeschoolhelpline.com/ or call 844-SaferOH (844-723-3764)

3. *Cyber-Bullying:

Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on school premises or can take place off of school premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur. Refer to the “Bullying” section of the handbook for reporting procedures.

- A. On campus: If cyber-bullying is found to originate on the school campus, the situation will be investigated and treated accordingly.
- B. Off campus: If cyber-bullying is reported to be occurring off school campus, the following guidelines will be followed:

Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered. If the cyber-bullying involves threats or other inappropriate behavior, the parents will be encouraged to notify the police. If the threat indicates an action relating to school grounds, the threat will be treated according to the student code of conduct. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes, or child pornography.

*Any student who is found to have issued a false report may be disciplined under the code of conduct as well for a disruption.

4. *Tobacco Possession or Use:

In accordance with Tri-Valley board policy as being 100% tobacco free, students are not permitted to possess or use any form of tobacco or tobacco paraphernalia including lighters, matches, rolling papers, etc. anywhere on school property at any time or at any school function. This includes e-cigarettes, vaporizers/vapes, and the various cartridges associated with them which come in many forms such as: look-alike computer flash drives, ink pens, and others. Any of these items that are confiscated may be subject to testing for THC by school administration. Tobacco Assessments will be recommended. *Community service may be offered in lieu of, or in addition to, any of these offenses. Vapes of any kind that cannot be identified will be handled under number 2 in Major Offenses Section One.

5. Sexual harassment:

The Tri-Valley Local Schools Board Policy prohibits sexual harassment among employees and/or students or to its employees and/or students. The administration fully supports the school board policy and will take action to prevent sexual harassment in any form. Any incident of sexual harassment should be reported to the elementary school principal immediately in accordance with Board Policy.

Verbal – Includes, but is not limited to, the making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

Nonverbal - Includes, but is not limited to, causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

Physical contact - Includes, but is not limited to, threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

6. Gender/ethnic/racial/religious/disability harassment:

Verbal - Includes, but is not limited to, written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

Nonverbal - Includes, but is not limited to, placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons associated with the district.

7. *Damage, destruction, or theft of school property or private property, or other students' property:

No student shall knowingly cause or attempt to cause damage to school property, including that of another student, teacher, administrator, or any other school employee, including the private property of school employees on school grounds. No student shall steal or attempt to steal (unauthorized use) school property or private property from any teacher, administrator, school employee, or fellow student. This shall include, but is not limited to, school keys, tests, test keys, or any other items from the teacher's classroom or the unauthorized use of free or reduced lunch services.

No student shall have any of the above items in his/her possession without the proper permission from the school employee. Failure to turn in any found items that do not belong to the individual will also be considered a serious concern. Theft shall also include: copyright infringement and unauthorized duplication of material. Also, repair/replacement cost will be the responsibility of the parent/guardian or custodian of the student in question.

8. Gang activity: any participation in gang-related activity at school or at School activities:

Tri-Valley Local Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs in the school disrupts that environment by threatening the safety of the students in the school building and causing disruption to the academic process. As a result of this belief, Tri-Valley Local Schools hereby bar all gangs and gang activities from school buildings and school property at all times. A gang is defined as any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals; further, it includes any group whose purpose and practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that interfere with the safety or welfare of others. Gang activity such as initiations, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on

school property, at school functions and school related activities will not be tolerated. Students who engage in gang activities shall be prosecuted, suspended and/or expelled. A student shall not:

Participate in gang-related activities; Appear with, or wear, gang identifications such as attire, colors, or clothing; including gang symbols/signs on clothing, notebooks, or any public display of gang paraphernalia, including bandannas; Designate boundaries or turf, or belong to any group that designates boundaries or turf; Participate in hazing, initiation, or recruiting activities; A record of all alleged gangs and members of such gangs will be compiled and held by school personnel.

Any student alleged to be a member of a gang and found to be in violation of the code of conduct, Board policy or any other rules and regulations of the Board of Education will be barred from representing the school as a member of an athletic team or as a participant in extracurricular or co-curricular activities until the gang membership or participation is discontinued, and the student serves any discipline imposed as a direct result of such conduct. Lockers, book bags, gym bags, coats, jackets, and cans or other containers which are brought into the school or on school property may be searched at any time by school personnel should they suspect the presence of drugs, weapons, drug, and weapon look-alikes on school grounds at any time or attempting to bring drugs or weapons onto school grounds will be expelled. Such students will be prosecuted to the fullest extent of the law.

9. *Pornography/pornographic paraphernalia of any kind:

No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time. This includes, but is not limited to, personal electronic communication devices. This includes: Sexting-the act of sending, receiving, or forwarding naked photos via cell phone or any other device. If a case of sexting is brought to the attention of any school employee, the case will be turned over to the local law enforcement agency and the students involved may face disciplinary action through the school.

10. Extortion:

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

11. Gambling (i.e., playing a game of chance for stakes):

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

12. Falsification:

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

13. *Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and

the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

14. *Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

15. *Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances, or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or detonation.

16. *Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

17. Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

18. Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

19. Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

20. The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the Principal. Examples of prohibited devices include, but are not limited to, radios, “boom-boxes”, headphones, CD/MP3 players, portable TV’s, electronic games/toys and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. Use of electronic communication devices shall be governed by Board Policy 6.44.

21. Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant(s) may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property

but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

22. Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

23. Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

MAJOR OFFENSES -SECTION THREE

These offenses may be considered serious violations of the total school process. The offenses that include (*) indicate that criminal charges may be filed by the school and the victimized persons involved.

1. *Leaving school grounds without permission:

Students are prohibited from leaving school grounds or any school-sponsored activity without prior authorization from school officials and, when applicable, parental permission. Leaving school grounds without permission is a violation of the Student Code of Conduct and may result in disciplinary action.

Student attendance and absences, including truancy, are addressed separately in the District's attendance policies and applicable law.

2. Failure to Serve Detention:

Failure to serve detention will be considered insubordination. Students failing to serve an assigned detention on the assigned day may result in further disciplinary action.

3. *Inappropriate behaviors at Tri-Valley Schools events and contests off school property or at another school within the district:

All students are expected to conduct themselves in an appropriate manner while attending school events both on and off school grounds. This includes attendance at away contests.

4. Inappropriate use of computer technology and/or internet:

See Acceptable Use Policy on our website. Student use of the network is a privilege, not a right. If you violate this Policy, you may be subject to having your access to the network terminated. Reinstatement of access to computer usage is at the discretion of the administration. You may be suspended for violations.

5. Cheating, plagiarism, collusion, or academic dishonesty:

Students shall not engage in or attempt to engage in scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

- Cheating on a test includes doing, or attempting to do, any of the following:
- Copying from another student's test paper;
- Using material during a test which is not authorized by the person giving the test;
- Collaborating with another student during the test;
- Using, buying, selling, stealing, transporting, or soliciting the contents of a test not yet administered;
- Substituting for another student or permitting another student to substitute for oneself to take a test;
- Bribing another person to obtain a test that is to be administered; or
- Securing copies of a test or answers to a test in advance of the test.
- Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit, including the submission and presentation of documents obtained from the Internet or through other electronic means as one's own work.
- Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

1st Offense - Disciplinary action, teacher phone call to parents/guardian, and the student will be required to redo the assignment.

2nd Offense - Disciplinary action, teacher/admin meeting with the parents/guardian, and an "F" for the assignment.

3rd Offense - Disciplinary action, phone call to parents/guardian, with the knowledge of this could result in failure for the grading period in the course.

6. *Removing or altering any official school records:

This includes but is not limited to report cards, interim reports, passes, excuses, notes, or any other official school paperwork.

7. Behavior that warrants more than a detention:

Any action judged by the administration to involve misconduct and not specifically mentioned in other sections of this student code of conduct may be dealt with as insubordination.

MINOR OFFENSES - SECTION ONE

These offenses, although considered minor, will carry automatic consequences if violations occur.

1. Classroom disruptions:

Teachers have the right to teach and students have the right to learn. No class disruption of any kind will be tolerated during any academic class. Sleeping in class is a class disruption.

2. Tardy to School

Students must be in their 1st period class before the bell each morning. Failing to be in the classroom before the bell will result in tardiness.

3. Profanity of any kind:

No student shall use profanity.

4. School dress code:

Any type of dress which is considered to be inappropriate by the administration of Tri-Valley Elementary Schools will not be acceptable. Inappropriate attire could include but not be limited to: clothing that advertises alcohol or tobacco products, contain inappropriate language, pictures, slogans, etc. or do not adequately cover students. Click here to view the [Tri-Valley Student Dress Code](#).

Consequences for students who violate the dress code:

- **1st Violation**=Warning and change clothing
 - If the student does not have appropriate attire that can be worn, parents will need to bring a change of clothes. If that is not possible, students will be subject to AEP for the remainder of the school day.
- **2nd Violation**= 1 Hour After-School Detention

***Students who repeatedly violate the dress code will be considered insubordinate — appropriate consequences will be given for such behavior, ranging from detentions to out-of-school suspension and accumulation of points. If the student must be out of class for this the time will be considered unexcused.*

5. Violations of bus rules and regulations:

Bus students are expected to follow directions of staff and drivers at all times. All school rules are to be followed on all buses. These rules apply during any bus use.

Students violating bus rules may receive additional penalties such as denial of the privilege of riding the bus to and from school or to school related activities. School attendance is required when transportation privileges are removed. See also "[Transportation Policies & Bus Route Schedule](#)" listed on our website at www.tvschools.org. Bus transportation is a privilege, not a right, and it may be revoked at any time for violations.

6. Skipping class/failure to report to class /leaving class without permission/not in the assigned area:

All students are expected to report to all classes on time. Any student failing to report to class may be considered insubordinate and/or truant.

MINOR OFFENSES -SECTION TWO

ELECTRONIC DEVICES/CELLULAR PHONES/WATCHES/PERSONAL COMMUNICATION DEVICES

The Tri-Valley Local School District recognizes that students may possess personal communication devices (PCDs). However, to ensure a focused learning environment and the safety of all students, the use of these devices are limited during school hours and at school-related events.

What are Personal Communication Devices (PCDs)?

For the purpose of this policy, PCDs include, but are not limited to:

- Smartphones (e.g., iPhones, Android devices)
- Smartwatches
- Bluetooth enabled headphones/earbuds
- Other web-enabled devices

Guidelines for PCD Use:

- During School Hours: All PCDs must be turned off and kept out of sight in a book bag or in a locker during posted school hours to prevent disruptions.
- School Activities Outside of School Hours: Students are permitted to use PCDs during school activities outside of school hours but may be directed by a school administrator, coach, or staff member to store devices out of sight.
- Prohibited Areas: PCD use is never permitted in locker rooms or restrooms.
- Health and Learning Exceptions: Students who require a PCD for specific health reasons or as outlined in their Individualized Education Program (IEP) or Section 504 plan may use their devices as necessary.
- School Buses: Students may have PCDs on the bus. Other electronic devices can be used on the bus as long as they do not cause a distraction or interfere with the safe operation of the bus.

Bus drivers or other school staff may direct students to turn off and store other electronic devices at any time.

Student Responsibility:

Students are solely responsible for the security and care of their PCDs brought to school or onto school buses. The school district is not responsible for any loss, theft, damage, or unauthorized use of these devices.

Contacting Students During the School Day:

Parents/guardians who need to contact their child during the school day should call the school office. Students may use school phones to contact parents/guardians if needed.

Consequences for Policy Violations:

First Offense: The PCD may be confiscated and kept in the office. Parents may be notified. The student may pick up the device at the end of the school day and further disciplinary action may be taken depending on the severity of the incident.

Second Offense: The PCD may be confiscated and the item kept in the office. Due to multiple infractions, parent(s) may be notified to pick up the electronic device(s). Further disciplinary action may be taken depending on the severity of the incident.

Third Offense: The PCD may be confiscated and the item kept in the office. Parents may be notified to pick up the electronic device(s). Students will not be permitted to bring electronic device(s) to school and further disciplinary action may be taken for repeated violation of school policy.

Continued violations can be treated as insubordination and include consequences (AEP, Suspension, Recommendation for Expulsion) that may become necessary. The student who possesses a cell phone, smart devices, and other electronic communication devices shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or electronic communication devices brought onto its property or a school bus.

1. Violation of cafeteria rules:

Students are expected to arrive in the cafeteria in an orderly and mannerly fashion. After finishing lunch, students are required to bus their trays, clean up their immediate area, and return to their designated area awaiting dismissal.

2. In the hallway without a Pass

3. Public display of affection:

Students shall not engage in kissing, embracing, overt displays of affection, or any acts or displays not appropriate to the educational environment.

STUDENT DISCIPLINE

(Expulsion, Suspension, Emergency Removal, Permanent Exclusion, and Alternate Discipline)

During the time of suspension, expulsion, or removal, the student (if he/she is 18 years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

A suspension or expulsion shall result in the student's total removal from the education program. Credit will be given for work missed due to out-of-school suspension. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension, or as homework if the student collects the assignments.

Teachers, school bus drivers, and other employees of this Board of Education having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

A student who is suspended or expelled from the Joint Vocational School District may be temporarily denied admission for the remaining period of the suspension or expulsion after being offered the opportunity for a hearing.

The District may deny credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board.

A. Definitions

1. Suspension is defined as the denial to a student for a period of at least one but not more than ten school days of permission to attend school and to take part in any school function.
2. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten school days but not exceeding the greater of 80 school days, or one year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).
3. Emergency Removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
4. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one school day.
5. Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.
6. In-School Suspension means a suspension served in a supervised learning environment within a school setting in the District.

B. Expulsion

1. The Superintendent is the only school administrator who may expel a student.
2. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.
3. The Superintendent shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel the student and provide the student and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:

- a. The reason(s) for the intended expulsion.
 - b. Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.
 - c. The date, time and place to appear must not be earlier than three nor later than five school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained 18 years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.
 - d. If the proposed expulsion is based on a violation listed in O.R.C. §3313.662(A) and the student is 16 years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.
4. The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing.
 5. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.
 6. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both student and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.
 7. If the Superintendent decides to expel, within one school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:
 - a. The reason(s) for the expulsion.
 - b. Notification of the right of the student, parent, guardian, or custodian to appeal to the Board or its designee within 14 days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than 14 days after the date of the notice of expulsion.

- c. The right of representation at the appeal.
 - d. The right to be granted a hearing before the Board or its designee and request the hearing be held in executive session.
 - e. Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is 16 years of age or older.
 - f. Notification that the Superintendent may seek the student's permanent exclusion if the expulsion is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was 16 years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
 - g. If the Superintendent expels a student for more than 20 school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.
8. A student or his/her parent, guardian, or custodian may appeal the expulsion to the Board or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative.
 9. A verbatim record shall be made of the hearing.
 10. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion.
 11. The action of the Board or its designee on the expulsion must be in a public meeting.
 12. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision.
 13. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
 14. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the District) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

15. The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

C. Suspension

1. The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a student.
2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.
3. Prior to suspension or a hearing, the Superintendent or principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the student is 16 years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted or adjudicated a delinquent child for the violation.
 - a. The student shall be provided an opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
 - b. Whenever a student has attained 18 years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.
 - c. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
4. If the administrator decides to suspend, within one school day of the decision to suspend, the Superintendent, principal, assistant principal, or Superintendent's designee must notify the parent, guardian, or custodian of the student of the action to suspend in writing. If at the time an out of school suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent shall not apply any remaining part or all of the period of the suspension to the following school year. The Superintendent may instead require the student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin the student's community service or alternative

consequence during the first full week day of summer break. The District, in its discretion, may develop an appropriate list of alternative consequences. In the event that a student fails to complete community service or the assigned alternative consequence, the District may determine the next course of action, which shall not include requiring the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

A notice of suspension must include:

- a. The reason(s) for the suspension.
 - b. The duration of the suspension.
 - c. Notification of the right of the student, parent, guardian, or custodian to appeal to the Board or its designee within five (5) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than five (5) days after the date of the notice of suspension.
 - d. The right of representation at the appeal.
 - e. The right to be granted a hearing before the Board or its designee and request the hearing be held in executive session.
 - f. Notification that the Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was 16 years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
5. A verbatim record of the appeal hearing shall be made.
 6. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.
 7. The action of the Board or its designee on the suspension must be in a public meeting.
 8. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision.
 9. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
 10. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the District) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.

11. Parameters for Completing and Grading Assignments Missed Due to Suspension

- a. A student who has been suspended from school shall have the opportunity to do both of the following:
 - i. Complete any classroom assignments missed because of the suspension; and
 - ii. Receive at least partial credit for a completed assignment.
- b. A student's grade may be reduced on account of the student's suspension. However, a student shall not receive a failing grade on a completed assignment solely on account of the student's suspension.

D. Emergency Removal

1. By Teacher

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular activities under his/her supervision, but not from the premises.
- b. During school hours the student must be sent to the office.
- c. If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
- d. If the emergency removal exceeds one school day then a due process hearing must be held on the next school day after removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
 - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- e. If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.
- f. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

2. By Administrator

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a student from the school premises.
- b. If it is intended that the student be removed for more than one school day, a due process hearing must be held on the next school day after the removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
 - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- c. In an emergency removal a student can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- d. Less than One (1) School Day Removal

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

E. Students in Grades Pre-Kindergarten Through Three

1. Emergency Removal

- a. A student in any of grades pre-kindergarten through three may be removed only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. If returned to curricular and extracurricular activities the following school day, a hearing regarding the removal need not occur.
- b. A suspension or expulsion proceeding shall not be initiated against a student in any of grades pre-kindergarten through three who was removed from a curricular or extracurricular activity, unless the student has committed an act described in O.R.C. §3313.668(B)(1)(a) or (b).

2. Out-of-School Suspension and Expulsion

The District shall not implement an out-of-school suspension or expulsion of a student in any of grades pre-kindergarten through three, except in accordance with the following:

- a. The District may issue an out-of-school suspension or expulsion to a student who has engaged in any of the behaviors described in O.R.C. §3313.66(B)(2) to (5).
- b. The District may issue an out-of-school suspension not to exceed ten days or an expulsion to a student who has not engaged in any of the behaviors described in O.R.C. §3313.66(B)(2) to (5) only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.
- c. Whenever possible, the principal shall consult with a mental health professional under contract with the District prior to suspending or expelling a student in any of grades pre-kindergarten through three. If the events leading up to suspension or expulsion indicate a need for additional mental health services, the student's principal or the District's mental health professional shall, in any manner that does not result in a financial burden to the District, assist the student's parent or guardian with locating providers or obtaining those services, including referral to an independent mental health professional.
- d. A student who is suspended or expelled shall be afforded the same notice and hearing, procedural, and educational opportunities as prescribed for a suspension or expulsion of District students in grades four through twelve.
- e. Students in grades pre-kindergarten through three may be issued in-school suspensions, provided the in-school suspension is served in a supervised learning environment.

F. Permanent Exclusion

1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was 16 years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:
 - a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm into a school safety zone;

- b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordinance on property owned or controlled by, or at an activity held under the auspices of a board of education;
 - c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of a board of education;
 - d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of a board of education;
 - e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of a board of education, if the victim at the time of the commission of the act was an employee of that board of education:
 - i. O.R.C. §2903.01, aggravated murder;
 - ii. O.R.C. §2903.02, murder;
 - iii. O.R.C. §2903.03, voluntary manslaughter;
 - iv. O.R.C. §2903.04, involuntary manslaughter;
 - v. O.R.C. §2903.11, felonious assault;
 - vi. O.R.C. §2903.12, aggravated assault;
 - vii. O.R.C. §2907.02, rape;
 - viii. O.R.C. §2907.05, gross sexual imposition; or
 - ix. former O.R.C. §2907.12, felonious sexual penetration.
 - f. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of a board of education.
2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was 16 years of age or older or was adjudicated a delinquent child for the commission, when he/she was 16 years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

G. Disabled Students

It shall be the policy of this Board that a child with a disability shall be disciplined only in accordance with state and federal law.

H. Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the District. This policy shall not prohibit the use of force or restraint in accordance with O.R.C. §3319.41(C).

I. Posting

A copy of this policy, together with the Code of Student Conduct, shall be posted in a central location in each school in the District and made available to students upon request.

J. Student Handbooks

Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board.

K. Student Seeking Admission From Another Ohio District

After a hearing, the Superintendent may temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or suspended from another Ohio district and the period of the expulsion or suspension has not expired. A student who is temporarily denied admission shall be admitted once the period of the suspension or expulsion has expired.

L. Student Seeking Admission From an Out-of-State School District

After a hearing, the Superintendent may also temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or otherwise removed for disciplinary reasons from a public school in another state and the period of the expulsion or removal has not expired. A student who is temporarily denied admission shall be admitted upon either:

1. The expiration of the expulsion or removal period imposed by the out-of-state district; or
2. The expiration of a period of time established by the Superintendent that begins with the date of expulsion or removal from the out-of-state school, but that is no greater than the period of the expulsion that the student would have received had the student committed the offense while the student was enrolled in this District.

M. Community Service in Conjunction With or in Place of a Suspension or Expulsion

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion imposed pursuant to this Board Policy and O.R.C. §3313.66, except for an expulsion imposed pursuant to O.R.C. §3313.66(B)(2) for bringing a firearm to school or any other property owned or controlled by the Board. The community service requirement may be imposed by the Superintendent under the following guidelines:

1. The organization operating the community service program must be approved by the Board for student participation.
2. The community service requirement may be imposed beyond the end of the school year in lieu of applying an expulsion into the following school year.

N. In-School Suspension

If a student is issued an in-school suspension, the student shall be permitted to complete any classroom assignments missed because of the in-school suspension. Furthermore, the Superintendent or principal shall ensure the student is serving the in-school suspension in a supervised learning environment.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

Students shall have no expectation of privacy in any in-school storage supplied by the Board of Education and in those areas and instances set forth in this policy.

The lockers supplied by the Board and used by the students are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

No personal lock may be used if the school issues locks or a built-in lock is provided, unless approved by the principal or his/her designee. If a personal lock is used, the student is required to provide the combination and/or key to the building principal or his/her designee.

The Board directs that the following notice be posted in a conspicuous place in each school building that has lockers:

“The lockers supplied in this school and used by the students are the property of the Board of Education. Therefore, the student lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.”

Principals shall conduct a routine inspection of lockers at least annually. Notwithstanding any other provisions of this policy, the principal of any school or his/her designee may search at any time the locker of any student and the contents of any locker of any student in the school if the principal reasonably believes that the locker or its contents contains evidence of a violation of a criminal statute or school rule, or if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert that threat or apparent threat.

Searches of a Student's Person, Personal Property, or Vehicle by School Personnel

School authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the nature of the alleged infraction, the objective of the search, and the age and sex of the student. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.

A request for the search of a student or a student's possessions will be directed to the building principal or designee. Unless circumstances do not permit such a search, searches should be conducted in the presence of the student and another staff member.

The principal or designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. A written copy shall immediately be forwarded to the Superintendent. The building principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Searches of Student Property by Police

A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student kept on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

Use of Canines for Detection of Evidence of Violation of Laws or District Rules

Since random searches have a positive impact on reducing drugs, weapons, and other criminal activity in the schools, it is the policy of the Board to permit building administrators to search any locker and its contents as the administrator believes necessary by the use of properly trained canines to detect evidence of the violation of laws or District rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on District premises, and students themselves for the presence of such evidence, according to the guidelines set forth below.

Lockers, Automobiles, and other Places

Properly trained canines may be used at any time to sniff lockers, automobiles, and other places on District premises for evidence of the violation of laws or District rules. If a canine indicates the presence of evidence of the violation of laws or District rules in a locker, automobile, or other place on District premises, that locker, automobile, or other place, as well as its contents, may be searched for such evidence. A notice shall be posted in a conspicuous place which states:

“Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.”

Students

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or District rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or District rules on the student's person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

The foregoing policy shall be included in the student handbook that is given to each student and posted in every building.

Before a student will be permitted to use District provided parking facilities, the student will be required to complete a form requesting permission to use the facilities. The form shall also require the student to consent to the search of the automobile with or without reasonable suspicion, as a condition of using the parking facilities.

- A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or attempted, or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours with or without notifying the parent or guardian.
- B. Interrogations shall be conducted in private. It shall be the responsibility of the law enforcement officer questioning the student to determine whether the student is in police custody, which would require that the student be advised of his/her *Miranda* rights.
- C. If a parent request, or parental contact has not been made, a school official will request to be present when an interrogation takes place within the school.
- D. When the law enforcement agency feels it is necessary to remove a child from school, parental consent should first be obtained or a warrant, court order, or other legal document should be produced, which would give them authority to remove the child without parental consent. If the circumstances make it possible to make this notification to the parents, the principal or his/her designee should do so.
- E. The Police Department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he should notify the juvenile officer or detective bureau of the Police Department. The school should not attempt to handle matters which are properly in the realm of the Police Department.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

For more information regarding student expression see Board Policy 6.47.